



## *Veterinarian's Oath*

*Being admitted to the profession of veterinary medicine, I solemnly swear to use my scientific knowledge and skills for the benefit of society through the protection of animal health, the relief of animal suffering, the conservation of animal resources, the promotion of public health and the advancement of medical knowledge.*

*I will practice my profession conscientiously, with dignity, and in keeping with the principles of veterinary medical ethics.*

*I accept as a lifelong obligation the continual improvement of my professional knowledge and competence.*

# Preface



**Dulhe Ram Meena**  
Working Trustee

I, Dulhe Ram Meena, Working Trustee is pleased to publish a profile on Apollo College of Veterinary Medicine, Jaipur. The ACVM, Jaipur made its modest beginning on 06th Oct. 2003 and in India it happens to be pioneering institute in private sector. The college is venturing to produce quality graduates who will be equipped with needed skills and shall be worthy to fulfil the aspiration of the society at large.

The institute is an ideal place for acquiring education in Veterinary and Animal Husbandry. The programme and training are so arranged that students get wide exposure of hands on training in diversified spectrum of Veterinary and Animal Science education including rural sociology, socio economic and marketing aspects of livestock.

The mission of the institute is to produce quality graduates who possess the capacity and capability to serve the society effectively in livestock sector. Entrepreneur course are organized to build in the confident amongst graduates to establish their own venture in private sector.

I, greatly appreciate the efforts of Dean and faculty members of ACVM for providing excellent administration in campus as well as the high quality of teaching providing to the students.

**Dulhe Ram Meena**

## *From Dean's Desk*



**Dr. C. S. Sharma**  
Dean

Apollo College of Veterinary Medicine (ACVM) Jaipur, Rajasthan was established on 06th Oct. 2003. The ACVM is a pioneer institute in private sector, directed to human resource development & provide service for health care and management. It is to meet ever increasing demand of qualified veterinarians for health, care, management and production of domesticated livestock and poultry in terms of milk, meat, egg, hide, wool and fur, etc. This in turn will enable students be globally competitive in their chosen field and acquire international standards on different aspects of livestock industry.

Students are the future of the society and nation at large. Investing in people and raising the human facilities of professional cadres is one of the top priorities of our college. Delivery of quality graduates to the state and the nation needs not only teaching of technical subjects but also impregnate value and ethos to the student community.

All the graduates of this college are globally placed in different National and International organizations of Veterinary and Animal Husbandry profession through counselling and placement cell.

Keeping in view the changing scenario, the training of the graduate are imparted not only as to suit service sector of Animal Husbandry Department but also tailored to suit the industrial units especially dairy and poultry sectors needs.

**Dr. C.S. Sharma**

# CONTENTS

Chapter-I	Introduction	1-10
Chapter-II	Admission procedure	11-13
Chapter-III	Course requirements for B.V.Sc. & A.H.	14-15
Chapter-IV	Rules and Regulations	16-32
i.	Examination	
ii.	Compulsory Internship Programme	
iii.	Attendance	
iv.	Indiscipline	
v.	Unfair means in examination	
vi.	Hostel Rules	



## CHAPTER-I

### INTRODUCTION

#### **ABOUT THE COLLEGE:**

Apollo Animal Medical Group Trust (AAMGT) was established in 2003. This Trust has established Apollo College of Veterinary Medicine, Jaipur (Rajasthan) with broad vision, mission and mandate. The college is affiliated with the Rajasthan University of Veterinary & Animal Sciences (RAJUVAS), Bikaner recognized by Veterinary Council of India, Ministry of Agriculture, Govt. of India. College follows course-curriculum as per Minimum Standard of Veterinary Education-2016 prescribed by the Veterinary Council of India (VCI) New Delhi, with emphasis on disease of bovines including sheep & goats, camel, equines, poultry and companion animals to meet specific requirements of the state. The three storey building is available for teaching, research and extension education with most modern clinical, para-clinical and production 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 provided with audio visual aids, good lighting and sitting facilities. The college possesses well equipped spacious laboratories with **highly qualified and experienced faculty members of national and international repute**. Educational tour to Veterinary Colleges, National Research Centers, Government farms, stud farms, dairy plants, slaughter houses, zoo and national parks, games, sports, cultural and extracurricular activities for all round growth and development of the scholar on roll are the integral part of ongoing academic activities of ACVM.

## 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 rainfed crops. The livestock possesses a greater role in boosting rural economy of Rajasthan. The State is rich in native breeds of cattle, equines, sheep, 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.

## VISION :-

Prepositioning the Apollo College of Veterinary Medicine as one stop station for accessing and excelling Veterinary and Animal Sciences & Technology related education, research and extension education activities so as to continuously keep on producing the kind of human resources, capable to respond to the challenges to the profession posed by production, health and product processing vulnerabilities through generation of "**Call of the time technologies**" that would suit the need of different stake holder.

