

UNIVERSITY OFFICE
ICAR-NATIONAL DAIRY RESEARCH INSTITUTE
KARNAL

8-2(55 AC)/MD/DU/2025-26

Date: 14.7.2025

NOTIFICATION

Sub: Amendments in various Academic Rules & Regulations of NDRI Deemed University -regarding

The resolutions passed by the Academic Council in its 55th meeting held on 21.04.2025 are being circulated for information, guidance and necessary action by all concerned:

1. TO CONSIDER THE INDUCTION OF SCIENTISTS TO THE PG FACULTY

The induction of the following scientists of NDRI and other ICAR Institutes to the PG faculty/Guide of respective disciplines of NDRI, Karnal. The guide allotment to the faculty from other ICAR institute will only be approved, if they contribute in teaching activities of the respective divisions and fulfilling the criteria laid down for the guide allotment. The list of the inducted faculty is as follows:

S.No	Name of the Scientist	Name of the discipline
1	Dr. Suresh K., Head, CP&R., ICAR-CIRC, Meerut	Animal Reproduction Gynaecology& Obstetrics
2.	Dr. MeghaPandey, Sci. (SS), ICAR-CIRC, Meerut	Animal Reproduction Gynaecology& Obstetrics
3.	Dr. Basavaprabhu H N, Sci. DM, SRS of NDRI, Bangalore	Dairy Microbiology
4.	Dr. Sonu KS, Scientist NDRI Karnal	Dairy Chemistry
5.	Dr. Aisyarya S., Scientist, CIRB Hisar	Dairy Extension
6.	Dr. YallappaMallapaSomagond, Scientist, ICAR-NRC Mithun , Nagaland	Animal Physiology
7.	Dr. VishwaranjanUpadhyay, Scientist, NRCC Bikaner (Rajasthan)	Animal Physiology
8.	Dr. ManoramaKumari, Scientist, DM Division, NDRI Karnal	Dairy Microbiology
9.	Dr. Ajay Yadav, Scientist, DT Division, NDRI Karnal	Dairy Technology

2. TEACHING ASSISTANTSHIPOR TECHNICAL ASSOCIATESHIP

The following criteria for the above has been approved:

- 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.
- Number of students considered for the TA should be 2-3 or as decided by DBOS.

- 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.

3. AMENDMENT IN THE RULES & REGULATIONS REGARDING SUBMISSION OF SYNOPSIS AND THESIS, DIVISIONAL SEMINAR, ADVISORY COMMITTEE, ETC.

- The eighteen months' period will be counted from the date of IDS as it was previous practice followed. The students must submit the synopsis to University office within 15 days of divisional synopsis seminar; otherwise they should repeat the synopsis seminar. IDS will be completed within one month after submission of synopsis to University office.
- For all Synopsis seminars of PG & Ph.D. students which is held in the divisions including SRS and ERS, the concerned Heads of Divisions will be the Chairman.
- Advisory committee of the student should include only the approved/inducted faculty members. No advisory committee member who is not a faculty member of ICAR-NDRI will be allowed. However, under certain exceptional cases Director and Vice Chancellor is authorized to include external members with proper justification including the scientist or faculty from collaborative organization and for which a MOU shall be signed.

4. RETENTION AND DISPOSAL OF EVALUATED ANSWER-BOOKS

After completion of one year, the answer-books may be disposed off at the divisional level by constituting a committee approved by the Competent Authority comprising of HOD as Chairman, Member secretary of DBOS and Technical / Administrative staff from COE office.

As per UGC guidelines, retention period for examination answer books is minimum period of twelve months from the date of announcement of results.

5. AMENDMENT IN RULE 17 OF ACADEMIC RULES & REGULATIONS REGARDING VACATION, MANDATORY PRESENCE OF THE STUDENT AT THE TIME OF SUBMISSION OF LOSE BOUND THESIS, SUBMISSION OF HARD BOUND THESIS WITHIN 7 DAYS FROM VIVA-VOCE EXAMINATION & MATTERS RELATED TO SHORTAGE OF ATTENDANCE OF UG, PG & PH.D. STUDENTS.

Annual leave: Ph. D. scholars will be allowed 10 days' vacation only after completion of Ph.D. course work and submission of synopsis and subsequently after completion of every year of academic research in addition to 8 days Casual Leave. This vacation can be taken in one stretch or two installments during the year in which it is due. The vacation is not cumulative and if the student has not availed in one calendar year then it will be automatically cancelled.

