

**Maharashtra Council of Agricultural Education and
Research, Pune
An ISO 9001:2008 Organization
132/B Bhamburda, Bhosale Nagar, Pune- 411 007**

**ACADEMIC REGULATIONS FOR POST GRADUATE
DEGREE PROGRAMME, 2011**

Applicable to the Agricultural Universities in Maharashtra State

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**(These rules and regulations are approved by the Maharashtra
Council of Agricultural Education and Research in its 84th and
86th meeting held on 25.07.2011 and 19.04.2012
vide Resolution No. 102/84/2011 and 04/86/2012 respectively)**

**ACADEMIC REGULATIONS FOR POST GRADUATE
DEGREE PROGRAMME AS PER RECOMMENDATIONS OF NCG, ICAR,
New Delhi since 2009-10.**

Short title & Commencement	1.	i)	These regulations shall be called “The Academic Regulations for the Award of Post Graduate Degree”.
		ii)	It shall come into force from the academic year 2009-2010.
Definition	2.		In these regulations rules the context otherwise requires
		I.	“Academic year” means the period of academic programme of first year normally commencing from August and ending on 31st May of the following calendar year while academic programme from second year onwards shall start from June and ending on 31st May of the following calendar year. It shall consist of two semesters minimum 110 working days duration each. The odd semesters (i.e. 1, 3, 5....) will normally commence from August/June while even semesters (i.e. 2, 4, 6) will commence normally from January of the following calendar year.
		II.	“State Council” means the Maharashtra Council of Agricultural Education and Research constituted under this Act.
		III.	“Advisor” means the chairman of the Students Advisory committee.
		IV.	“Student Advisory Committee” (SAC) means the committee of teachers formed for extending guidance to a student.
		V.	“Curriculum” means a series of course selected and designed to provide training to meet the prescribed requirements for a degree
		VI.	Major subject : The subject (Department/Discipline) in which a student takes admission
		VII.	Minor subject: The subject from other department /discipline closely related to a student’s major subject.
		VIII	Supporting subject: The subject not related to the major subject. It could be any subject considered relevant for students’ research work or necessary for building his/her overall competence as recommended by SAC.

- IX. **Non-Credit Compulsory Courses:** Six courses (PGS 1-PGS 6) are of general nature and are compulsory for Post Graduate Programme. However, Ph. D. students may be exempted from these courses if already studied during Master's degree.
- X. **“Course”** means a unit of instruction of a segment of subject matter carrying a specific number of credits in a semester as may be determined from time to time by the appropriate authority of the University.
- XI. **“Course content”** means a concise outline of the subject matter of a course.
- XII. **“Credit”** means one clock hour learning in theory or minimum two clock hours in laboratory / field assignment/ tutorial per week.
- XIII. **“Credit hours”** means a quantitative measure of work done by a student in respect of a course namely;
 i) One hour work in the class and in addition to library and/or tutorial work to make two clock hours.
 ii) Practical work in the laboratory and / or field assignment and / or library work of not less than two (2) hours duration.
- XIV. **“Credit load”** means the quantum of credits undertaken by a student in a semester.
- XV. **“Credit point”:** The credit point of a course is the product of credit and grade point.
- XVI. **“Grade point”** means the actual percentage of marks obtained by a student in a particular course divided by 10 and expressed to one decimal place.
- XVII. **“Grade point average”** (G.P.A.) means the quotient of the total grade points obtained by a student in the courses during a semester divided by the total number of credits of courses successfully completed in that semester.
- XVIII. **“Cumulative grade point average”** (C. G. P. A.) means the quotient of the total grade points obtained by a student in courses during the degree programme divided by the total number of credits successfully completed.
- XIX. **“Department”** means a subject unit of the Faculty to manage teaching, research and extension education activities in the jurisdiction of the university. A department may have one or more disciplines
- XX. **“Discipline”** means a field of specialization within a department.

- XXI. **“Head of the Department”** means the academic staff member principally responsible for teaching, research and extension education programmes of a Department in the University.
- XXII. **Head of the Section”** means the academic staff member who is working as in-charge of the section and is responsible for teaching, research and extension education programmes of college, institute or centre
- XXIII. **“Section”** means a unit of teaching and / or research and/or extension education of college/institute/centre
- XXIV **“Statute”** means the statute made under the Maharashtra Agricultural Universities (Krishi Vidyapeeths) Act, 1983
- XXV **“Student”** means a person who is enrolled in any college/ school or any other institute recognized by the University for receiving instruction or qualifying himself/herself for any degree/ diploma/certificate of other academic distinction conferred by the University.
- XXVI. **“Conduct probation”** means specified period during which a student shall be placed under the observation of the Associate Dean/Principal of the respective college/Head of the institute for improvement of his conduct.
- XXVII. **“Director of Instruction”** Shall work directly under the Vice-chancellor and shall be responsible for the due performance of the functions of the colleges and other teaching institutions and shall co-ordinate and guide education in all the constituent and affiliated colleges of the university in close co-operation with the Deans of Faculties and other officers.
- XXVIII. **“Dean”** means of the Head of the Post Graduate Institute or the constituent College where undergraduate and Post Graduate programmes are offered in the University jurisdiction.
- XXIX. **“Associate Dean”** means the Head of the constituent College.
- XXX **“Principal”** means a Head of an affiliated college of (G and NG), recognized Institution for specialized studies or equivalent. The person principally responsible for academic activities of the said institution and approved by the University.

Words and expressions used in the Act, Statutes and Regulations and not defined in these regulations shall have the meaning assigned to it in the Act, Statutes or Regulations as the case may be.

			list of students and forward the same to the Registrar normally within a fortnight . Registrar shall allot enrollment number to each student and communicate the same to the Dean/Associate Dean/Principal for notification within a month from the date of registration.
Late registration	5.		A student seeking admission to semester other than the first shall be permitted by the Dean/Associate Dean /Principal on payment of a late fee of Rs. 100/- per day upto a period of five working days including the day notified for registration. No registration shall be permitted on the expiry of said period. The amount of fine so collected shall be credited in the account of Student Council .
Medical examination	6.	i)	Medical examination is compulsory for all the newly admitted students every year and the student should be examined by the University / College Medical Officer / Civil Surgeon as directed by the University within a period of one month from the date of admission. The Dean/ Associate Dean/ Principal shall forward the list of students so admitted to the Physical Training Instructor (PTI)/ Assistant Professor (Physical Education)/ Sport Officer of the College and concern shall see that the medical examination is done and the report of medical examination shall be submitted to the Dean/ Associate Dean/ Principal. Then the results of medical examination will be communicated by the Dean/ Associate Dean/ principal to the Registrar and to the Students' Welfare Officer . If a student is found medically unfit, he is liable to be discontinued from the University.
		ii)	If a student fails to appear for the medical examination arranged by the University, he will have to get himself / herself medically examined from the above medical authorities at his own expenses and produce examination report before the start of first semester end examination . In case he/she fails to produce the medical examination report within the specified time, he/she will not be allowed to appear for the subsequent examination
Eligibility certificate	7.		Students who are provisionally admitted in this University shall have to apply in the prescribed form along with the original and true copies of the testimonials for eligibility within 15 days from the date of registration. Each student shall pay eligibility fee as follows:

