



**SRI VENKATESWARA VETERINARY UNIVERSITY**  
**COLLEGE OF VETERINARY SCIENCE: TIRUPATI - 517502**

Memo.No.2470/Acad.IV/2009

Dated:27.02.2021

Sub: CVSC Tirupati - Constitution of committee for monitoring of Code of Conduct - Orders - Issued.

&&&

It is hereby constitutes an institutional level code of conduct committee with following committee members for the academic years 2021 -22 and 2022-23

- |   |   |          |
|---|---|----------|
| 1 | Dr.B.Shobhamani<br>Professor & Univ.Head Dept of Veterinary Medicine      | Chairman |
| 2 | Dr.L.S.S.Varaprasad Reddy<br>Assistant Professor Dept of Vety. Physiology | Member   |
| 3 | Dr.Z.Naveen<br>Assistant Professor Dept of LPT                            | Member   |

The above committee is requested to monitor and maintain code of conduct by students, Teaching & Non Teaching Staff of the College.

  
27/2/2021  
Associate Dean

To  
The Above Committee Members  
Copy to All the Head' of Departments of Office with a request to circulate the same among the staff under their departments  
Copy to Notice Boards of Both Boys & Girls Hostels  
Copy submitted to the Dean of Student Affairs, SVVU Tirupati for information

## 9.0 Transitory provision

9.1 These regulations shall apply to the students who shall be admitted from the academic year 1994-95 and onwards.

9.2 No regulation made by the academic council, governing the under-graduate courses of study shall be construed, to limit or abridge the powers of the academic council to deal with any case or cases of any student or students of B.V.Sc., & A.H. course in such manner as it may appear to it to be just and equitable.

### REGULATIONS FOR B.Tech (DAIRYING)

The regulations are same as in the case of BVSc., & AH except the following.

- (a) **Course of Study:** Degree Course of B.Tech. (Dairying) shall comprise of minimum residential requirement of 7 semesters of study and Inplant training of one semester.
- (b) **Inplant Training Programme:** Every candidate is required after passing the 7<sup>th</sup> semester examination to under go compulsory inplant training programme to the satisfaction of the university for a minimum period of one semester so as to be eligible for the award of the degree of B.Tech. (Dairying).

### REGULATIONS for B.F.Sc. DEGREE

The regulations are same as in the case of BVSc., & AH except the following.

- (a) **Course of Study:** Degree Course of B.F.Sc. (Bachelor of Fishery Science) shall comprise of minimum residential requirement of 7 semesters of study and Fisheries Work Experience Programme of one semester.
- (b) **Fisheries Work Experience Programme (FIWEP):** Every candidate is required after passing the 7<sup>th</sup> semester examination to undergo compulsory FIWEP to the satisfaction of the university for minimum period of one semester so as to be eligible for the award of the degree of B.F.Sc.

Don't judge by its cover

## STUDENT DISCIPLINE AND CONDUCT

This regulation on student discipline, conduct and dress code is called "The SVVU Regulations governing student discipline and conduct", 2006.

### REGULATIONS

1. Students admitted to any college / institution under the control of the university are expected to conduct themselves in a disciplined way befitting a scholar both on and off the campus.

2. **DRESS CODE:** The following dress regulations are compulsory and should generally be observed.

#### (a) For Men Students :

- (i) The students should wear modest dress for classes and aprons and shoes for lab work. They should not wear Shirts in classes / labs.
- (ii) For sports and compulsory games: Games shirt and shorts with or without stockings and shoes.
- (iii) For ceremonial occasions and important functions: College blazer, white pant and white shirt, college tie and shoes.

#### (b) For Lady Students :

- (i) For lecture rooms any simple dress like salwar-kamiz, dupatta / chudidhar / saree to be worn. For laboratory work in biology and physical science overcoat (apron) and putting up of hair is essential.
- (ii) For ceremonial occasions and important functions : Saree and blouse with college blazer.

### 3. Acts of Indiscipline and Misconduct :

The following, among others, shall constitute acts of indiscipline and misconduct:

- (a) Irregular attendance and negligence in attending to the work assigned.

Failure is the stepping stone for success



- (b) Causing or instigating others to cause disturbance to the process or any normal activity of the College, University, hostel, library, examination, meetings or any formal function.
- (c) Impolite or offensive behavior or use or show of force against any member of the teaching or non-teaching staff of the college or hostel or University or among students themselves on or off the campus.
- (d) Resorting to unfair means during tests, quizzes or any examination.
- (e) Causing willful damage to furniture or any other property of the college or hostel or the university or tampering with any fittings including sanitary electrical etc.
- (f) Disfiguring walls or other surfaces of the college, hostel or university buildings or furniture or other equipment.
- (g) Holding or attending political or any other meeting on the campus not approved by the university.
- (h) Committing forgery, tampering with or misuse of university documents, records, identification cards or impersonation or furnishing of false certificates or false information to the university.
- (i) Possession or use of alcoholic drinks, dangerous drugs, tobacco products or intoxicants or any other offensive material.
- (j) Possession or use of lethal weapons such as knives, lathies, cycle or motor cycle chains, iron rods, sticks, explosives etc., or keeping any such item in the hostel rooms or anywhere on the campus.
- (k) Bringing, harboring or entertaining any stranger of doubtful antecedents or anti-social elements within the premises of the college, hostel or any building belonging to the university or anywhere on the campus.
- (l) Arousing communal, caste or regional feelings or creating disaffection among the students.