## MISSION :-

- i. To be a centre of excellence in teaching, research & extension education in Veterinary & Animal Sciences.
- ii. To develop sustainable livestock farming system for improving productivity &

- profitability and dissemination of advance technologies.
- iii. To convert Veterinary & Animal Sciences Technology into profitable enterprises and providing nutritional security.

#### **MANDATE :-**

- i. To impart education for graduate, PG, Doctorate and Diploma programme.
- ii. To further the advancement of learning and presentation of Research on Veterinary & Animal Sciences.
- iii. To undertake programmes of extension education for farmers training lab to land programme.
- iv. To undertake such other activities in the fields of Veterinary & Animal Sciences as it may deem fit from time to time for stake holders.

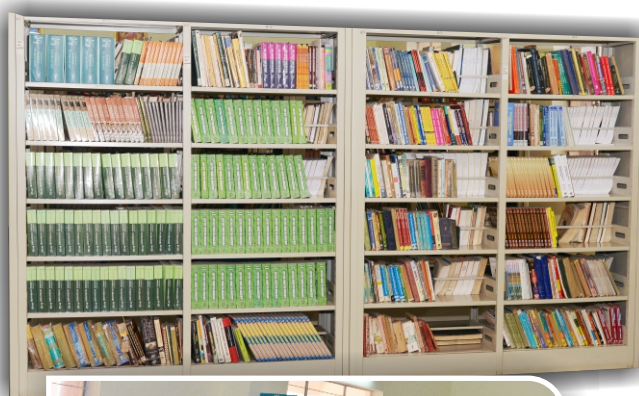
#### **FOCUS :-**

To accomplish the vision and mission focus will be to effect paradigm shift in education delivery system, research invention innovation continuum in the field of Veterinary and Animal Sciences Technology & dissipation of information and technology output to the farmers/entrepreneurs.



## **LIBRARY:**

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, departmental 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 is 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. Interactive audio visual cum LCD facilities are available. These facilities are being used for meeting, technical seminar, professional competition and contest, personality development etc. A modern auditorium has been planned to be constructed.





## GAMES AND SPORTS:

There is an extensive play ground near to the main building and excellent facilities are available for indoor & outdoor games / sports etc.



All the students are

encouraged to take part in sport activities. A modern and fully functional gymnasium is also available.

## VETERINARY CLINICAL COMPLEX:

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 gets 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 have also been taken for critical health care of livestock and crises management. Biotechnological intervention, propagation of germplasm, genetic engineering, molecular approach of vaccine production,



toxicological and forensic medicine laboratory have also been planned. The clinics have ethno veterinary practice and use of latest technologies for diagnosis. Medicine, Surgery and Gynecological units have facilities of USG, X-ray and other modern sophisticated equipments.

The Clinical Complex has also facilities of Intensive Care Unit, Indoor & Outdoor wards including Rest House for the farmers of indoor cases. Not only this the Clinical department have the facility of therapies related to acupuncture, hydrotherapy etc.

### **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 the animals at the doorstep of the farmers, the students also 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.



## FIELD VISITS:

Academic training is incomplete in absence of effective field orientated veterinary education. Students are sent to field and specialized animal institutes / veterinary hospitals and animal farms visit as per needs. This helps in better understanding of the subject matter. Students are able to acquaint

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, 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.



## LIVESTOCK FARM COMPLEX:

Livestock Farm Complex is an independent department of ACVM. It imparts hands on training and



practical orientation to the students. LFC has different livestock units viz. Cattle, Buffalo, Sheep, Goat, Camel, Equine, Pigs, Broiler & Layer units. Artificial insemination is being

established which will be fruitful to Rajasthan equine breeders. It has raised a laboratory animal house for Rabbits and Guinea Pigs.



## COMPUTER CELL / ARIS CELL:

Computer centre is a centralized facility to provide computer-aided education and training to B.V.Sc. & A.H. students. These facilities are being used for developing audiovisual instructional materials for teaching and other academic activities. Teachers and students are motivated to use audiovisual aids (LCD projector and computer





aided facilities) for better assimilation of the subject matter.

These centralized facilities are being used to prepare innovative classroom charts, projection slides, presentations, instructional manuals, notes and models. The faculty members motivate the students to prepare suitable demonstration charts, handouts and three-dimensional exhibits as an effective mode of learning.



### **STUDENT'S ACCOMODATION / HOSTEL:**

Triple storey modern hostel building for boys to accommodate nearly 200 students is already available. A separate independent girls hostel with double seated room is also available under the strict supervision of two ladies faculty members. It is well equipped with modern facilities of indoor games, gymnasium, TV and reading



room with modern dining facilities. The college hostel mess caters to their meals. Some air-condition rooms are available in both the hostels which is allotted to the students (Boys/Girls) on extra payment basis.