Presence of Ph. D. scholars in University: In this regard, it was decided and all Heads of Divisions agreed that at the time of lose 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 lose bound thesis.

Timeline for Submission of Hard Bound Copy of Thesis: The matter was discussed and decided that if the student will not submit the hard bound thesis within time limit, only 15 days' relaxation with proper justification will be allowed, otherwise he will have to pay Rs.500/- per day as late fee.

Timeline for Submission of Master's thesis: The requirement shall be treated as satisfactory in the cases in which a student submits his/ her thesis any time during the 4th semester of his/ her resident ship at the University for Master's programme. Master's student can submit their thesis after 10 months from the date of registration of third semester of the Master's programme, as per BSMA guidelines. The Joint Director (Academic) presented the agenda and the following resolution was passed.

Attendance Monitoring: The Head of Division will send the consolidated attendance of all the courses to the Controller of Examination on the last working day of the semester so that appropriate decision regarding permission to appear in final examination can be accorded well within the time and **accordingly an admit card** will be issued for the subjects in which student is meeting the laid down requirements.

6. GENERAL POINTS:

a. **The Evaluation Pattern** of UG & PG Students as per New Education Policy-2020 and 6th 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.

b. **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.

- i. Mandatory requirement of course completion and comprehensive (Ph. D.) may be relaxed for obtaining the physical exemption.
 - ii. 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.
 - iii. 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.
 - iv. 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.
- a. **Approval for Course registration for students with repeat courses and permission to register in next year without clearing 50% and 70% courses in first and remaining years, respectively-** Detained students have to register and attend the classes for repeat subjects.
- i. The maximum credit limit for such students will be decided by the concerned DBOS.
 - ii. In case a student fails next time in the Final examination in theory or practical (fails in one or more courses), he/she will be allowed to take the examination both in theory and practical and will **have to attend the classes in the next semester.**
 - iii. Such student has to appear in mid-term examination and no carryover of previous year will be permitted. The student has to pass the minimum number of courses.
 - iv. This will be implemented from this academic year itself. 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. The student has to register for that course again in case of RE.
- d. **Supplementary Examination:**
- i. *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.
 - ii. 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.
 - iii. The supplementary examination is an opportunity to reappear for final examination only.
 - iv. The weight age of supplementary examination will remain same as the weight age of the Final examination of the regular semester in which the student was awarded RE.

- v. A student shall be allowed to appear for a maximum of 2 courses in supplementary examination.
 - vi. A student wishing to appear in supplementary examination has to pay a consolidated fee of **Rs5000/- for one course**
 - vii. A separate grade sheet will be issued for these supplementary examinations indicating that the student has passed the course in supplementary examination.
 - viii. A student who avails the opportunity and does not pass in a course (s) in this examination will have to register as a regular student in the course (s) as per registration rules.
 - ix. There shall not be any substitution provision of a course in the supplementary examination.
 - x. The provision for the supplementary examination will be applicable from the first semester of Academic session 2024-25 onwards.
- e. Evaluation of answer sheets and declaration of Results for Mid-term & Final Examinations-**
- a. Mid-term & Final examination results shall be submitted to COE office within 7-14 days of the examination
 - b. After examination, the answer sheets will be kept by the COE Office and Central Examination Evaluation Schedule will be prepared in case final examination
 - c. Scanned copy of the answer sheets of courses offered by the faculty of SRS/ERS students will be sent to them for evaluation.
 - d. Teachers have to show the answer books of mid-term examination and indicate the mistakes made by them

f. Engagement of retired professors/faculty in teaching activities of DES&M and other Divisions-

- i. The Retired Professors/Faculty in academic activities of DESM and other Divisions may be engaged due to shortage of faculty. With the introduction of number of value added courses and new common courses there is need for the expert faculty. Provision is made to engage retired faculty and other qualified personnel as young professional for supporting the teaching of value added/common courses and adequate budget may be allocated for the same. For the selection of young professionals, the laid down guidelines and rules shall be followed.
- ii. If any retired faculty offers his service on voluntary basis without any financial liability on the Institute, then they should be permitted. The willing retired faculty may submit a note to concerned HoDs and based on the recommendations of DBOS the matter will be submitted to Honorable Director for consideration and approval through Joint Director (Academic) & Dean.
- iii. The faculty will be provided proper seating place by the Head of Division and if engaged in courses, lectures should be assigned.
- iv. For the engagement of the Young professionals if required in Value Added Courses or subjects for which prescribed faculty is not available then the selection process will be as per the guidelines of engaging Young Professional.