Give and take is fair play

- (m) Organizing or abetting or participating in any agitation or strike.
- (n) Any kind of ragging on or off the campus; whoever, with the intention of causing ragging or with the knowledge that he is likely by such act to cause ragging, commits or abets ragging and thereby.
  - (i) Teases or embarrasses or humiliates a student.
  - (ii) Assaults or uses criminal force to or criminally intimidates a student.
  - (iii) Wrongfully restrains or wrongfully confines or causes hurt to a student.
  - (iv) Any act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property".

thus contravening the rules made under the **Andhra Pradesh Prohibition of Ragging Act, 1997** (Act No.26 of 1997)

- (o) Spreading or causing to spread misleading reports or rumors which may disturb the peace on the campus.
- (p) Academic dishonesty :
  - i) Acquiring answers for any assigned work or examination from any unauthorized source.
  - ii) Working with another person or persons on any assignment or examination when not specifically permitted by the teacher.
  - iii) Observing the answers / work of other students during any examination.
  - iv) Providing answers for any assigned work or examination when not specifically authorized to do so.
  - v) Informing any person or persons of the contents of any examination prior to the time the examination is conducted.
  - vi) Falling to credit sources used in a work/ product in an attempt to pass off the work as one's own.

Great minds think alike, but fools seldom differ

- vii) Attempting to receive credit for work performed by another, including papers obtained in whole or in part from individuals or other sources.
- viii) Conspiring/Conniving with one or more persons to a commit any act of academic dishonesty.
- ix) The falsification of the results obtained from a research or laboratory experiment.
- x) The written or oral presentation of results of research or laboratory experiments without actually conducting the research or laboratory experiment.
- xi) Copying part or whole of the thesis/dissertation project report of others.
- xii) Impersonation in any type of examination(s), class attendance, registration of courses etc.

**(q) Classroom behavior :**

- i) Engaging in disruptive class room behaviour.
- ii) Interference in peaceful conduction of the class by the teacher.
- iii) Interference in the process of other students to benefit from the instructional programme.
- iv) Abusing the teacher : teasing teacher / other students.
- v) Using cell phone in class room causing disturbance to smooth running of classes.

**(r) Use of Computers:**

- (i) Misuse of computing resources.
- (ii) Failure to comply with laws, license, agreements and contracts governing networking, software and hardware use.
- (iii) Abuse of communal resources.
- (iv) Use of computing resources for unauthorized commercial purposes or personal gains.
- (v) Failure to protect one's password or use of the account.
- (vi) Breach of computer security, harmful access or invasion of privacy.
- (vii) Alteration, damage or destructions of data.
- (viii) Injection of a computer virus.

Give respect, take respect

- (ix) Reading files without authorization.
- (x) Creating a computer malfunction or interruption of operation.
- (xi) Viewing obscene contents and other material in internet / CD which are prohibited as per law of the land.

**(s) Sexual harassment :**

Sexual harassment include such unwelcome sexually determined behaviour (whether by directly or by implication) as

- (a) Physical contact and advances
- (b) A demand or request for sexual favours
- (c) Sexually coloured remarks
- (d) Showing pornography
- (e) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

**(t) Physical abuse :**

Abuse or causing injury to an individual. Causing physical contact with another when the person knows or should reasonably believe that the other will regard the contact as offensive or provocative.

**(u) Breaching campus safety or security :**

- i) Unauthorized access to university facilities.
- ii) Damaging door locks.
- iii) Unauthorized possession of university/college keys or documents.
- iv) Duplicating university/college keys.
- v) Tampering with fire safety equipment/electricity meters/water meters/other equipment.
- vi) Placement of equipment, furniture or vehicles so as to obstruct the means of access to/from university college buildings.
- vii) Damaging university property.

**(v) Theft :**

Theft of public or private property or of services on university/college property or at university college polytechnic-sponsored activities. This includes knowingly possessing such stolen property

Health is better than wealth



(w) Failure to comply with the proper and lawful directions of an authorized official.

Failure to present identification upon the request of an authorized person of the university.

(x) Library books, Journals, Magazines etc.

i) Theft of whole or part of books, journals, magazines from any of the libraries of this University.

ii) Tearing papers, photos etc., from books, journals, magazines etc.,

iii) Defacing of books, journals, magazines etc.,

iv) Writing with pen/pencil in the books, journals, magazines etc.,

v) Misuse of internet facility.

vi) Misuse of CD ROM facility.

(y) Failure to appear for a College / Polytechnic / University disciplinary proceedings

"Failure to respond to allegations or to testify, when reasonably notified to do so."

#### 4. Penalties

The following (minor and major) penalties may be imposed on any student for any act of indiscipline or misconduct.

##### Minor Penalties

- (a) Written warning
- (b) Fine
- (c) Cancellation of attendance
- (d) Suspension from the class or college or hostel.
- (e) Recovery of pecuniary losses caused to the university property.
- (f) Suspension or cancellation of scholarships or any financial assistance from any source.
- (g) Cancellation of performance at any test or examination.

##### Major Penalties

- (h) Debarring from the college or hostel or both for a period not exceeding two semesters.
- (i) Expulsion from the university.
- (j) Filing criminal case against the erring student.

Hope for the best, expect the worst

**Note :** (1) Reasonable opportunity should be given to the student to defend himself, before any penalty is awarded.

(2) Provisions of AP Prohibition of Ragging Act 1997 (Act 26 of 1997) would apply in case of ragging.

5. The following authorities who are responsible for the maintenance of discipline within their respective spheres of operation shall be competent to exercise disciplinary powers :

- (a) The Teacher
- (b) The Warden
- (c) The Associate Dean
- (d) The Dean of Student Affairs
- (e) The Committee of Deans

##### (a) The Teacher

The teacher shall be competent to admonish, issue a written warning, impose a fine not exceeding Rs.500/- at a time or suspend a student for a maximum of three consecutive classes.

The appeal against the punishment imposed by a teacher shall lie with the head of the department whose decision shall be final.

Provided where the punishment is imposed by the head of the department, an appeal shall lie with the head of the Institution whose decision shall be final.

Provide further that where the head of the institution is the head of the department an appeal shall lie with the Dean of student Affairs, whose decision shall be final.