### **EXTRA-CURRICULAR ACTIVITIES:**

Students are encouraged to participate in cultural activities, blood donation camps, tree plantation programme, social meetings, dramatics, literacy activities, debate competition contests and participation in seminars etc.



## **CHAPTER-II**

### **ADMISSION PROCEDURE**

#### **ELIGIBILITY (As per VCI norms)**

- Candidates must have completed the age of 17 years and the maximum age of 25 years on or before 31<sup>st</sup> December, 2019.
- Candidates must have passed the 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 under general category must have 50% of the aggregate marks in English, Physics, Chemistry and Biology in this qualifying examination.
- Whereas in case of candidates belonging to the SC/ST or other special category of students as specified by the Government from time to time, marks required for the admission shall be 5% less than that prescribed for general category i.e. 47.5%.
- He/She shall have to qualify the Rajasthan Pre-Veterinary Test (RPVT) / NEET for admission.

**NOTE:-** All the rules & regulations regarding the eligibility of the candidate will be as per VCI norms.

## **ADMISSION:**

### **NUMBER OF SEATS: 80 (EIGHTY)**

#### **Admissions are made under two categories**

1. Regular Seats (40 No.) : Admission are made through RPVT (Rajasthan Domicile only) as per rules and regulation made by Rajasthan University of Veterinary and Animal Sciences (RAJUVAS) Bikaner, Rajasthan.
2. Management Seats (40 No.): Admissions are made by the ACVM on the basis of NEET as well as RPVT subject to fulfillment of eligibility conditions. Notification for the same is issued by the ACVM through Regional, National dailies and College website ([www.apollovet.org](http://www.apollovet.org))

## **DEGREE OFFERED:**

The B.V.Sc. & A.H. degree 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, Apollo College of Veterinary Medicine, Jaipur offers undergraduate degree programme 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 have also been initiated.



## MERIT SCHOLARSHIP/AWARDS :

Merit Scholarship is offered to the students of Apollo College of Veterinary Medicine securing first five positions in the university examination held by RAJUVAS, Bikaner. Students who secured the following positions will be awarded with **cash prize & certificate**.

University Positions	Scholarship/Awards
First	<b>Rs. 05 Lacs</b>
Second	Rs. 01 Lacs
Third	Rs. 01 Lacs
Fourth	Rs. 50,000/-
Fifth	Rs. 50,000/-



Prize Awarded to Shri Hardik Arya on Achieving I<sup>st</sup> Position in B.V.Sc. & A.H. I<sup>st</sup> Professional year 2018

### CHAPTER-III

#### Courses Requirement 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 12 months of compulsory internship).

#### **PROFESSIONAL YEAR WISE DISTRIBUTION OF COURSES:**

<b>FIRST PROFESSIONAL</b>	
Veterinary Anatomy	4+3=7
Veterinary Physiology	4+1=5
Livestock Production Management	4+2=6
NCC or NSS or CCA	0+1(NC)
<b>Total Credits</b>	<b>12+6=18</b>
<b>SECOND PROFESSIONAL</b>	
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
NCC or NSS or CCA	0+1(NC)
<b>Total Credits</b>	<b>15+7=22</b>
<b>THIRD PROFESSIONAL</b>	
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
<b>Total Credits</b>	<b>15+9=24</b>
<b>FOURTH PROFESSIONAL</b>	
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
NCC or NSS or CCA	0+1(NC)
<b>Total Credits</b>	<b>8+9=17</b>
<b>FIFTH PROFESSIONAL</b>	
Internship Programme	

#### 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
<b>Total</b>	<b>50</b>	<b>31</b>	<b>81</b>

\* NC = Non Credit Hours

## **CHAPTER-IV**

### **RULES AND REGULATIONS**

#### **I. EXAMINATION:**

- Each professional year shall cover at least two hundred 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 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> year as well as and the 4<sup>th</sup> year after one and half year. These professional examinations shall have only the theory component with external system. The practical component shall be dealt with internally.
- The weightage of theory and practical shall be in the ratio of 60:40 respectively.
- The schedule of examination during Bachelor of Veterinary Science and Animal Husbandry course shall consist of internal assessment and annual examinations as detailed below:-

Internal Assessment First Second Third	Course coverage 30% 60% 90%	Max. Marks 40 Max. Marks 40 Max. Marks 40	Weightage 10 Weightage 10 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. The teachers while evaluating practical shall take into account the followings:-

- 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.

### **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 compartmental examination provided the provisional promotion shall be subject to clearance in the compartmental examination of that or those subject (s) 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 percent 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 Degree and Transcript are issued by the university.