<p>Migrating within State</p> <p>Migrating from Outside the Maharashtra State</p> <p>Migrating from Universities outside India</p> <p>Documents for eligibility Certificate</p>	<p>i)</p> <p>ii)</p> <p>iii)</p> <p>a)</p> <p>b)</p> <p>c)</p>	<p>Student migrating from any other Agricultural University in the State of Maharashtra, shall be required to produce migration certificate and he / she shall have to pay prescribed fee of eligibility .</p> <p>Students migrating from the Universities or statutory examining bodies outside the Maharashtra State and seeking admission in the University shall be required to pay Rs. 200/- (Rs. Two hundred only). No student from other University or statutory examining body shall finally be admitted to any Institute/College (constituent or affiliated) to the University without the production of an migration certificate signed by the Registrar of the concern University.</p> <p>For students migrating from Universities outside India, the examination conducted by such Universities or examining bodies shall be given general equivalence according to the rules prescribed for standard of passing and after verifying the course catalogues /syllabus etc on reciprocal basis. In the absence of this, students possessing qualification of such university/ boards etc. shall be deemed to have been provisionally admitted on merit of each case. Such Provisional admission shall be finally confirmed only after the issue of an eligibility certificate by the Registrar of the university within a period of one year.</p> <p>While applying for an eligibility certificate the applicant shall attach with his/her application true copies of the following documents along with originals:</p> <p>A statement of marks/grade card/transcript of the last qualifying examination passed.</p> <p>A Transference certificate of the last Institute attended.</p> <p>A migration certificate only by the student, who has passed the qualifying examination from other universities.</p>
<p>Refund of fees</p>	<p>8.</p>	<p>A student should get refund of 50% tuition fees, 100% caution money and 100% examination fee, if he /she desires to cancel his / her admission for bonafide reason and applies within one month after registration.</p> <p>After completion of degree course, if the student does not claim caution money within six months, the amount shall be deposited to the account of Student's Council of respective college.</p>

Other members of the SAC		<p>masters and one doctoral student shall be allotted to each recognized teacher. However, depending on situation, Head of Department may increase the number of PG students for chairmanship of SAC with prior permission of Dean/Associate Dean/ Principal (PGI/constituent college). If the part of PG Research is undertaken by the student in other organization then member / faculty of that organization may act as a co-chairman / co-guide.</p> <p>iv) The other members of the SAC shall be suggested by the Chairman of the Advisory Committee in consultation with the Head of Departments/ Head of Sections of the major and minor disciplines and also with the knowledge and consent of the members concerned. All the members of the SAC shall be the recognized teachers of the University</p> <p>v) The second member in the SAC shall be necessarily from the student's major field.</p> <p>vi) No faculty member shall generally be a member of more than ten Advisory Committees unless permitted by the Dean/ Associate Dean Post Graduate/ constituent college.</p> <p>vii) Whenever the Chairman of SAC is not constantly available for any reason, another member from the student's major field nominated by the Dean/ Associate Dean/Principal in consultation with the Head of the Department/ Section shall take over as a Chairman. Appointments of another Faculty member from the major field shall fill in the vacancy so caused in the membership.</p>
SAC meeting		<p>viii) The SAC of each student shall meet at least once in a semester. First meeting should be conducted immediately after students admission to fix research title and prepare outline of research work (ORW), second during actual conduction of experiment/studies to verify the crucial results of research trial, third after data processing of research project, to finalize tables to be presented in thesis seminar/ synopsis while fourth meeting after approval of synopsis, for timely submission of loose bound thesis. The minutes of these four SAC meetings should be submitted in the form of "Research Assessment Report" (Annexure - III) to the Head of the Department/ Section which will be reviewed by Dean/Associate Dean (PG/constituent college) during monthly review meetings (MRM).</p>

12	i) A)	<p>Minimum credit requirements: The following shall be the minimum credit requirements for the post graduate degree programme.</p> <p>Master's degree</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Courses</th> <th style="text-align: right;">Minimum Credits</th> </tr> </thead> <tbody> <tr> <td>a) Major subjects</td> <td style="text-align: right;">20</td> </tr> <tr> <td>b) Minor subjects</td> <td style="text-align: right;">09</td> </tr> <tr> <td>c) Supporting subjects</td> <td style="text-align: right;">05</td> </tr> <tr> <td>d) Seminar</td> <td style="text-align: right;">01</td> </tr> <tr> <td>Total course credits</td> <td style="text-align: right;">35</td> </tr> <tr> <td>e) Thesis (Research Work)</td> <td style="text-align: right;">20</td> </tr> <tr> <td>Total credit for degree</td> <td style="text-align: right;">55</td> </tr> </tbody> </table> <p>f) Non-Credit Compulsory Courses</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Sr No</th> <th style="text-align: center;">Course No</th> <th style="text-align: left;">Course Name</th> <th style="text-align: center;">Credits</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">PGS 501</td> <td>Library and Information Services</td> <td style="text-align: center;">0+1</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">PGS 502</td> <td>Technical Writing and Communication skills</td> <td style="text-align: center;">0+1</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">PGS 503</td> <td>Intellectual Property & its Management in Agriculture (e - course)</td> <td style="text-align: center;">1+0</td> </tr> <tr> <td style="text-align: center;">4</td> <td style="text-align: center;">PGS 504</td> <td>Basic Concepts in Laboratory Techniques</td> <td style="text-align: center;">0+1</td> </tr> <tr> <td style="text-align: center;">5</td> <td style="text-align: center;">PGS 505</td> <td>Agricultural research ethics and rural development programmes (e - course)</td> <td style="text-align: center;">1+0</td> </tr> <tr> <td style="text-align: center;">6</td> <td style="text-align: center;">PGS 506</td> <td>Disaster Management (e - course)</td> <td style="text-align: center;">1+0</td> </tr> </tbody> </table>	Courses	Minimum Credits	a) Major subjects	20	b) Minor subjects	09	c) Supporting subjects	05	d) Seminar	01	Total course credits	35	e) Thesis (Research Work)	20	Total credit for degree	55	Sr No	Course No	Course Name	Credits	1	PGS 501	Library and Information Services	0+1	2	PGS 502	Technical Writing and Communication skills	0+1	3	PGS 503	Intellectual Property & its Management in Agriculture (e - course)	1+0	4	PGS 504	Basic Concepts in Laboratory Techniques	0+1	5	PGS 505	Agricultural research ethics and rural development programmes (e - course)	1+0	6	PGS 506	Disaster Management (e - course)	1+0
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<p>Coding of degree courses</p>	<p>13</p>	<p>i</p>	<p>Coding of degree courses All courses are recommended to be divided into two series – 500 and 600 series. The 500 series pertain to M.Sc and the 600 series related to Ph.D. degree programme. It should be compulsory for a Ph. D. student to take a minimum of four courses in major field, three courses in minor & one in supporting field from 600 series. However, with the approval of the Chairman Advisory Committee, a Ph. D. student would be free to enroll a particular 500 series course, which he/she has not studied at the Master’s level.</p>
<p>Course Plan of Post Graduate Work (CPW)</p>	<p>14</p>	<p>i</p>	<p>The course plan for the degree programme shall be so designed so as to enable the student to achieve proficiency in the field of his/her specialization by supporting disciplines. The minor and supporting course plan shall be finalized by the SAC taking into consideration the student’s academic record and training requirements in the particular field of students’ thesis research work. The course plan should be verified and recommended by the Head of the Section at constituent College / Head of Department at University level. The final course plan in the prescribed form (Annexure-IV) shall be forwarded to the Dean/Associate Dean, Post Graduate/ constituent college within four weeks from the date of registration of first semester for approval. Any changes in the course plan shall require a prior approval of the Dean/ Associate Dean of the Constituent College and Dean/ Associate Dean (Post Graduate)</p>
		<p>ii</p>	<p>Once the Course Plan is finalized by the Advisory Committee and approved by the Dean/Associate Dean (PG/ constituent college); no change shall be allowed to withdraw any major course(s) from the approved course plan. Particularly major and minor course(s) shall be added but shall not be withdrawn from the approved course plan. (Annexure- V)</p>
		<p>iii</p>	<p>Registration of PG students for II semester shall not be allowed unless his/her course plan (CPW) is approved.</p>
		<p>iv</p>	<p>The SAC and Head of the Department / section shall critically verify the course plan to meet</p>