##### (b) The Warden

The warden shall be competent to admonish, issue a written warning, impose a fine not exceeding Rs.1000/- at a time or order the recovery of pecuniary loss caused to the hostel or any other university property or suspend a student from the hostel for a period not exceeding two semesters for the infringement of any of the hostel regulations.

6. (i) An appeal against any punishment imposed by the warden shall lie to the

If you want a thing done right, do it yourself

- Associate Dean, whose decision shall be final.
7. (1) The Associate Dean of the college shall be responsible for the overall maintenance of discipline among the students of the college, he shall be competent to suspend the student/students from college/hostel pending enquiry and to impose any of the following punishment.
    - (a) Written warning.
    - (b) Fine up to Rs.2000/-
    - (c) Suspension or cancellation of scholarship or any other financial assistance.
    - (d) Cancellation of performance in a course.
    - (e) Cancellation of performance in all courses.
    - (f) Debarment from the college for a period not exceeding one semester.

Where a major penalty is proposed to be imposed, the procedure for the conduct of enquiry shall be as laid down in the annexure.
  8. The Associate Dean shall make a report to the Dean of Student Affairs of each case in which a major punishment has been imposed.
  9. The appeal against any punishment imposed by the Associate Dean shall lie to the Dean of Student Affairs whose decision shall be final.
  10. Where the following punishments are proposed to be imposed on a student, the Associate Dean shall send a report along with the findings and record of the enquiry to the Dean of Student Affairs who shall place it before the committee of Deans comprising the Deans of Faculties with Dean of Student Affairs as its convener. Based on the recommendations of the Committee, the university may consider the imposition of any of the following punishments referred herein.
    - a) Debarment from the college exceeding one semester.
    - b) Expulsion from the university.

If you want to judge a man's character, give him power

11. Expulsion from the university  
A student who has been convicted by any Court of law for any offence punishable under the Indian Penal Code and sentenced or imprisonment for a period of not less than 6 months shall be liable for expulsion from the University.
12. A student found guilty of grave misconduct including an assault on the member of the staff, teaching or non-teaching shall be liable to expulsion from the university. An appeal shall lie to the Vice-Chancellor whose decision shall be final.
13. An undertaking should be obtained from every Student at the time of admission that he shall not indulge in acts of academic dishonesty.
14. No student is allowed to use cell phones in classes.

### GUIDELINES FOR CONDUCTING ENQUIRY

Before any punishment is imposed on an erring student sufficient evidence should be gathered by way of issuing a memo calling for his explanations to preliminary enquiry, before leaving him a reasonable opportunity to defend himself.

If the behavior or misconduct is of serious in nature, an enquiry to determine the nature and quantum of offence of the student should be conducted.

The punishing authority shall appoint a faculty member or a committee of 3 faculty members as an enquiry officer/committee if there are grave acts of indiscipline or misconduct or violence.

The enquiry officer or members of the enquiry committee should be men/women of open mind and they should not be biased against the erring student.

The enquiry officer/enquiry committee should frame appropriate charges with reference to the matter reported or gathered. The charge memo should contain.

- i) Definite charge or charges.
- ii) Under each charge, the grounds on which that charge is based.
- iii) The charge memo should not indicate the punishments to be imposed.

Let us go hand in hand, not one before another



- iv) The charge memo should conclude with the following "please explain why suitable disciplinary action should not be taken against you on the charges mentioned above."

Reasonable opportunities should be given to the erring student. Even after he files a written statement in reply to the charge memo, if he has any evidence to produce, he may be permitted to do so, if in the opinion of the enquiry officer / committee such an opportunity is necessary. The enquiry officer/committee may also examine any evidence, if available, against the erring student.

Based on the explanation given and in the light of the evidence rendered for and against the erring student the enquiry report may be drawn up in an impartial way indicating the punishment to be imposed.

If the charge or charges are proved partially or fully and if the punishing authority is convinced by the findings of the enquiry officer/committee, the punishing authority shall issue a show cause notice to the erring student indicating the punishment to be imposed. If the reply to the show cause notice is not convincing, the punishing authority shall order such punishment as he/she deems fit.

#### **RULES REGARDING HOSTEL ADMISSION AND CONDUCT OF STUDENTS**

1. The rooms in the hostels shall be allocated to the boarders as per the alphabetical order to their names as per I.D. No. given to them at the time of admission in respect of boarder admitted in the hostels.
2. Each block of the hostel shall be demarcated for the boarders on the basis of year of study.
3. All the boarders in the hostels shall vacate their rooms during the summer break and seek re-allotment of rooms after summer break.
4. The rooms shall be re-allocated afresh to the boarders at the beginning of every academic year on the basis of year of study.

Act today only tomorrow is too late

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5. The admission of students to the hostels is on year-to-year basis and also depending on the behaviour and conduct of students.
6. The students are permitted to take admission in the hostels only for the period N+2 years i.e. B.Tech (DT) for 4+2 years, B.V.Sc & A.H. 5+2 years, M.V.Sc 2+2 years, Ph.D. 3+2 years or till the completion of their degree whichever is earlier. The students shall not be permitted to stay in the hostels beyond this period.
7. The boarders shall not use electrical appliances such as immersion coils, heaters, stoves etc., and electronic goods in the rooms or anywhere in the hostels. Action shall be initiated against the boarders using electrical appliances and electronic goods.
8. The boarders shall not play VCR in the rooms or in the TV hall. If found playing films of any kind through any means shall be expelled from the hostel.
9. The boarders shall not consume liquor or any other intoxicants in the rooms or anywhere in the hostel. The boarders found intoxicated shall be expelled from the hostel.
10. No outsiders shall be entertained in the hostels except the parents or blood relatives of boarders, that too with the prior written permission of warden, which shall be produced on demand. The stay of guests shall be limited to a maximum period of three days, with the permission of hostel warden. If a guest is likely to take food in the mess, the same has to be informed to the mess secretary at least six hours in advance.
11. No unauthorized persons shall stay in the hostel. Any boarder of the hostel, who entertains an unauthorized person in his room or in the hostel, shall be liable for suspension from the hostel.
12. No posters or banners of any kind shall be displayed in the hostel premises by the boarders. They shall not indulge in writing on the walls anywhere in the hostel. Action shall be taken against such boarder, who indulge in display of posters, banners and writing on the walls.