**NOTE:-** Academic rules, regulations and course contents shall be modified as per RAJUVAS / 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.
- iii. The interns will make their own arrangements 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 cannot 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 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 satisfactory. In case of unsatisfactory work or performance or shortage of attendance of 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 unable to secure 50 marks out of hundred, he/she shall be given one more chance offer another two months. If he still is found unsatisfactory due to any reason, the intern has to re-register a fresh for internship programme.
- viii. The Assessment of each intern shall be based upon the evaluation of log book or project report, his or her performance reports from all the minimum prescribed training postings, entrepreneurial output, clinical case reports and their presentation, viva and comprehensive examinations 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. & 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 is absent continuously for 10 working days in annual system, his/her registration in the semester/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 fail 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) Continuous 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. Head of Departments.
3. Assistant Librarian of the college library.
4. Chief Warden & Wardens of Hostels.
5. Superintendent Physical Education, Coaches and Tour In-Charge.
6. 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.
- m) Any dispute regarding students in-discipline may referred to the Student Welfare Hostel Management and Disciplinary Committee (SWHMDC), ACVM, Jaipur.

## **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 the cases deserving severe punishment.

## **III. Assistant Librarian of the College Library:**

- (a) Issue Warning.
- (b) Impose a fine up to **Rs. 500/-**
- (c) Debar a student from the use of library for a period up to two weeks under intimation to 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) Expulsion of student from the hostel by the chief warden
- (d) Warden refer to 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 expulsion of the student from the College Team/Tour for a specific period.
- (d) Report to 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 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 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, clothes/garments, paper or 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 impersonating 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.

**Insolent 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 conduct includes:

- 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/invigilator 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 Supt. 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 the hostel.

### **1. Hostel Admission:**

- 1.1 Student desirous to live in the hostel shall submit applications to the Dean of the college on the prescribed form which will be supplied from the office.
- 1.2 Students have to deposit the hostel fee as per rules. It is pertinent to mention herethat hostel fee is Non Refundable even if either the student leave the hostel at his own choice or if the competent authority expel the student to leave hostel on the recommendation of the student disciplinary committee of the college. The concerned warden will allot the room and furniture's to students, a copy of which will be

endorsed to the Dean's office for cross checking of the records.

- 1.3 After allotment of room in the hostel, the student would have to receive furniture's/other items if any, on a register meant for the purpose. While leaving the hostel, student should have to 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 act be punished severely which may include expulsion from the hostel or college.
- b) No students (Boys & Girls) are being allowed after 05:30 PM to either of the Hostel, ACVM.
- c) Lighting fire or preparing food or other eatables in the rooms is not permissible.
- d) Students are also not allowed to carry food to the room from the kitchen/dining hall.
- e) Students should not tamper with the electric fittings of the hostel.
- f) No electric appliances (TV, Radio, Room Heaters, Electric press etc.) will be permitted in the rooms.
- g) Any loss or damage done to the hostel property, furniture, 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.
- h) The room of students is liable to be checked at any time and if needed the same may be opened by an authorized committee even in the absence of the concerned student.

- i) Student shall not issue orders to hostel servants and not interfere with their works. In case of misconduct or unsatisfactory service on the part of servants, students shall immediately report the matter to the concerned warden.
- j) Students should not mishandle or misbehave or assault hostel/mess servants.
- k) Items of common utility such as magazines, newspapers, radio, television, indoor game materials, utensils etc. should not be taken to the room.
- l) Absence from the hostel after directives issued by the institute from time to time 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.
- m) Students shall not keep large sum of money or valuables in their rooms. The hostel authorities will not accept any responsibility for the goods lost by the students.
- n) Strict disciplinary action shall be taken against the student violating their rules or thereby creating complications for the authorities.
- o) Students shall not misuse or waste light and water in the hostel.
- p) Each hostel will have requisite number of Block Monitors who will be appointed by the concerned warden. 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.
- q) 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.
- r) During the summer vacation the student shall have to vacate the rooms. In special cases a student may stay in the hostel after prior permission of the competent authority

and shall have to pay room rent and other hostel charges.

- s) Students are not expected to leave the station without obtaining prior written permission of the competent authority.
- t) 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.
- u) Intoxication in any form or smoking is an offence and the student found intoxicated or smoking in the hostel premises shall be liable to punishment including expulsion from the hostel.
- v) Keeping of weapons and intoxicants in the room will be treated as an offence and will be dealt seriously including expulsion of the offending inmate from the hostel or college.
- w) 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.

### **2.3 Visitors and Guests-**

- a. No guest will be allowed in the Hostel room
- b. Visitors and guests will be required to sign in the hostel register meant for the purpose
- c. Visitors will be allowed between 5:00 to 8:00 pm in the evening on working days and 8:00 to 10:00 am in the morning as well as 5:00 to 8:00 pm in the evening on holidays and Sundays.

## **JURISDICTION**

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