			particular requirement of comprehensive examination , especially for major and minor subjects of master and Doctoral degree programmes. As comprehensive examination for master & doctoral degree programmes scheduled in third & fourth semester , respectively (Rule No.30 iii); 75 % courses in major & minor subjects should be completed separately upto second & third semesters of master & doctoral degree, respectively (Rule No. 30 ii).
Credit load	15		A student shall not register for more than 18 course credits in a semester excluding non-credit compulsory courses. Subject to the provision of clause 14(ii) above, a student may add course (s) or modify supporting courses within a period of two weeks from the date of registration with the prior consent of the advisor, concerned teacher of the subject and Head of the Department/Section (Annexure-V).
Auditing of course	16	i ii	On recommendation of the Advisory Committee a student shall add to his/her course plan any course for auditing (Annexure- V). The prescribed attendance shall be maintained. The details of such audited course(s) shall appear in the grade card/transcript . The audit course shall be evaluated as satisfactory or unsatisfactory . Neither credits nor grade points (result) of auditing courses shall be considered for evaluating PG programme.
Seminar	17		A Master degree student shall give one seminar in the major field of his/her studies while a doctoral degree student shall give two seminars . The course teacher and the members of the Advisory committee shall finalize the topic of the Seminar. The members of SAC and Head of the Department/Section shall assess the performance of student in a Seminar as per details given in Annexure-VI .
Outline of Research Work (ORW)	18		ORW of a student in the prescribed proforma (Annexure-VII) recommended by SAC and approved in Board of Studies shall be sent for the approval to the Dean/Associate Dean, Post Graduate/ Constituent college before the end of the first semester for Master degree and second semester for Doctoral degree . The ORW should indicate a precise planning to conduct experiment which includes correct title of research topic, crystal clear objectives, its importance, appropriate review of literature, programme of research work, (i.e. time schedule), methodology consist of experimental details, treatment details and particular observations to be recorded and more importantly, facilities required for completion of the research work.

Residential requirements and Time limit to complete degree Programme	19	i) ii) iii)	<p>The minimum residential requirement for Master degree programme is four semesters from the date of admission. The maximum time limit for completion of masters degree programme shall be four years (i.e. eight semesters) from the date of admission. However, for in-service Ph.D candidates after completing total Course work and comprehensive examination they shall join parent university with prior permission of SAC, Head of Department and the Dean/Associate Dean/Principal.</p> <p>The minimum residential requirement for doctorate degree programme is six semesters from the date of admission. The maximum time limit for completion of Ph.D. degree programme shall be six years (i.e. twelve semesters) from the date of admission.</p> <p>The extension in this time limit for completion of the degree programme upto one year may be granted by the Faculty & the Academic Council on recommendation from the SAC, Head of Department and the Dean/Associate Dean (Post Graduate/ constituent college) on valid ground.</p>
Attendance	20	i) ii) iii) iv)	<p>Every student shall attend all lectures, practicals, library work, extension education visits, study tours and the meetings with course teacher and SAC.</p> <p>Each course teacher shall maintain a record of student's attendance of each course taught or deemed to have been taught by him/her in a semester.</p> <p>If a student fails to attend 80% (Eighty per cent) of the total number of scheduled lectures, and practical in a laboratory / field / assignment, classes in a course held and deemed to have been held during a semester, he/she shall not be eligible to appear at the semester-end examination and shall repeat the course (s) when offered. The Dean/Associate Dean may condone the shortage in attendance up to a maximum limit of 15% of the total attendance on valid reasons. A student participating in intercollegiate and higher level co-curricular activities sponsored by the University shall be deemed to have attended the classes during such period.</p> <p>A student who has fulfilled the 80% attendance, appeared for examination and failed/not appeared for examination will be exempted from attending the classes again.</p>
Evaluation	21	i.	A student's progress in a course shall be judged through well spread out periodical examinations. Mid-

<p>Mid-semester theory examination</p> <p>semester-end practical examination</p> <p>semester end theory examination</p> <p>Result</p>		<p>ii</p> <p>iii</p> <p>iv</p> <p>v</p> <p>vi</p> <p>vii</p> <p>viii</p>	<p>semester theory examination shall be conducted by the course teacher when approximately half of the course content is completed. It shall consist of theory paper of one hour. There shall be maximum two theory papers per day. The time-table shall be notified by the Dean/Associate Dean</p> <p>No missed mid-semester examination shall be conducted.</p> <p>The semester-end practical examination shall be conducted immediately after/ before semester end theory examination.</p> <p>The semester-end practical examination shall be of minimum two hours duration irrespective of course credits. No student shall be examined in more than two practicals per day.</p> <p>The semester end theory examination programme shall be notified by the Registrar well in advance before 15 days of the date of examination.</p> <p>The semester end theory examination shall be of 2 hours duration for 1 credit course of 40 marks and 3 hours duration for 2 & 3 credit courses with 80 and 120 marks, respectively. There should be normally one paper per day for regular student.</p> <p>The Registrar shall ensure that a student's academic performance card i.e. semester result sheet (Annexure-VIII) containing information regarding the courses offered, grade points awarded with GPA and CGPA and the students academic status is made available to him/ her and chairman, SAC before the date of registration for the next semester.</p> <p>Particular care should be taken to declare results of second semester of master degree & third semester of doctoral degree as comprehensive examination need to be conducted at the beginning of subsequent following semester.</p>
<p>Provision of a writer</p>	<p>22</p>		<p>In case of unavoidable circumstances, if a student needs help of writer at the time of examination, the Dean/Associate Dean shall permit the student to engage a writer who must be a graduate other than the Faculty to which the concerned student is appearing. The remuneration payable to the writer should be paid by the concerned student.</p>
<p>Weightage</p>	<p>23</p>		<p>The relative weightage to the various examinations conducted, class work and record maintained during a semester shall be as under both for Master and Doctoral degree programmes.</p>