Nature, time, and patience are three great physicians.

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- boarders of the hostels shall not conduct meetings in the hostels either in the rooms or outside on their own. The meetings with the boarders shall be convened by hostel wardens / chief wardens whenever required.
14. The boarders of the hostel shall not leave the hostel after 8.00 PM for any purpose without the prior written permission of hostel warden.
  15. A 'Movement Register' shall be maintained at the entrance / exit of the hostel and the boarders shall make an entry in the register during 8-00 PM to 6-00 AM whenever they go out of the hostel and come back.
  16. There shall be silent hours maintained from 8-00 PM to 6-00 AM in the hostel.
  17. The mess timings and menu shall be displayed in the dining hall as well as in the notice board of hostel and the timings shall be strictly followed.
  18. The food shall be served only in the mess and no food item shall be taken to the rooms or outside the dining hall. In the case of patients, as per the advice of medical officer, the food may be served in the room by one of the hostel workers with the permission of hostel warden.
  19. The boarders shall not indulge in cooking food in the rooms, including preparation of tea, coffee or boiling milk etc. Any boarder indulging in cooking inside the room or anywhere in the hostel shall be liable for action.
  20. All the items required for the mess in the hostel such as provisions, vegetables, fruits, eggs, meat etc. shall be purchased by the mess committee accompanied by hostel warden / additional warden and not by any individual member of the committee.
  21. The newspapers / magazines / journals purchased in the hostel with the contributions made by the boarders shall be made available in the 'common room' only. One of the boarders of the hostel shall be made responsible for the availability of reading material in the hostel. The boarders are not permitted to

**Necessity is the mother of invention**

take newspapers / magazines / journals to their rooms or to any other premises from the common room.

22. The boarders intending to attend computer classes or any other coaching in the evenings shall apply in duplicate to the hostel warden in advance indicating full details regarding the name of institution, its location and timings of classes. The warden shall send a copy of such application to the parent of boarders and obtain the willingness of parent before permitting the boarder to attend the classes after the college hours.
23. The furniture and the electrical fittings, available in the rooms of the hostel shall be recorded in a register and the acknowledgement of boarder obtained, whenever the rooms are allotted to boarders and these items are also verified at the time of vacation of rooms by the boarders / guests.
24. An undertaking to the effect that the student shall abide by hostel rules and regulations and that action shall be taken as per the rules and regulations of SVVU against the boarder if he / she indulges in any act of indiscipline / omission in the hostel / college including ragging, shall be obtained from the boarders as well as the parents of the boarders at the time of admission.
25. One or two boarders of the hostel shall be identified in each block and shall be made responsible for overseeing the maintenance of cleanliness in the hostel, on rotation basis every month.
26. Any boarder of the hostel involved in police case with FIR filed shall lose his / her admission in the hostel. Any boarder involved in ragging case would be expelled / suspended from hostel besides taking action as per Anti-Ragging Act / rules issued from time to time.
27. The chief warden shall identify the 'best hostler' and 'best room' in every hostel at the end of every year after observing for a period of one year. Such students shall be awarded prizes and certificates either at the 'College day' or 'Hostel day' function.

**Prevention is better than cure**



28. The boarders shall carry their identity cards whenever they go outside the hostel and produce the same to the security / inspecting team / warden / chief warden or any authorized person on demand.

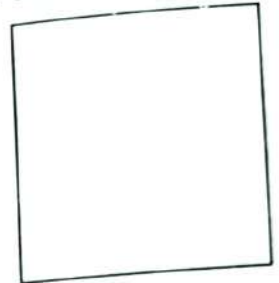
29. The boarders shall be seated in a serial order in the dining hall and they shall not sit wherever they like, when they come for dining. They shall occupy seats serially at one dining table and after the seats are filled up the boarders coming subsequently shall occupy the seats at the next dining table in a serial order.

30. Students shall stay in hostel with a spirit of cooperation and mutual respect for each other and utilize the opportunity to foster spirit of community leaving and helping each other irrespective of caste / community / region from which they came.

31. In case of any difference of opinion, the matter should be brought to the notice of warden who should make an effort to resolve the differences.

32. A 'complaint box' shall be fixed at a prominent place in each of the hostel and college. Signed complaints with full name and address shall only be taken into consideration. ( Proc.No.3963/Acad. II/2006; Dated: 14-09-2007)

## APPLICATION FOR ADMISSION INTO HOSTEL



Name :

Permanent Address with Phone No :

I.D. No. :

Admitted Course : / B.Sc. & A.H. / B.Tech. (Dairying) / B.F.Sc. / M.V.Sc. / Ph.D

Name and address of Visitors with Signature :

1.

2.

Signature of Advisor : Recommended / Not recommended

Signature of the parent

Signature of the Warden

Chief Warden

Admitted / Not Admitted

**COLLEGE OF VETERINARY SCIENCE: TIRUPATI**

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**Cir.Memo.No.254/Acad.III/2022**

**Date: 11-03-2022**

**CIRCULAR**

Sub:- College of Veterinary Science, Tirupati., - U.G. Studies - UG Admissions for the Academic year 2021 - 2022 - Conducting of Orientation Programme on 14-03-2022 at Auditorium, Main Building - Regarding.

-:o0o:-

All the Newly admitted B.V.Sc & A.H Students (2021 batch) for the Academic year 2021-2022 are hereby informed to attend the Orientation Programme along with their parents on **14.03.2022 at 11.00 AM in Auditorium, College Main building.** All are requested to attend without fail.

