

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

<b>Short title &amp; Commencement</b>	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, except fisheries faculty. These regulation will be applicable to the Fisheries faculty from the academic year 2010-11  In these regulations rules the context otherwise requires
<b>Definition</b>	2.	I.	<b>“Academic year”</b> means the period of academic programme of first year normally commencing from <b>August</b> and ending on <b>31<sup>st</sup> May</b> of the following calendar year while academic programme from second year onwards shall start from June and ending on <b>31<sup>st</sup> May</b> of the following calendar year. It shall consist of two semesters 110 working days duration each. The odd semesters (i.e. 1,3,5....) will normally commence from <b>August/June</b> while even semesters (i.e. 2,4,6 ....) will commence normally from <b>January</b> of the following calendar year.
		II.	<b>“Advisor”</b> means the chairman of the Students Advisory committee
		III.	<b>“Student Advisory Committee”(SAC)</b> means the committee of teachers formed for extending guidance to a student.
		IV.	<b>“Curriculum”</b> means a series of course selected and designed to provide training to meet the prescribed requirements for a degree
		V.	<b>Major subject :</b> The subject (Department/Discipline) in which a student takes admission
		VI	<b>Minor subject :</b> The subject from other department /discipline closely related to a student’s major subject.
		VII	<b>Supporting subject :</b> The subject not related to the major subject. It could be <b>any subject</b> considered relevant for <b>students’ research work</b> or necessary for building his/her <b>overall competence as recommended by SAC.</b>
		VIII	<b>Non-Credit Compulsory Courses :</b> 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.
		IX	<b>“Course”</b> 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.

		X	<b>“Course content”</b> means a concise outline of the subject matter of a course.
		XI	<b>“Credit”</b> means one clock hour learning in theory or minimum two clock hours in laboratory / field assignment/ tutorial per week.
		XII	<b>“Credit hours”</b> means a quantitative measure of work done by a student in respect of a course namely; <ul style="list-style-type: none"> <li>i) One hour work in the class and in addition to library and/or tutorial work to make two clock hours.</li> <li>ii) Practical work in the laboratory and / or field assignment and / or library work of not less than two (2) hours duration.</li> </ul>
		XIII	<b>“Credit load”</b> means the quantum of credits undertaken by a student in a semester.
		XIV	<b>“Credit point”</b> : The credit point of a course is the product of credit and grade point.
		XV	<b>“Grade point”</b> means the actual percentage of marks obtained by a student in a particular course divided by 10 and expressed to one decimal place.
		XVI	<b>“Grade point average”</b> (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.
		XVII	<b>“Cumulative grade point average”</b> (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.
		XVIII	<b>“Department”</b> 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
		XIX	<b>“Discipline”</b> means a field of specialization within a department.
		XX	<b>“Head of the Department”</b> means the academic staff member principally responsible for teaching, research and extension education programmes of a Department in the University.
		XXI	<b>Head of the Section”</b> 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

		XXII	“ <b>Section</b> ” means a unit of teaching and / or research and/or extension education of college/institute/centre
		XXIII	“ <b>Statute</b> ” means the statute made under the Maharashtra Agricultural Universities (Krishi Vidyapeeths) Act, 1983
		XXIV	“ <b>Student</b> ” 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.  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.
		XXV	“ <b>Dean of Faculty</b> ” Shall be the Chief Executive and Academic Officer of the concern faculty, responsible to the Vice-chancellor for its administration
		XXVI	“ <b>Director of Instruction</b> ” 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 of officers.
		XXVII	“ <b>Associate Dean</b> ” Shall be responsible for conducting teaching, research and extension education programmes at all levels within the limits of the prescribed region and shall also be the <b>Principal of a constituent college</b> .
<b>Admission</b>	3	i)	<b>An academic year</b> shall normally commence from August for first semester and June from third/fifth semesters and end on 31 <sup>st</sup> May of following calendar year. It shall be divided in to two semesters each of 110 days duration. Dates of registration, commencement of instruction, semester end examination, end of semester and academic year, etc shall be determined by the <b>MCAER, Pune</b> from time to time and notified accordingly by the Registrar of the concerned University . <b>First semester will normally commence from August while second semester normally from January of the following calendar year.</b>
		ii)	<b>Selection of candidates</b> for the first semester of post graduate courses shall be made in accordance with the provisions of the Regulations made in this behalf by the <b>MCAER, Pune</b> from time to time.
		iii)	<b>Fees</b> levied on account of registration, tuition, hostel, student council, examination and other items shall be such as determined by the MCAER, Pune from time to time.
		iv)	<b>Candidates selected for provisional admission</b> to a post graduate degree programme shall report to the <b>respective Dean/Associate Dean / Principal</b> of the College during the period notified by the Registrar of the University. The candidate then shall register as per the necessary directives received from the Dean/Associate Dean/ Principal of the college where he/she has been given admission.