			<p>THEORY : Mid semester examination 20% Semester-end-Examination 80%</p> <p>PRACTICAL : Record of class work 20% Semester-end-Examination 80%</p> <p>(If viva-voce is conducted at the semester end practical examination, marks allotted to the viva-voce shall not exceed 10% of the total number of marks allotted to the semester end practical examination).</p>												
Grading	24	i	At the end of each semester, a student shall be given grade points in 10 point scale on the basis of his /her performance in various examinations. The percentage of marks earned in a course is divided by 10 and is expressed to one decimal place . This represents the grade point . The product of credit and grade point is the credit point of the course. The grade point average (GPA) for all the courses in a semester is calculated by dividing the total grade points by total credit hours of the courses completed in that semester. The CGPA for all the semesters is calculated by dividing total number of credit points by the total credit hours of courses of all these semesters. The GPA and CGPA is expressed up to two decimal place .												
		ii	A minimum grade point of 6.5 is required for passing a particular course of Master degree programme. A minimum grade point of 7.0 is required for passing a particular course of Doctoral degree programme.												
Requirement of CGPA for award of class	25		<p>The following stages are given for declaration of classes.</p> <table border="1"> <thead> <tr> <th>Degree Programme</th> <th>Second class</th> <th>First class</th> <th>F.C. with Distinction</th> </tr> </thead> <tbody> <tr> <td>Master's Degree</td> <td>6.5 – 7.49</td> <td>7.5 – 8.49</td> <td>8.5 and above</td> </tr> <tr> <td>Doctoral Degree</td> <td>7.0 – 7.49</td> <td>7.5 – 8.49</td> <td>8.5 and above</td> </tr> </tbody> </table> <p>Fractional percentage shall be rounded to the next higher integer. Students securing less than 65% & 70% marks in a course shall be declared as failed in that course of master & doctoral degree respectively</p>	Degree Programme	Second class	First class	F.C. with Distinction	Master's Degree	6.5 – 7.49	7.5 – 8.49	8.5 and above	Doctoral Degree	7.0 – 7.49	7.5 – 8.49	8.5 and above
Degree Programme	Second class	First class	F.C. with Distinction												
Master's Degree	6.5 – 7.49	7.5 – 8.49	8.5 and above												
Doctoral Degree	7.0 – 7.49	7.5 – 8.49	8.5 and above												
Repeat exam	26	i)	The students who have 80% attendance but failed/not appeared for course can apply for the semester end examination directly without attending the classes in that course (s). However, upon notice from Dean/ Associate Dean such student(s) shall have to register by filling the said course (s) in roster form and by making payment of Rs. 200/- per course (s). Such repeat courses shall not be considered for the maximum credit load prescribed for the semester and repeat examination will be conducted with regular semester end examination at the end of the next semester.												

		ii)	If a student not permitted due to less attendance or appears but fails in the repeat examinations, shall reappear for the examination with regular semester end examination at the end of the next semester whenever offered. The passing grade point so obtained after repetition shall be indicated by letter 'R' superscribed above the grade point in transcript/academic performance card.
Errors in result	27	i	The answer books of mid semester examination shall be returned to the students within fifteen days from the date of examination/ submission of assignment. The discrepancies, if any, shall be verified and corrected by the concerned course teacher immediately.
		ii	A student may within a period of seven working days from the date of announcement of the result with a deposit of Rs. 100/- (Rs. One hundred) per course request the Registrar to scrutinize the marks obtained in semester end theory examination and calculation of the grade. The Registrar shall inform the change in grade, if any, to the concerned student and the Dean/Associate Dean/Principal
		iii	A student, within a period of seven working days from the date of announcement of the result with a deposit of Rs. 700/- (Rs. Seven hundred) per course, may request the Registrar to re-evaluate the theory answer paper of the semester end theory examination and calculation of the grade point. The Registrar shall arrange to send such answer papers for re-evaluation to a second examiner from the approved panel of names. The marks after re-evaluation of the answer paper shall be considered for declaration of result. The Registrar shall inform the change in grade, if any, to the concerned student and the Dean/Associate Dean/Principal.
Transcript	28		The Registrar shall issue a transcript after completion of the entire course work and research (i.e. upon submission of final thesis) on payment of the prescribed fees.
Academic status for award of degree	29		A student must necessarily obtain cumulative grade point (CGPA) of at least 6.5 for Master degree and 7.00 for Doctor's degree (in the 10 point scale) after satisfactorily completing the requisite courses and research work (submission of final thesis) determined by the SAC in order to qualify himself for the award of the degree.
Comprehensive examination	30	i)	The comprehensive examination is meant to judge the students' candidature for the award of degree. This examination shall be conducted to assess the overall

<p>Master Degree</p>		<p>academic performance of the student. A proposal for holding comprehensive examination shall be sent to the Dean / Associate Dean PG/constituent college in the prescribed proforma (Annexure-IX).</p>
<p>Doctoral Degree</p>	<p>ii) iii) iv) v) vi) vii) viii) ix)</p>	<p>Students will be allowed to attend for comprehensive examination after completion of 75% course work separately in major and minor subjects.</p> <p>Repeat comprehensive theory examination shall be conducted not earlier than two months of first examination.</p> <p>The comprehensive examination of Master Degree shall consist of two theory papers of 100 marks separately for Major and Minor field. The comprehensive examination shall be evaluated within the University. The Head of the Department/Section should conduct the comprehensive examination. The students shall obtain 65% marks in the comprehensive examination for passing.</p> <p>The comprehensive theory examination for Doctoral Degree shall consist of three papers of 100 marks each. Among which two papers from major field while one paper from minor field. The comprehensive examination shall be evaluated within the University. The Head of the Department shall conduct the comprehensive examination. The student should obtain 70% marks in the comprehensive examination for passing.</p> <p>The comprehensive viva-voce examination for doctoral degree will be conducted by the SAC with one additional member from outside the University as an external examiner. The external examiner shall be appointed by the University preferably from the panel of three experts approved by the Dean of Faculty/ Director of Instructions of University in consultation with concerned Head of the Department and Dean/Associate Dean, Post Graduate.</p> <p>Any faculty member can attend the viva-voce examination as an observer.</p> <p>An exhaustive list of panel of experts shall be prepared by the concerned Boards of Studies once in three years and get approved from the Academic and Executive Council.</p> <p>For comprehensive viva-voce examination of Ph.D. student, the Chairman of the Advisory Committee</p>

<p>Repeat of comprehensive examination</p> <p>Prior notice & completion of comprehensive examination</p>		<p>x)</p> <p>xi)</p> <p>xii)</p>	<p>shall send a report of the comprehensive examination in the prescribed proforma (Annexure-X) to the Dean/ Associate Dean (PG) through the Head of the Department. Deficiencies in the performance of the student, if any, may be indicated and additional training/assignments to make up the deficiencies suggested.</p> <p>A student failing in the one or more papers in the written examination or viva-voce shall be re-examined only once not earlier than two months from the date of such examination.</p> <p>The student failing in the comprehensive examination shall apply for permission to reappear to the Dean/ Associate Dean/Principal with the recommendation of the Chairman of the Advisory Committee and Head of the Department / Section.</p> <p>A notice for holding the comprehensive examination for the students in the discipline to be held at one time as far as possible and shall be issued at least a month in advance by the Head of the Department / Section. The qualifying examination shall be completed at least six months in advance of the student's completion of the degree programme.</p>
<p>Synopsis and thesis seminar</p> <p>Maximum time between Synopsis and Thesis submission</p>	<p>31</p>	<p>i</p> <p>ii</p> <p>iii</p> <p>iv</p>	<p>Each PG student of Master and Doctoral degree shall have to submit 3 copies of the synopsis to the Head of the Department/Section highlighting the research results of the thesis at least 1.5 & 3 months in advance of the proposed date of submission of the thesis for Master and doctoral degree respectively.</p> <p>The synopsis of the Ph.D. thesis shall be placed by the concerned Head of the Department/Section before the respective Board of Studies (BOS) for its approval. On its approval, it will be sent to the Registrar through the Dean/Associate Dean</p> <p>A Ph.D. student shall deliver thesis seminar before all faculty members prior to submission of thesis.</p> <p>The maximum time between Synopsis and Thesis submission for master programme is one semester and for Doctoral programme is up to two semesters.</p>
<p>Thesis submission</p>	<p>32</p>	<p>i)</p>	<p>The Chairman of Student Advisory Committee shall ensure that all members of the SAC are duly consulted before submitting two draft thesis copies for master degree and three draft thesis copies for doctoral degree programme.</p>