Sd/-K.ADILAXMAMMA  
ASSOCIATE DEAN

To

All the Heads of the Departments of this college for information and with a request to attend the above Programme.

Copy to the Course teachers of First Professional Year, CVSc., Tirupati for information.

Copy to all Student Advisors of the First Professional Year Students, CVSc., Tirupati.

Copy to Boys & Ladies Hostels Notice Boards College of Veterinary Science, Tirupati,

Copy to Academic Advisor (UG) College of Veterinary Science, Tirupati for information

Copy to Associate Dean's table / Academic Superintendent, College of Veterinary Science, Tirupati for information.

Copy to Officer in-charge of Students Activities, College of Veterinary Science, Tirupati for information.

//t.c.f.b.o//

  
DESPATCH CLERK

College of Veterinary Science  
TIRUPATI-517 502

  
SUPERINTENDENT



**COLLEGE OF VETERINARY SCIENCE: TIRUPATI**

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Cir.Memo.No.2888/Acad.III/2022

Date: 13-01-2023

**CIRCULAR**

Sub:- College of Veterinary Science, Tirupati., - U.G. Studies – UG Admissions for the Academic year 2022 – 2023 – Conducting of Orientation Programme on 18-01-2023 at Auditorium, Main Building - Regarding.

-:o0o:-

All the Newly admitted B.V.Sc & A.H Students (2022 batch) for the Academic year 2022-2023 are hereby informed to attend the Orientation Programme along with their parents on **18.01.2023 at 11.00 AM in Auditorium, College Main building.** All are requested to attend without fail.

  
13/1/2023

  
13/1/23

  
13/01/2023  
ASSOCIATE DEAN

To

All the Heads of the Departments of this college for information and with a request to attend the above Programme.

Copy to the Course teachers of First Professional Year, CVSc., Tirupati for information.

Copy to all Student Advisors of the First Professional Year Students, CVSc., Tirupati.

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Copy to Academic Advisor (UG) College of Veterinary Science, Tirupati for information

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Copy to Officer in-charge of Students Activities, College of Veterinary Science, Tirupati for information.



# SRI VENKATESWARA VETERINARY UNIVERSITY

Administrative Office: Tirupati, A.P - 517 502  
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**Proc.No.9919/SC/2007**

**Dated:06.06.2018**

Sub: SVVU, Tirupati- "Code of Conduct" for teachers of SVVU - Guidelines - Modified - issued.

Ref: (1) SVVU Proc.No.9919/SC/2007, dated.31.10.2007  
(2) SVVU Academic Council Resolution No.439 dated.14.11.2014  
(3) Committee Report dated 30.10.2017  
(4) SVVU Academic Council Resolution No.580 dated.21.02.2018  
(5) SVVU BoM Resolution No. 1625 dated.17.04.2018

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The guidelines on Code of Conduct of Teachers issued vide reference 1<sup>st</sup> cited have been reviewed and formulated by a Committee constituted for the purpose. The same have been approved by the Academic Council and Board of Management vide reference 4<sup>th</sup>& 5<sup>th</sup> cited respectively.

Therefore, as per the approval of the Board of Management the "Code of Conduct" for teachers is prescribed as follows:

### **CODE OF CONDUCT OF TEACHERS:**

Teaching is an noble profession and a teacher is expected to be a role model in upholding moral values and virtues associated with the profession. The teacher fills the void of a parent in the campus and the students derive inspiration from the teachers. The qualities expected of a teacher are well known and well defined since long. The teacher should follow all provisions of AP Civil Services (Conduct) Rules (1964) prescribed for State Government employees.

#### **I. The following lapses shall constitute misconduct on the part of a University teacher.**

1. Wilful failure to perform the academic duties assigned to him/her accordance with the Act, Statutes and Ordinances
2. Victimization of and discrimination against students, colleagues and other staff
3. Inciting of students against other students, colleagues, the University administration and its employees
4. Raising question of caste, creed, religion, race or sex in his/her relationships with students, colleagues and other staff, with a view to furthering one's prospects
5. Insubordination or refusal to carry out the decisions of competent authorities/ bodies and officers of the University in due exercise of their functions

#### **II. Qualities expected from a teacher**

1. The teacher should be punctual and regular in discharging his/her academic duties such as taking classes and imparting practical training etc.,
2. The teacher should be properly attired and maintain proper dress code. He/She should avoid wearing T-Shirts, jeans etc., to prevent distraction of students in the campus. They should wear aprons and shoes during laboratory/clinical work.
3. The teacher should have pleasing manners, amicable temperament and tolerance



4. The teacher should manage a class irrespective of its strength and maintain the needed discipline
5. The teacher should be unbiased, impartial and transparent in all his actions
6. The teacher should keep himself/herself abreast with the latest developments in his field through regular visits to library and on-line accessing the attending seminars and workshops etc.,
7. The teacher should undergo self-evaluation periodically and be inclined for evaluation by students
8. The teacher should not absent from the Institutions without leave or without prior permission of the Principal/Head of the Institution.
9. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge
10. Maintain active membership of Professional organisations and strive to improve education and profession through them
11. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the University such as; assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation: Participate in extension co-curricular and extra-curricular activities including community service.
12. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities

### **III. Relationship of Teachers with Students:**

1. The teacher should be approachable for all students to redress any of his/her grievances
2. The teacher as a student advisor should be a friend, philosopher and guide. He/she should send the report to Associate Dean
3. It is the responsibility of teachers to be active participants in all the anti-ragging measures both on and off the campus. Any even of the ragging noticed by them should be immediately brought to the notice of Head of the Institution
4. The teacher should be inclined towards remedial coaching to the academically weak students as per the necessity
5. The teacher should not have any vindictive attitude towards students
6. Teacher should not engage into argument with student if there is any clash. He should report the matter to Head of the Institution, who in turn will deal into the issue promptly.

