

KERALA VETERINARY AND ANIMAL SCIENCES UNIVERSITY

(Proceedings)

KVASU-DAR-Acad- Procedures to be followed by the University regarding the result notification, issue of Provisional Degree Certificate, Transcript and Original Degree Certificates of various courses - Orders issued.

DIRECTORATE OF ACADEMICS AND RESEARCH

KVASU/DAR/Acad/E1/36093/2022

Pookode, Dated: 24/08/2024

- Read: 1. This office proceedings of even no. dated 17.03.2023.
2. Minutes of 38th meeting of the Academic Council held on 19.06.2024 at the Periyar Hall, College of Veterinary and Animal Sciences, Pookode.

ORDER

As per the paper 1st read above, a committee was constituted to review the existing procedures followed by the University regarding the result notifications, issue of Provisional Degree Certificates, Transcripts and Original Degree Certificates of various courses. The committee collected information and held discussions with office staff of various sections handling the files concerned in the Directorate of Academics and Research of the university. The findings and suggestions of the committee were discussed and finalised through an online meeting held on 17.05.2024. The minutes of the online meeting held, the report of the committee and the recommendations of the committee were submitted for the approval of the Academic Council.

The 38th Academic Council meeting held on 19.06.2024 approved the report of the Committee constituted for reviewing the existing procedures followed by the University regarding the result notification, issue of Provisional Degree Certificate, Transcript and Original Degree Certificates of various courses.

The revised procedure is attached for the information and compliance by all concerned.

// By order of Academic Council //

Sd/-

Director of Academics and Research

To: The Controller of Examinations, KVASU, Pookode/Dr.N. Ashok, Senior Professor, Department of Veterinary Anatomy, CVAS, Mannuthy/ All officers of Directorate of Academics and Research.

Copy to : All Dean/Special Officers of constituent colleges/ Professor Academic cell, CVAS, Mannuthy/ Professor Academic cell, CVAS, Pookode/ Professor (Acad), VKIDFT, Mannuthy/ All faculty members/ PS to VC/ PA to Registrar/ File

//Forwarded by Order//



Section Officer

**PROCEDURE FOR RESULT NOTIFICATION AND ISSUE OF CERTIFICATES FOR MASTERS
AND DOCTORATE PROGRAMMES IN KVASU**

I. From thesis submission to evaluation and final viva-voce			
Sl. No.	Step/ Procedure	Approx. time	REMARKS
1	Submission by student to Major Advisor		At College level
2	Submission by Major Advisor to Dean		
3	Approval of External Examiner/ Examiners by Dean		
4	Despatch of Thesis to External Examiner	10 days	
5	Receipt of Thesis after evaluation with report of evaluation	1 month	
6	Conduct of final viva-voce	1-3 weeks	
	<p>Documents to be enclosed with first submission of Thesis:</p> <ol style="list-style-type: none"> 1. Soft bound thesis (1 Copy for PG/ 2 copies for PhD) 2. Academic form 24 (proposal for appearing the final Examination) in duplicate 3. Academic form 26 (Proforma for correction of draft thesis) in duplicate 4. Academic form 27 (Instructions to examiners for thesis evaluation) in duplicate 5. Academic form 25 Panel of Names of External Examiners(Confidential cover-duplicate) 6. Copy of results of comprehensive examination, if applicable 7. Certificate of conduct of defense seminar from Dean 8. Certificate of Plagiarism 9. Copy of the proof of submission of the article to the journal 10. Exemption certificate of Non-credit compulsory course from Dean (if applicable) 11. Certificate of final approval of synopsis by Statutory bodies of the University. (The major advisor shall certify that the work has got final approval from the Statutory bodies of the University, if any modifications were made in the synopsis after issue of Administrative & Technical Sanction.) <p>Note: 1) Clause 27.2 of Academic Regulations for Post Graduate Programmes – 2021 (“It shall be the responsibility of the advisor to</p>		At College level

	<p>consolidate the grade reports of students under him and to calculate the OGPA within 12 days from the end of each semester in order to facilitate registration of the students in the succeeding semester”) should be ensured. The grades of the students shall also be updated in the IUMS.</p> <p>2) IUMS students details to be entered after one month of admission itself</p> <p>3) Directorate of Academics and Research has to verify the CRCGC when it is received from Colleges after the end of each semester.</p>		
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Sl. No.	Step/ Procedure	Approx. time	Remarks
1	Fair copy submission with documents to Dean by Major Advisor	3-5 days	At College Office
2	Forwarding the fair copy with documents to DAR by Dean	3 days	At College Office
3	Verification of Marks (IUMS data with CRCGC)	Maximum 2 weeks	
4	Verification of documents		
5	Printout of Transcript from IUMS		
6	Acad Form 18 submit to DAR to Registrar to VC		
7	Approval and Draft notification to DAR		
8	Approval and issue of result notification		
Steps/procedure (if all the documents are in order and entry is made correctly in IUMS) <ul style="list-style-type: none"> • Verification of documents • Verification of Marks • Entering thesis details and final viva-voce examination details in IUMS • Downloading, editing and submitting Acad form 18 (Note to Hon’ble VC) • Print out of Transcript from IUMS • Getting Acad form 18 approved by Hon’ble Vice Chancellor • Draft result notification submission to DAR • Getting result notification approved by DAR • Issuing final result notification. 			