		ii)	Satisfactory completion of comprehensive examination & approved synopsis (by SAC for Master and BOS for Doctoral degree) shall be prerequisites for submission of draft thesis
		iii)	Each post graduate student shall be required to submit five hard copies of final thesis along with soft copies, in prescribed format. (Annexure-XI) The Ph.D. thesis shall be accompanied with at least two manuscripts of research articles submitted to recognized journals, one at submission of draft thesis while second at submission of final thesis.
		iv)	The thesis shall be accompanied by a certificate duly endorsed by the chairman of SAC to the effect that the thesis is the result of the student's confide research work.
		v)	All correspondence regarding thesis evaluation and thesis viva-voce examination will be made by the Head of Department/Section on approval of Dean/Associate Dean.
		vi)	Final copies of the thesis shall be submitted by student within one month after thesis viva-voce examinations through Associate Dean/Dean to Direction of Instructions.
Thesis Evaluation	33	A)	Master's degree
List of experts		i)	The thesis submitted in partial fulfillment of Master degree shall be evaluated by an external examiner. The external examiner shall be appointed by the University preferably from the panel of three experts approved by the Dean / Associate Dean in consultation with the concerned Head of the Department / Section. An exhaustive list of experts in different disciplines shall be prepared by concerned Boards of Studies once in three years and get approved by the Faculty, Academic and Executive Council. On the basis of thesis title, the panel of 3 experts be selected from this list. The external examiner shall send his report directly to the Registrar and copy to the Chairman of the SAC . The report shall be in the prescribed proforma (Annexure-XII) .
Remarks of examiner		ii)	In case, the external examiner does not recommend the thesis for the award of the degree, the University may refer the thesis for evaluation to a second external examiner from the panel. If the second external examiner recommends the thesis for

<p>Thesis viva-voce examination</p>		<p>iii)</p>	<p>acceptance, his/her recommendation may be accepted. If the thesis is rejected by the second external examiner also, the candidate have option to continue the work, rewrite the thesis and submit thesis on fresh research project depending on the comments of the examiner, once again not earlier than two semesters. The approval of Dean of the concerned Faculty is compulsory if the title of the thesis is changed by the external examiner.</p> <p>A thesis viva-voce examination shall be held by the Advisory Committee after the receipt of the satisfactory report of the external examiner. The Dean / Associate Dean shall appoint one internal member to act on the examining committee. The evaluation of thesis will be as satisfactory or not satisfactory as per Annexure-XIII. The degree shall be awarded on the unanimous recommendation of the Examining Committee.</p>
<p>Notification for Master degree</p>		<p>iv)</p>	<p>A notification containing the enrolment number, name of the candidate may be recorded in his graduation degree certificate, name of the research guide, title of the thesis, subject of specialization, CGPA obtained and division of standing shall be issued by the Registrar on approval of Vice-Chancellor.</p>
<p>List of examiners</p>		<p>B) i</p>	<p>Doctoral Degree</p> <p>The thesis submitted in partial fulfillment of Ph.D. degree shall be evaluated by two external examiners appointed by the University (Annexure-XII). The chairman of SAC shall be the Chairman of the Examining Committee. The external examiners shall be from outside the University. They shall ordinarily be chosen from a panel of at least five specialists in the particular field suggested by the Head of the Department and approved by the Director of Instructions in consultation with the Dean/ Associate Dean. The external examiners shall send their reports on the thesis directly to the Registrar and copy to chairman, SAC.</p>
<p>Remarks of examiners</p>		<p>ii</p>	<p>In case, the reports of both the external examiners are favorable, the thesis shall be considered for the award of the degree. In case of unfavorable report from one of the external examiners, the University may refer the thesis for evaluation to a third examiner preferably chosen from the panel. If the third examiner recommends the thesis for award of the degree his recommendation may be accepted. If he does not recommend, the thesis shall not be considered for award of degree.</p>

<p>Thesis viva-voce examination</p>		<p>iii</p>	<p>If the examiner (s) recommend(s) additional work for the award of the degree, the candidate may be permitted to continue the work and submit thesis once again within two semesters from the date of such communication. The submission of thesis for the third time is not allowed and the candidate has to select new topic of research.</p>
		<p>iv</p>	<p>After receiving satisfactory reports, a viva-voce shall be conducted by the students' advisory committee with the addition of one of the external examiner (appointed by Director of Instructions) who evaluated the thesis and recommended it for the award of the degree. The chairman of the SAC shall be the chairman of the examining committee. The candidate will defend the thesis viva-voce examination. The viva-voce examination shall be completed within two months after receiving report.</p> <p>When both the external examiners communicate their inability to remain present for conduct of viva-voce, the Director of Instruction may appoint the external examiner from the outside University.</p>
		<p>v</p>	<p>The degree shall be awarded on unanimous recommendation of the Examining Committee in regard to the thesis itself and the performance of the student in the final viva voce. The recommendations of the committee shall be forwarded by the Chairman to the Associate Dean (Post Graduate) through the Head of the Department (Annexure-XIII).</p>
<p>Notification for Doctoral Degree</p>		<p>vi</p>	<p>A student who fails in the final viva voce examination may be permitted to appear for the second time. A permission to reappear for the second time may be given but the reexamination shall not take place earlier than three months after the first examination and it will be conducted by the committee as previously constituted. Re-examination for the third time is not permissible and the student who fails for second time shall not be continued on university roll.</p>
		<p>vii</p>	<p>The Dean / Associate Dean (Post Graduate) will forward copy of the reports on thesis and final <i>viva voce</i> to the Registrar. A notification containing the enrolment No.(s) name (s) of the candidate(s) declared eligible for degree, name of research guide, title of thesis, subject of specialization, CGPA obtained and division of standing shall be issued by the Registrar on approval of the Vice Chancellor.</p>
<p>Unfair means</p>	<p>34</p>	<p>i)</p>	<p>The Dean / Associate Dean/Principal of the College shall have the primary responsibility of preventing dealing with the case of preparation, attempt,</p>