### **IV. Do's and Don'ts of a Teacher**

1. The teacher should strive hard towards peace and harmony in the campus
2. The teacher should shoulder all the duties and responsibilities assigned by the university authorities
3. The teacher should attend all the official functions of the University
4. The teacher should never encourage groupism among staff and should not attend private meetings organised by group of students
5. The teacher should not involve in political activities and group politics in the institutions
6. The teacher should refrain from financial and business dealings against rules

7. The teacher should never criticise the University in media or public
8. The teacher should report for any additional duty assigned by the Head of the Institution, either before or after the Official hours
9. The teacher should not make false accusations against a person, whether after being provoked or otherwise.
10. The teacher should encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare
11. The teacher should inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace
12. The teacher should co-operate in the formulation of policies of the institution by accepting various offices and discharge all the responsibilities that are demanded by such offices.
13. The teacher should cooperate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.

All teachers working in this University are expected to follow the guidelines and make the institutions ideal place for learning. Any violation of the conduct rules by any teacher will attract the provisions of APCS(CCA) Rules, 1991.

**Dr.D.SRINIVASA RAO**  
**REGISTRAR**

To  
All the Heads of Institutions under SVVU for circulation among all the  
teaching staff  
All the University Officers  
P.S to Vice-Chancellor

//F.B.O.//

  
**ASSISTANT REGISTRAR**



**REGULATIONS AND GUIDELINES  
FOR THE BOARDERS OF THE HOSTELS  
COLLEGE OF VETERINARY SCIENCE  
TIRUPATI.**



**OFFICE OF THE WARDEN  
COLLEGE OF VETERINARY SCIENCE,  
TIRUPATI - 517 502.**

**2005**

**HOSTEL REGULATIONS AND GUIDELINES FOR THE BOARDERS**

1. The rooms in the hostels shall be allocated to the boarders as per the alphabetical order of their names as per I.D No. given to them at the time of admission in respect of boarder admitted in the hostels.
2. Each block of the hostel shall be demarcated for the boarders on the basis of year of study.
3. All the boarders in the hostels shall vacate their rooms during the summer break and seek re-allotment of rooms after summer break.
4. The rooms shall be re-allocated afresh to the boarders at the beginning of every academic year on the basis of year of study.
5. A 'complaint box' shall be fixed at a prominent place in each of the hostel and College. Signed complaints with full name and address shall only be taken into consideration.
6. The boarders of the hostels shall not conduct any meetings in the hostels whether in the rooms or outside on their own. The meetings with the boarders shall be convened by hostel Wardens/Chief Wardens only whenever required.
7. Any boarder of the hostel involved in police case with FIR filed shall loose his/her admission in the hostel.
8. The chief warden and warden shall identify the 'Best Hosteller' and 'Best room' in every hostel at the end of every year after observing for a period of one year. Such students shall be awarded with prizes and certificates either at the 'College day' or 'Hostel day' function.
9. The boarders of the hostel shall not leave the hostel after 8.00 PM for any purpose without the prior written permission of Hostel Warden.
10. The boarders shall carry their identify cards, whenever they go outside the hostel and produce the same to the security/Inspecting team/Warden/Chief Warden or any authorized person on demand.
11. A 'Movement Register' shall be maintained at the entrance/exit of the hostel and the boarders shall make an entry in the Register during the timings 8.00 PM to 6.00 AM whenever they go out of the hostel and come back.
12. The mess timings and menu shall be displayed at the dining hall as well as in the Notice board of hostel and the timings shall be strictly followed.



13. The boarders shall be seated in a serial order in the dining hall and they shall not sit wherever they like, when they come for dining. They shall occupy seats serially at one dining table and after the seats are filled up the boarders coming subsequently shall occupy the seats at the next dining table in a serial order.
14. The guidelines already circulated regarding the guests in the hostels and mess shall be strictly adhered to.
15. There shall be silent hours maintained from 8.00 PM to 6.00 AM in the hostels.
16. No unauthorized persons shall stay in the hostel. Any boarder of the hostel, who entertains an unauthorized person in his room or in the hostel, shall be liable for suspension from the hostel.
17. The students are permitted to take admission in the hostels only for the period N+2 years i.e., B. Tech. (DT) for 4+2 years, B. V. Sc & A.H. 5+2 years, M. V. Sc. 2+2 years, Ph.D. 3+2 years or till the completion of their degree whichever is earlier. The students shall not be permitted to stay in the hostels beyond this period.
18. The boarders shall not use electrical appliances such as immersion coils, heaters, stoves etc., and electronic goods in the rooms or any where in the hostels. Action shall be initiated against the boarders using electrical appliances and electronic goods.
19. The expenditure towards the replacement of electrical bulbs/tubes in the rooms shall be borne by the boarders themselves. However the expenditure towards replacement of electrical bulbs/tubes in common areas, such as bathrooms, toilets, corridors etc. shall be met from the hostel contingencies.
20. One or two boarders of the hostel shall be identified in each block and shall be made responsible for the maintenance of cleanliness in the hostel.
21. The boarders shall not indulge in cooking food in the rooms, including preparation of tea/coffee or boiling milk etc. Any boarder indulging in cooking inside the room or anywhere in the hostel shall be liable for action.
22. The food shall be served only in the mess and no food item shall be taken to the rooms or outside the dining hall. In the case of patients, as per the advice of medical officer, the food may be served in the room by one of the hostel workers with the permission of hostel warden.
23. All the items required for the mess in the hostel such as provisions, vegetables, fruits, eggs, meat etc. shall be purchased by the mess committee and not by an individual member of the committee, accompanied by Hostel Warden/Additional Warden.
24. The news papers/magazines/journals purchased in the hostel with the contributions made by the boarders shall be made available in the 'Common room' only. One of the boarders of the hostel shall be made responsible for the availability of reading material in the hostel. The boarders are not permitted to take news papers/magazines/journals to their rooms or to any other premises from the common room.