<p>Documents to be enclosed with submission of fair Thesis:</p> <ol style="list-style-type: none"> 1. Request to DAR, KVASU 2. Corrected hard bound copy of thesis 3. Abstract of thesis – 3 Copies of English and Malayalam 4. Soft Copy of thesis in CD (pdf format) as single PDF file and abstract in Malayalam 5. Academic form 28- Report (result) of final viva voce examination- confidential cover 6. Thesis evaluation report from external examiner/s 7. Certificate of thesis submission 8. Certificate of correction from the Major Advisor 9. List of corrections made in the thesis 10. Remarks of Chairman, Advisory Committee on External Examiner's report 11. Certificate from the Librarian, College of Veterinary and Animal Sciences, Mannuthy 12. Copy of the proof of acceptance of the article submitted to the journal - one for MVSc; Two for PhD 13. Copy of results of comprehensive examination 14. Certificate of conduct of defense seminar 15. Certificate of Plagiarism 16. Hard copy of abstract in Malayalam- 3 copies 	<p><u>Documents to be enclosed with submission of fair thesis to DAR</u> (Result must send through proper channel)</p> <ol style="list-style-type: none"> 1. Request to DAR 2. Corrected hard bound copy of the thesis as per the Academic Regulations. 3. English and Malayalam abstract one copy each 4. Soft copy in a single CD/pen drive must have <u>Individual PDF and Word files</u> of the following items <ul style="list-style-type: none"> • Entire thesis/dissertation as per latest directions from University • Malayalam abstract • English abstract 5. Acad form 28 in confidential marked cover to DAR 6. Certificate of thesis submission 7. Thesis evaluation report from external examiner/s minimum one for M.V.Sc/M.Tech and two for Ph.D. 8. Remarks of Chairman, Advisory committee on External Examiners report 9. Certificate of correction from the major advisor with list of corrections made in the thesis authenticated by major advisor 	
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		<ol style="list-style-type: none">10. Certificate from the Librarian that the thesis has been taken in to stock11. Copy of proof of acceptance of the article submitted to the journal- one for M.V.Sc/M.Tech and two for Ph.D.12. Copy of result of Comprehensive Examination if applicable.13. Document of successful completion of defense seminar by the student certified by Dean14. Certificate of plagiarism in the prescribed format15. Certificate of mark entry in IUMS at College level by Major Advisor16. Certificate of CRCG submission for all semesters by Major Advisor17. Orders of reconstitution of advisory committee members/ Replacement of Board of Examiners if any.18. Proof of extension of last date to the final semester, if any.19. Exemption certificate of Non-credit compulsory course from Dean (if applicable)	
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Sl. No.	Step/ Procedure	Approx. time	Remarks
1	Approval of Acad Form No. 30 by Professor RC	2 days.	
2	Submission of Application for PDC/ Transcript/ Degree certificate with documents to Dean	3 days	
3	Submission of Applications to DAR from Dean (Examination section)	5 days	
4	Draft PDC SO to AR	1 to 2 days	
5	Approval, fair copy of PDC to SO to AR to JR to DAR	2 days	
6	Issue of PDC		
7	Marks verification at examination cell	1 to 2 days (If marks of more than one student is to be verified more time will be required in proportion to the number of students)	
8	Draft transcript to SO to AR		
9	Approval and fair copy of transcript to SO to AR to JR to DAR to Registrar	7 days	
10	Issue of Transcript		
11	Submission of list of students to MC by Academic section	At the next MC meeting	
12	Approval of result by MC (After BoM)	Actual time taken for approval by BoM and MC may vary. It may take even 3 months' time.	
13	Draft degree certificate to SO to AR		
14	Approval and fair copy degree certificate to SO to AR to JR to DAR to Registrar to VC	7 days	
	Issue of Degree certificate		

<p>Documents to be enclosed with application for PDC/ Transcript/Degree certificate (3 sets):</p> <p>A. First set:</p> <ol style="list-style-type: none"> 1. Acad Form 12 (NLC) 2. Acad Form 13 (Application for PDC) 3. Acad Form 13 (Application for Transcript) 4. Acad Form 13 (Application for Degree certificate) 5. Acad Form 30 6. Result notification of comprehensive exam 7. Certificate of defense seminar 8. Abstract of thesis and major research findings 9. Acceptance letter of research article 10. Final result notification order 11. Fee receipt (First semester) 12. Thesis front page 13. Address slip 14. Two passport size photos 15. SSLC certificate front page <p>B. Second and Third set:</p> <ol style="list-style-type: none"> 1. Acad Form 12 (NLC) 2. Acad Form 30 3. Result notification of comprehensive examination 4. Certificate of defense seminar 5. Abstract of thesis and major research findings 6. Acceptance letter of research article 7. Final result notification 8. Fee receipt (First semester) 9. Thesis front page 	<p>Documents to be enclosed with application for PDC/ Transcript/ Degree certificate (3 sets):</p> <p>A. FIRST SET:</p> <ol style="list-style-type: none"> 1. Acad Form 12 (NLC) 2. Acad Form 13 (Application for PDC) 3. Acad Form 13 (Application for Transcript) 4. Acad Form 13 (Application for Degree certificate) 5. Acad Form 30 6. Final result notification order 7. Consolidated fee receipts (Of all semesters from IUMS) 8. Address slip 9. Two passport size photos 10. SSLC certificate front page 11. Dowry Declaration Certificate 12. Thesis front page <p>B. Second and Third set:</p> <ol style="list-style-type: none"> 1. Acad Form 12 (NLC) 2. Acad Form 30 3. Final result notification 4. Consolidated fee receipts (Of all semesters from IUMS) 5. Thesis front page <p>The SECOND set to DEAN, and THIRD set to PROFESSOR (RC)</p>	
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