			abatement and use of unfair means in a mid semester examination, semester end, and comprehensive examinations.
		ii)	The concerned teacher or invigilator , who during the course of examination notices or to whose notice it has been brought that a student is preparing, attempting, abetting in use or is actually using or has used unfair means in mid semester examination or semester end examination shall seize all the incriminating material , including the answer script from the students and shall issue fresh answer book to the student asking him to solve the remaining question (s) within the rest of the examination period.
		iii)	The teacher or invigilator concerned shall, on the same day of the alleged preparation for or attempt abatement in use or actual use of unfair means by a student in a mid semester examination or semester end examination report to the Dean / Associate Dean / Principal, through In charge of Examination (if appointed), the occurrence of the said alleged preparation, attempt, abatement with records (including both the answer scripts) and evidence in support to the same.
		iv)	On receipt of the report referred to in (iii) above, the Dean/ Associate Dean/Principal of the College shall himself hold enquiry into the alleged preparation, attempt abatement or actual use of unfair means in the examination within three days . The concerned student shall be given an opportunity to be heard by the Dean /Associate Dean/Principal. Pending the said enquiry, the student shall be permitted to appear at the remaining part of the examination, but his result shall not be declared till a final decision in the said case is taken by the Associate Dean/Principal of the College.
		v)	On the completion of the enquiry referred to in clause (iv) above, if the Dean/ Associate Dean/Principal of the college holds that the student is not guilty of the charge of preparation, attempt or the actual use of unfair means, he shall direct to evaluate both the answer books and the result be declared accordingly.
		vi)	If the Dean / Associate Dean/Principal of the college holds that the student is guilty of the charge of preparation, attempt, abatement or actual use of unfair means, he shall award punishment as per details given below: a) Mid semester Examination.: The student shall be awarded 'F' grade in the particular course . b) Semester-end/ supplementary examination: A student shall be declared to have failed in all the courses registered by him/her during that semester.

		vii)	Occurrence of any other incident and use of unfair means not covered above shall be dealt with by the Dean / Associate Dean/Principal of the College as per “Maintenance of Discipline and Good Conduct by Students” Rules of the University.																																												
		viii)	The Dean / Associate Dean/Principal of the College shall report to the Registrar each of such cases falling under clauses (vi) and [vii] above, immediately by an order in writing and his order shall be binding on the student and all other concerned.																																												
Record of courses	35		The Registrar shall be responsible for maintaining permanent record of the academic performance of the students registered for the various post-graduate programmes, including the course taken, semester end examination, answer books, (up to one year from date of result declaration) grade obtained, degree awarded, prizes and other distinction own and any other items pertaining to their academic performance. To enable the Registrar to discharge this responsibility effectively, the Dean / Associate Dean/Principal of College, Head of the Department / Section and teachers shall maintain such records and furnish information to the Registrar in such forms and by such dates as may be determined from time to time by the Registrar.																																												
Declaration of result and issue of certificate, etc.	36	i)	On satisfactory completion of the requisite courses and research, the Vice Chancellor on being satisfied shall approve the result on recommendation of the concerned Dean and there upon the Registrar shall declare the same and issue the provisional degree certificate, transcript, etc. The following Fees will be charged for issuing certificate.																																												
			<table border="1"> <thead> <tr> <th>Sr. No.</th> <th>Particular</th> <th>Original</th> <th>Duplicate</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Transcript</td> <td>Rs. 100/-</td> <td>Rs. 100/-</td> </tr> <tr> <td>2.</td> <td>Provisional passing Certificate</td> <td>Rs. 100/-</td> <td>Rs. 100/-</td> </tr> <tr> <td>3.</td> <td>Transfer/ College leaving Certificate</td> <td>Rs. 100/-</td> <td>Rs, 100/-</td> </tr> <tr> <td>4.</td> <td>Migration Certificate</td> <td>Rs. 200/-</td> <td>Rs. 200/-</td> </tr> <tr> <td>5.</td> <td>Degree Certificate</td> <td></td> <td></td> </tr> <tr> <td></td> <td>In person</td> <td>Rs. 350/-</td> <td>Rs. 500/-</td> </tr> <tr> <td></td> <td>In Absentia</td> <td>Rs. 500/-</td> <td>Rs. 500/-</td> </tr> <tr> <td>6.</td> <td>Eligibility (Within State)</td> <td>Rs. 200/-</td> <td>-</td> </tr> <tr> <td></td> <td>(Outside State)</td> <td>Rs. 400/-</td> <td>-</td> </tr> <tr> <td>7.</td> <td>Grade card of semester</td> <td>Rs. 50/-</td> <td>Rs. 100/-</td> </tr> </tbody> </table>	Sr. No.	Particular	Original	Duplicate	1.	Transcript	Rs. 100/-	Rs. 100/-	2.	Provisional passing Certificate	Rs. 100/-	Rs. 100/-	3.	Transfer/ College leaving Certificate	Rs. 100/-	Rs, 100/-	4.	Migration Certificate	Rs. 200/-	Rs. 200/-	5.	Degree Certificate				In person	Rs. 350/-	Rs. 500/-		In Absentia	Rs. 500/-	Rs. 500/-	6.	Eligibility (Within State)	Rs. 200/-	-		(Outside State)	Rs. 400/-	-	7.	Grade card of semester	Rs. 50/-	Rs. 100/-
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		ii)	A result committee comprising of sufficient number of teachers be formed to thoroughly check the academic record of the student(s) whose result is to be declared.																																												

			offence, he will be punished as per the dictates of the ordinance.
Removal of name from roll	41	<p>i</p> <p>ii</p> <p>iii</p> <p>iv</p> <p>v</p> <p>vi</p>	<p>The name of the student may be removed by the Registrar from the roll of the University on approval of Vice Chancellor for any one or more of the following reasons:</p> <p>Non payment of fees/dues on or within the dates fixed for the purpose.</p> <p>Continuous absence for a period of fifteen days in classes without permission.</p> <p>Misbehavior of any kind including disrespectful conducts and acts of violence causing willful damage to the University's property, participation in strikes, demonstrations or disturbances of any kind, behaving in such a manner as to bring the University or his/her teacher into disrepute.</p> <p>Violation of any of the University/College Hostel rules.</p> <p>Negligence in research /studies</p> <p>Theft / damage of question paper, answer books, before / after the examination.</p> <p>Action shall be initiated by concerned Head of Section/Department/Rector/Student Welfare Officer through Dean / Associate Dean to the Registrar.</p>
Saving	42		<p>Any changes or modifications in the Regulations made from time to time by the appropriate authorities would be effective from the date as may be decided by the Vice Chancellor to all the students who are on roll on that date and on subsequent date. Similarly, in the event of any difficulty arising at any time in the implementation of the provisions of this Regulation or in interpretation thereof, the decision of the Vice Chancellor shall be final and binding on all concerned.</p>

Annexure – II

(Pl. see rule No. 11 (i))

Formation of Students' Advisory Committee.