25. No posters or banners of any kind shall be displayed in the hostel premises by the boarders. They shall not indulge in writing on the walls any where in the hostel. Action shall be taken against such boarder, who indulge in display of posters, banners and writing on the walls.
26. An undertaking to the effect that the student shall abide by hostel rules and regulations and that action shall be taken as per the Rules and Regulations of ANGRAU against the boarder if he/she indulges in any act of indiscipline/omission in the hostel/College including ragging, shall be obtained by the boarders as well as the parents of the boarders at the time of admission.
27. The furniture and the electrical fittings, available in the rooms of the hostel shall be recorded in a Register and the acknowledgement of boarder obtained, whenever the rooms are allotted to boarders and these items are also verified at the time of vacation of rooms by the boarders/guests.
28. The boarders intending to attend computer classes or any other coaching in the evenings, shall apply in duplicate to the hostel warden in advance indicating full details regarding the name of institution, its location and timings of classes. The Warden shall send a copy of such application to the parent of boarders and obtain the willingness of parent before permitting the boarder to attend the classes after the College hours.
29. No outsiders shall be entertained in the hostels except the parents or blood relatives of boarders, that too with the prior written permission of warden, which shall be produced on demand. The stay of guests shall be limited to a maximum period of three days, with the permission of hostel warden. If a guest is likely to take food in the mess, the same has to be informed to the Mess Secretary at least six hours in advance.
30. The boarders shall not consume liquor or any other intoxicants in the rooms or any where in the hostel. The boarders found intoxicated shall be expelled from the hostel.
31. The boarders shall not play VCR in the rooms or in the TV hall. If found playing films of any kind shall be expelled from the hostel.
32. The admission of students to the hostels in on year-to-year basis and also depending on the behavior and conduct of students.

\* True copy \*

**WARDEN  
COLLEGE OF VETERINARY SCIENCE  
TIRUPATI**



No. 25/240/2009-AWD  
Government of India  
Ministry of Fisheries, Animal Husbandry and Dairying  
Department of Animal Husbandry and Dairying  
O/o Committee for the purpose of Control and Supervision of Experiments on Animals  
(CPCSEA)

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Delhi Milk Scheme Complex,  
Shadipur, Delhi – 110008  
Date: 26.12.2022

To,

Dr. K.Adilaxmamma, Chairperson, IAEC  
Sri Venkateswara Veterinary University,  
Department of Microbiology College of Veterinary Science  
Acharya N.G.Ranga Agri. University, Tirupati - 517 502, Andhra Pradesh  
Email: dradilaxmamma@gmail.com  
Mobile: 8179449667

Subject: Renewal of Registration and Reconstitution of Institutional Animals Ethics  
Committee (IAEC)-regarding

Madam,

The registration of Animal House Facility of your establishment with CPCSEA has been **renewed for a period of five years from the date of issue of this letter.**

2. The new registration number of Animal House Facility of your establishment is **281/GO/ReBi/S/2000/CPCSEA for Research for Education purpose & Breeding for in-house use on small animals.** Henceforth, the new registration number may kindly be quoted in all your future correspondence with this Office.

3. The CPCSEA has accepted the following members recommended by the establishment.

Name of IAEC Members	Designation in IAEC
1) Dr K.Adilaxmamma	Biological Scientist, Chairperson
2) Dr.R.V.Suresh Kumar	Scientist from different biological discipline, Member Secretary
3) Dr.A. Anand Kumar	Scientist from different biological discipline
4) Dr.S.Vijayalakshmi	Veterinarian
5) Dr.P.Veena	Scientist Incharge of Animal House Facility

4. CPCSEA hereby nominates the following members to the Institutional Animals Ethics Committee (IAEC) of your establishment:

Nominee Detail	Nominated as
1) Dr. J. Ramesh Assistant Professor, Dept of Animal Nutrition, Madras Veterinary College, Chennai – 600007, Tamil Nadu Contact No :9894953488 Email :rameshnutrition@gmail.com	Main Nominee
2) Dr. P. Sriram S10 Land Marvel Kshetra 30, Mahalakshmi Koil Street, Kalakshetra Colony Beach Road Besant nagar 600 090 Tamil Nadu Contact No :9840983994 Email :srishravan@yahoo.com	Link Nominee

Contd.....

3) Dr. Santhrani Thakur Professor, Institute of Pharmaceutical Technology, Sri Padmavti Mahila University, Tirupati – 517502, Andhra Pradesh Contact No :9849077507 Email :drsanthrani@gmail.com	Socially Aware Nominee
4) Dr. Syed Rahamathulla PathGene Healthcare Pvt Ltd, 1-57/1/1, 2nd Floor, Srinivasapuram, Tiruchanoor Road, Tirupathi – 517501, Andhra Pradesh Contact No :9966991940 Email :syedrahamathullabio@gmail.com	Socially Aware Nominee

(Please note that any change in IAEC members can be made only with prior approval of CPCSEA.)

5. The IAEC is valid for a period of five years and is coterminous with renewed period of registration. IAEC is required to be reconstituted at the time of renewal of registration as per CPCSEA guidelines.

6. You are requested to convene the meeting of the re-constituted IAEC within a period of 30 days and upload the same on the website of the CPCSEA.

7. It is stated that only above approved IAEC members shall sign, with date, on the attendance sheet of the IAEC meetings, and decisions will be taken only in meetings where quorum is complete. The quorum for holding IAEC meeting is six (6), and Main Nominee, Scientist from outside of the Institute and Socially aware must be present in such meetings . Link Nominee can attend in case main nominee conveys his unavailability in writing to the chairman IAEC. Any decision taken in the meetings of IAEC without quorum shall be considered invalid.

8. It is also to inform you that before commencing any research on large animals you are required to send research protocols with due recommendation of IAEC to CPCSEA for further approval (procedure for submission of Research Protocols is available on the website of CPCSEA).