g. Degree Nomenclature for the students admitted in Animal Biochemistry Division from B.Sc. (Agriculture) and B.Sc. (Life Science) background. The students who are from B.Sc. Agriculture /Life Science background but admitted in Animal Biochemistry Division in 2023-24 will be awarded degree in Animal Biochemistry. However, the students can be given Equivalence Certificate. Equivalence certificate shall be provided only after the recommendations of the concerned division.

7. Some other Important points:

(a) Proposal for publication /acceptance of one Paper and/or One patent filing mandatory for the submission of Ph. D. Thesis–

The committee recommended that 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.

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.

These provisions will be applicable to all Ph.D. students except those who will be **submitting thesis by 31st July 2025**.

Any research paper to be published by the student, the **prior approval is mandatory from the concerned Major Advisor/ Head of the Division**.

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.

(b) MoU for non-disclosure agreement between students and the institute The council approved the recommendation that 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 HoD's and students including Major advisor as witness and submitted along with final synopsis for the approval of competent authority and university record.

(c) Revision of the fee regarding Re-admission (existing fee is Rs 1000/-) which was not revised earlier when whole fee structure was revised. The council members approved that the Re-admission fees should be Rs.5000/- and it will be applicable on all the existing students.

(d) Participation of students of ICAR-NDRI, Karnal in Social Outreach and other Philanthropic activities. All UG/PG /Ph.D. willing students may be involved in Social Outreach and other Philanthropic activities which are initiated by the institute.

(e) Institution of Best Student Award: The council approved student (s) who excel both in academics and other extracurricular activities including social outreach activities, contribution towards green campus may be considered for the Best Student of the Year award.

The guidelines for enrolment in PhD degree programme of those candidates who are working as (a) RA/SRF in research projects at ICAR-NDRI and (b) have qualified any National Level Competitive Examination like ICAR, CSIR, NET, UGC, ICMR, etc.

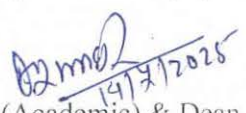
The following guidelines approved including the points mentioned in BSMA.

(a) RA/SRF in research projects at ICAR-NDRI

- The project staff will be allowed to enrol in Ph.D. programme as per availability of the seats in the concerned discipline.
- Selection of such student will be subjected to the meeting the eligibility criteria related to educational qualification laid down for to the discipline by the university
- The candidate must have secured a minimum percentage of marks or CGPA in the Master's degree is required, as indicated in admission brochure of Indian Council of Agricultural Research
- A committee constituted with the approval of the competent authority will conduct interview for the same.
- Only candidates who have qualified entrance examination conducted at the national level by reputed academic institutions such as ICAR, CUET (NTA), CSIR, UGC, ICMR or related government organizations will be considered for the Ph. D. enrollment
- A committee constituted with the approval of the competent authority will conduct interview for the same.
- Permission of the PI is essential and maximum credit load permitted is 8 per semester
- Project PI will act as Major advisor
- Other rules and regulations for such Ph. D. scholars shall be same as regular candidates

(b) Enrolment of the candidates who have qualified and availed any National Level Competitive Examination like ICAR, CSIR, UGC, ICMR, or any government fellowship in Ph. D. programme of ICAR-NDRI, Karnal

- Only candidates who have qualified conducted at the national level by reputed academic organizations such as ICAR, CSIR, UGC, ICMR or related government organizations will be considered for the Ph. D. enrollment
- Selection of such student will be subjected to the meeting the eligibility criteria related to educational qualification laid down for to the discipline by the university
- The candidate must have secured a minimum percentage of marks or CGPA in the Master's degree is required, as indicated in admission brochure of Indian Council of Agricultural Research
- A committee constituted with the approval of the competent authority will conduct interview for the same.
- Institute has rights to accept or reject the candidature of the applicant
- In guide allotment, choice of the student may be considered
- Academic rules and regulations, hostel rules and disciplinary rules shall be same as applicable to regular Ph. D. scholars
- The Ph. D. students shall not be entitled for the institute fellowship after the expiry of fellowship granted by the funding agency


Joint Director (Academic) & Dean

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