1. Name of the student and Registration No.
2. Year of admission
3. Degree
4. Regular/In service
5. Department
6. Discipline

Student Signature

7. Advisory Committee

	Name	Subject	Signature
	(Major / Minor / Supporting)		
i)	_____		
ii)	_____		
iii)	_____		
iv)	_____		
v)	_____		

Proposed by _____ Chairman, Student Advisory Committee

Recommended by _____ Head of the Section/ Department

Approved by _____ Dean/ Associate Dean
Post Graduate/constituent College

Instructions :

Each post graduate student on roll of the institute shall submit 5copies of the students advisory committee **within 15 days after registration.**

Annexure III
(Pl. see rule No. 11 (vii))

Research Assessment Report of Post Graduate students by SAC

Name of Student & Registration number :

Department :

Semester :

Number and Date of SAC meeting :

Review of Progress :

(CPW/ORW/Research Trial/Comprehensive Exam/ Synopsis/Thesis Writing/ Thesis Submission/ Publication)

Suggestions of the Committee :

:

:

Advisory Committee

Name	Subject	Signature
	(Major /Minor /Supporting)	

- i) _____
- ii) _____
- iii) _____
- iv) _____
- v) _____

Chairman Advisory Committee	Head of the Section /Department	Dean/ Associate Dean Post Graduate/ Constituent college
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Annexure IV

(*Pl. see rule No. 14)

Course Plan of Post Graduate Work (CPW)

Degree: _____

Name of Student: _____

Registration No. _____ Date of enrolment No. _____

Department:

Discipline :

Proposed research

Title (Thesis title):

Details of examination passed:

Examinations passed	University	Year of passing	Subject	Percentage of marks/CGPA
Bachelor's degree				
Masters degree				

Details of course work proposed:

Field of Master / Doctoral degree	Proposed Credits	Minimum Credit	
		M.Sc	Ph.D
Major Courses		20	15
Minor Courses		09	08
Supporting Courses		05	05
Seminar		01	02
Total		35	30
Non-Credit Compulsory Courses		06	06

Details of course work proposed:

Semester	Course No.	Course No.	Course Title	Credits	
Semester- I	Major	1			
		2			
		3			
		4			
	Minor	1			
		2			
		3			
	Supporting	1			
		2			
	Seminar	1			
	Total course Credit				
	Non-Credit compulsory	1			
		2			
Research					
Grand Total					

Semester	Course No.	Course No.	Course Title	Credits
Semester-II	Major	1		
		2		
		3		
		4		
	Minor	1		
		2		
		3		
	Supporting	1		
		2		
	Seminar	1		
	Total course Credit			
Non-Credit compulsory	1			
	2			
Research				
				Grand Total
Semester-III	Major	1		
		2		
		3		
		4		
	Minor	1		
		2		
		3		
	Supporting	1		
		2		
	Seminar	1		
	Total course Credit			
Non-Credit compulsory	1			
	2			
Research				
				Grand Total
Semester-IV	Major	1		
		2		
		3		
		4		
	Minor	1		
		2		
		3		
	Supporting	1		
		2		
	Seminar	1		
	Total course Credit			
Non-Credit compulsory	1			
	2			
Research				
				Grand Total

Student Signature

- Note:**
- 1) Maximum course credit load per semester = 18
 - 2) At least 75% course credits should be completed in major & minor subjects up to second & third semesters to qualify the comprehensive examination for master & doctoral degree programme, respectively.
 - 3) A credit seminar for master degree shall be in fourth semester while two seminars for doctoral degree shall be in third & fourth semester.

Course Plan Proposed by the Student Advisory Committee

	Name	Signature
i)	Chairman	
ii)	Member	
vi)	Member	
vii)	Member	
viii)	Member	

Recommended by : i) Head of the Section
Constituent College
ii) Head of Department

Approved by : Dean/ Associate Dean
Post Graduate/ Constituent College

Instructions :

Each post graduate student on roll of the institute shall submit 5 copies of Course plan of Post Graduate Work within 15 days after registration.

Annexure -V

* (Pl. see rule No.14 (ii), 15 and 16)

Application for addition of regular / auditing courses or modification in supporting courses

Name of the Student _____
Surname Name Father's Name

Registration No. _____ Date of Enrolment _____

A. The courses included in the roster form & CPW in _____ semester.

Sr. No.	Course	Title course	Credits
Total credits of Semester			

B. Details of the courses proposed to be added

Sr. No.	Course No.	Title of course	Credits Theory/ Practical	Course type*
1.				
2.				
3.				
4.				
5.				

Footnote : Major and Minor courses shall only be added upto 2nd & 3rd semester for master & doctoral degree respectively due to comprehensive examination in the subsequent semester. However, supporting courses can be added upto third semester for master degree and upto fifth semester for doctoral degree.

* Course Types: Major/ Minor/ Supporting/ auditing

Final credit load after adding the above course (s):

C. Details of supporting courses proposed to be modified

Sr. No.	Details of course to be withdraw			Details of course to be added		
	Course Title	Title (Semester)	Course credit	Course Title	Title (Semester)	Course credit

Final credit load of & semester modification of supporting course:

(Maximum credit load of semester = 18)

The total credits of supporting courses upon modification: _____

(The total credits of supporting courses shall not less than 5)

For master degree, supporting courses shall be offered from first to third semester only.

If the proposed additional of the courses reflects on the course plan, full justification for the changes.

Date: Signature of the student

- Is the over lapping of periods avoided in the time table Yes/No

Signature of the
Chairman Advisory Committee

Recommended / Not recommended. Head of Section

Date: Head of Department

Submitted to the Associate Dean together with the roster form of the student.

Approved/ Not approved

Date: Dean/ Associate Dean
Post Graduate / Constituent College

This application should be submitted invariably with the original roster forms within a fortnight from the data of registration if a course is to be added.

Annexure –VI

(Pl. see rule No.17)

Evaluation of Seminar

Name of the Student _____
Name Surname Name Father's

Registration No. _____

Degree & Discipline _____

Seminar No: (591/691/692)

Topic of seminar: _____

Date on which seminar is held : _____

1.	Introduction and review of Literature	10
2.	Presentation	20
3.	Capacity to draw general Conclusion	10
4.	Ability to answer questions	10

Total: 50

Date:

Signature course teacher of
Credit seminar

Signature
Research Guide & Chairman
SAC

Signature
Head of Department/Section

Annexure –VII

(Pl. see rule No.18)

Outline of Research work

1. Name of the student :
2. Registration No. :
3. Degree :
4. Center of PG education :
5. Department & Discipline :
6. Name of the Research Guide & Chairman, SAC :
7. Title of the research work :
8. Objectives :
9. Introduction :
10. Review of literature :
11. Programme of research work (i.e. time schedule)
12. Methodology :
e.g. a) Experiment Details
b) Treatment Details
c) observations
13. Reference/ literature cited :
14. Facilities required and their availability :
15. Place of Research :

Signature of the Student

Name	Signature
i) Chairman, SAC	
ii) Member	
iii) Member	
iv) Member	
v) Member	

Recommended by : i. Head of Section, constituent college
ii. Head of the Department

Approved by : Dean/ Associate Dean
Post Graduate/ Constituent College

Instructions:

Each post graduate student on roll of the institute shall submit 5 copies of approved Outline of Research Work from board of studies upto end of Ist Semester. Certificate of approval from Board of Studies should be attached signed by Research guide and Head of Department.

Annexure -VIII

(Pl. see rule No.21 (VII))

Academic Performance Card (Semester Result sheet)

Class/ degree
 Name of the Student
 (Full in block letters)
 Major Discipline & department
 Year of Registration
 Registration No.