Yours Sincerely,

(Dr. S. K. Dutta)  
Member Secretary (CPCSEA)

Copy for necessary action to: Nominees of CPCSEA.

The Main Nominee is requested to ensure that the IAEC meetings are held regularly as stipulated in the SOP of CPCSEA and submit the Annual Inspection Reports of the Animal House Facility regularly on the Website of CPCSEA.



# **JURISPRUDENCE, ETHICS, AND ANIMAL WELFARE**

## **B.V.Sc & A.H**

### **DEPARTMENT OF VETERINARY MEDICINE**

#### **VETERINARY MEDICINE THEORY**

**Credit Hours: 4+1**

#### **UNIT-7 (JURISPRUDENCE, ETHICS, AND ANIMAL WELFARE)**

Legal duties of veterinarians, laws related to medicine, evidence, common offences against animals and laws related to these offences. Examination of living and dead animals in criminal cases. Cruelty to animals and bestiality. Legal aspects of: Examination of animals for soundness, examination of injuries and post-mortem examination. Causes of sudden death in animals. Collection and despatch of materials for chemical examination, detection of frauds-doping, alternation of description, bishoping etc. Cattle slaughter and evidence procedure in courts. Provincial and Central Acts relating to animals. Glanders and Farcy Act 1899 (13 of 1899). Dourine Act 1910 (5 of 1910), Laws relating to offences affecting Public Health. Laws relating to poisons and adulteration of drugs. Livestock importation act, liability and insurance. Code of conduct and ethics for veterinarians - the regulations made under the Act.

Animal welfare organizations and its role in animal welfare, welfare assessment, behaviour and animal welfare, principles and philosophy of animal welfare, animal welfare ethics, improving animal welfare through legislation and incentives, assessment of physiological, behavioural, disease and production measures of animal welfare, assessing welfare in practice, environment enrichment, euthanasia, welfare of animals used in education and research and transportation, religion and animal welfare, human and animal welfare conflict, veterinary disaster management, human–animal interactions, economics and animal welfare and veterinarians as animal welfare educators

## **M.V.Sc**

### **PGS 605 AGRICULTURAL RESEARCH, RESEARCH ETHICS AND RURAL DEVELOPMENT PROGRAMMES**

**(1+0)**

#### **Objective**

To enlighten the students about the organization and functioning of

agricultural research systems at national and international levels, research ethics, and rural development programmes and policies of Government.

## **Theory**

### UNIT I

History of agriculture in brief; Global agricultural research system: need, scope, opportunities; Role in promoting food security, reducing poverty and protecting the environment; National Agricultural Research Systems (NARS) and Regional Agricultural Research Institutions; Consultative Group on International Agricultural Research (CGIAR): International Agricultural Research Centres (IARC), partnership with NARS, role as a partner in the global agricultural research system, strengthening capacities at national and regional levels; International fellowships for scientific mobility.

### UNIT II

Research ethics: research integrity, research safety in laboratories, welfare of animals used in research, computer ethics, standards and problems in research ethics.

### UNIT III

Concept and connotations of rural development, rural development policies and strategies. Rural development programmes: Community Development Programme, Intensive Agricultural District Programme, Special group – Area Specific Programme, Integrated Rural Development Programme (IRDP) Panchayati Raj Institutions, Co- operatives, Voluntary Agencies/ Non-Governmental Organisations. Critical evaluation of rural development policies and programmes. Constraints in implementation of rural policies and programmes.

## **Suggested Readings**

1. Bhalla GS and Singh G. 2001. *Indian Agriculture - Four Decades of Development*. Sage Publ.
2. Punia MS. *Manual on International Research and Research Ethics*. CCS Haryana Agricultural University, Hisar.
3. Rao BSV. 2007. *Rural Development Strategies and Role of Institutions - Issues, Innovations and Initiatives*. Mittal Publ.
4. Singh K. 1998. *Rural Development - Principles, Policies and Management*. Sage Publ.



## Ph.D

RPE-700

RESEARCH AND PUBLICATION ETHICS

(1+1)

### Theory

#### **RPE 01: Philosophy and Ethics**

- Introduction to philosophy: definition, nature and scope, concept, branches
- Ethics: definition, moral philosophy, nature of moral judgements and reactions

#### **RPE 02: Scientific Conduct**

- Ethics with respect to science and research
- Intellectual honesty and research integrity
- Scientific misconducts: Falsification, Fabrication, and Plagiarism (FFP)
- Redundant publications: duplicate and overlapping publications, salami slicing
- Selective reporting and misrepresentation of data

#### **RPE 03: Publication ethics**

- Publication ethics: definition, introduction and importance
- Best practices/ standards setting initiatives and guidelines: COPE, WAME, etc.
- Conflicts of interest
- Publication misconduct: definition, concept, problems that lead to unethical behavior and vice versa, types
- Violation of publication ethics, authorship and contributor ship
- Identification of publication misconduct, complaints and appeals
- Predatory publishers and journals

### Practice

#### **RPE 4: Open Access Publishing**

- Open access publications and initiatives
- SHERPA/ RoMEO online resource to check publisher copyright and self-archiving policies
- Software tool to identify predatory publications developed by SPPU
- Journal finder/ journal suggestion tools, viz., JANE, Elsevier Journal Finder, SpringerJournal Suggested, etc.

#### **RPE 05: Publication Misconduct**

##### A. Group Discussions

- Subject specific ethical issues, FFP, authorship
- Conflicts of interest

- Complaints and appeals: examples and fraud from India and abroad
- B. Software tools
- Use of plagiarism software like Turnitin, Urkund and other open source software tools

### **RPE 06: Databases And Research Metrics**

A. Databases

- Indexing databases
- Citation databases: Web of Science, Scopus, etc.

B. Research Metrics

- Impact Factor of journal as per Journal Citation Report, SNIP, SIR, IPP, Cite Score

Metrics: h-index, g index, i10 index, altmetrics