Semester : From To

Name of the Course	Course Number	Credit	Grade Point	Credit Points	Remarks
Major Courses					
Minor Courses					
Supporting Courses					
Seminar					
NCCC			N.A.	N.A.	Satisfactory/ Non Satisfactory
Auditing Courses			N.A.	N.A.	Satisfactory/ Non Satisfactory
Research					
Entered by Checked by	Current Semester		(GPA)		
	Previous Semesters		(CGPA)		
	Cumulative		(CGPA)		

Associate Dean/ Deputy Registrar (ACD)/Assistant Registrar

Annexure –IX

(Pl. see rule No.30 (i))

Confidential Proposal for Holding Comprehensive Examination

1. Name of the student
_____ Surname Name Father's Name
2. Registration No. _____ Degree Program _____
3. Field : Major Minor
4. Year of admission :
 - a) Total course work assigned as per course plan Credits :
 - b) No. of credits completed (Enclosed list) _____
 - c) Percentage of (b) to (a) _____
5. Cumulative Grade Point Average _____
6. Advisory Committee members
Name
 - i) Chairman, SAC
 - ii) Member
 - iii) Member
 - iv) Member
 - v) Member
7. External members proposed to be co-opted on the examining committee only in case of Ph.D. programme.

Name	Address
------	---------

- (a)
- (b)
- (c)

Head of Section
Constituent College

Head of the Department

Approved/Not Approved

Dean / Associate Dean,
Post Graduate/ Constituent College

- (1) A PG student should have successfully completed **80% course work**, particularly in **major** & **minor** field to qualify for **comprehensive examination**.
- (2) For **master degree**, upon declaration of **result of second semester**, this proposal should be immediately submitted by Head of Department/Section to the Dean/Associate Dean, constituent college/PG for approval.
- (3) For **doctoral degree**, upon declaration of **result of third semester**, this proposal should be immediately submitted by HOD to Dean/Associate Dean (PG) for comprehensive theory examination.
- (4) Also submit **“A panel of experts”** to the Director of Instructions of University to conduct *viva voce* for **comprehensive** & **thesis** examinations for **doctoral degree** and thesis *viva voce* for **master degree**.

Annexure -X

(Pl. see rule No.30 (ix))

Confidential

Report on comprehensive viva-voce of Ph.D candidate

Name of the student :
Degree programme :
Registration No. :

The examining committee hereby certify that in its judgement the above mentioned student has passed/failed in the qualifying examination viva voce which on _____ was held and recommended him to be admitted candidacy for the Ph.D degree.

Findings of the committee including SAC Members :

1.
 - a. If the candidate is found deficient, specific recommendation like offering additional course(s), seminar, assignment be made.

Signature

External Examiner (for Ph.D.)

Chairman, SAC
& Res. Guide

Member
(SAC)

Member
(SAC)

Member
(SAC)

Member
(SAC)

Signature of the Head of Department

NOTE : If a student fails in the oral, examining committee shall specifically recommend as to whether the candidate is to be reexamined in the oral examination alone or in the written portion as well.

Annexure –XI
(Pl. see rule No.32 (iii))
Proposal for Submission of Thesis

(To be neatly filled in or typewritten by the student and submitted in duplicate to the Chairman, Advisory Committee)

1. Full name
(in block letters)
2. Registration No.
3. Discipline/ Department
4. Degree and center of PG education:
5. Date of submission of draft thesis
6. Approved thesis title
7. Total course work for PG degree
(Including additional course work if any assigned at the qualifying examination)

Field of Master / Doctoral degree	Assigned Credits	Completed Credit
Major Courses		
Minor Courses		
Supporting Courses		
Seminar		
Total		
Non-Credit Compulsory Courses		

8. Cumulative Grade Point Average
9. Date of Comprehensive examination passed on
 - a. Theory Examination
 - b. Viva-voce examination
10. Date of synopsis approved:-
11. Details of research papers submitted to journals through research guide(for Ph.D students only).

Sr.No.	Title of Research Paper	Name of Journal	Date of Submission

Student Signature

Verified and found correct.

Research Guide & Chairman SAC

Recommended

Head of Section/Department

Encl : A) Enclosure for submission of draft thesis copy

- 1) 2 & 3 draft copies of thesis for master & doctoral degree respectively.
- 2) Three soft copies (of draft thesis (one each with student, research guide & Department)).
- 3) No dues certificate from Department & Library
- 4) No dues Certificate of Hostel Rector & Mess
- 5) Certificate of credit completion
- 6) Copy of ORW & CPW.

B) Enclosure for submission of Final thesis copy

- 1) Five final bond hard copies
- 2) Three Soft copies of thesis
- 3) Thesis evaluation report & correction certificate (in triplicate)
- 4) Final viva-voce exam reports (in triplicate)
- 5) Certificate of credit completion (in triplicate)
- 6) Certificate about completion of comprehensive examination
- 7) Approved copy of synopsis by BOS
- 8) Photocopies of submission of research articles/publications, if any

Annexure -XII

(Pl. see rule No.33 A (i) & 33 B (i))

To be used by external examiners

The external examiner is advised to evaluate the thesis taking into consideration the following points.

- 1) The choice of the problem and its importance :

Whether it is of academic importance or has practical utility or otherwise ?
Does the title adequately indicate the work presented in the thesis?
- 2) Review of literature :

Whether the previous literature on the topic of research has been properly Reviewed and is up-to-date ?
- 3) Methodology to be adopted :
Has the candidate used appropriate methods for carrying out his research work?
- 4) Planning and conduct of plot and field experiments ?
Whether appropriate statistical design was used with replications ?
- 5) Collection of data :
Whether the data collected were adequate to draw valid conclusions ?
- 6) Inter presentation and presentation of data :
 - a) Whether the data was properly analyzed and interpreted ?
(Use of Graphs, tables and Photographs made)
 - b) Whether units of measurements, scientific and technical terms
properly cited ?
- 7) Bibliography :
 - a) Whether the bibliography is sufficient and relevant ?
 - b) Whether all the references cited in the test are incorporated in the bibliography and vice-versa ?

- 8) Grammatical construction and typographical errors, if any, may be pointed out:

The last sentence of the Examiner's report should read as
"I recommend that the Thesis submitted by
Mr. _____ of _____ in the subject of
_____ be accepted for award of M.Sc/M.Sc (Agri)/ M.Sc
(Horti)/ Ph.D. Degree.

O R

"I do not recommend the acceptance of the thesis submitted by
Mr. _____ for award of M.Sc/M.Sc (Agri)/
M.Sc (Horti)/ Ph.D. Degree in the subject of
_____.

Signature of the External Examiner

Annexure -XIII

(Pl. see rule No.33 A (iii)/ 33 B (v))

Final *viva-voce* Examination Report

Confidential:

The External Examiner's report of the thesis entitled _____
_____ submitted by
Shri _____ In partial fulfillments of the requirements of
_____ was considered and points raised by him were
clarified.

The Advisory Committee and External Examiner conducted the
viva-voce examination of Shri _____
on _____. The performance of the candidate was
satisfactory/unsatisfactory.

for the degree of

_____ Agricultural University _____

Place :
Date :
Signature
External Examiner

Chairman

No. Dated _____

Forwarded with compliments to the Associate Dean for
information and necessary action.

Head of the Department/Section

(Note : This report should be forwarded within one week after the date of
examination).