<b>Registration</b>	4.	<ul style="list-style-type: none"> <li>i)</li> <li>ii)</li> <li>iii)</li> <li>iv)</li> </ul>	<p><b>Registration shall consist of :</b></p> <p>Payment of University / College / Hostel fees and other fees to the Dean/ Associate Dean /Principal in person.</p> <p>Registration of a student in various courses in consultation with the respective course teacher and Adviser and acceptance by the Dean/Associate Dean /Principal. <b>The approved courses must be mentioned in the roster form (Annexure-I).</b></p> <p>The <b>Advisor</b> to each student will be allotted by the department within 15 days from registration.</p> <p>After receipt of Roster forms from students, the Dean/ Associate Dean/Principal of the College shall prepare a <b>list of students</b> and forward the same to the <b>Registrar</b> normally <b>within a fortnight</b>. Registrar shall allot <b>enrollment number</b> to each student and communicate the same to the Dean/Associate Dean/Principal for notification <b>within a month</b> from the date of registration.</p>
<b>Late registration</b>	5.		<p>A student seeking admission to semester other than the first shall be permitted by the Dean/Associate Dean /Principal on payment of a <b>late fee of Rs. 100/- per day</b> upto a period of <b>five working days</b> including the day notified for registration. No registration shall be permitted on the expiry of this period. The amount of fine so collected shall be credited in the <b>account of Student Council</b>.</p>
<b>Medical examination</b>	6.	<ul style="list-style-type: none"> <li>i)</li> <li>ii)</li> </ul>	<p>Medical examination is <b>compulsory</b> for all the students <b>every year</b> and the student should be examined by the <b>University / College Medical Officer / Civil Surgeon</b> as directed by the University <b>within a period of one month</b> from the date of admission. The Dean/ Associate Dean/ Principal shall forward the list of students so admitted to the <b>Physical Training Instructor (PTI)/ Assistant Professor (Physical Education)/ Sport Officer</b> 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 the medical examination will be communicated by the Dean/ Associate Dean/ principal to the <b>Registrar</b> and to the <b>Students' Welfare Officer</b>. If a student is found medically unfit, he is liable to be discontinued from the University.</p> <p>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 <b>own expenses</b> and produce examination report <b>before the start of first semester end examination</b>. 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</p>

<p><b>Eligibility certificate</b></p> <p><b>Migrating within State</b></p> <p><b>Migrating from Outside the Maharashtra State</b></p> <p><b>Migrating from Universities outside India</b></p> <p><b>Documents for eligibility Certificate</b></p>	<p>7.</p>	<p>i)</p> <p>ii)</p> <p>iii)</p> <p>a)</p> <p>b)</p> <p>c)</p> <p>d)</p>	<p>Students who are <b>provisionally admitted</b> in this University shall have to apply in the <b>prescribed form</b> along with the <b>original and true copies</b> of the testimonials for eligibility <b>within 15 days</b> from the date of registration. Each student shall pay <b>eligibility fee</b> as follows:</p> <p><b>Student migrating</b> from any other Agricultural University in the <b>State of Maharashtra</b>, shall not be required to apply for migration certificate.</p> <p>Students migrating from the Universities or statutory examining bodies <b>outside the Maharashtra</b> State and seeking admission in the University shall be required to pay <b>Rs. 200/-</b> (Rs. Two hundred only). <b>No student from other University</b> or statutory examining body shall <b>finally be admitted</b> to any Institute/College (constituent or affiliated) to the University <b>without the production of an migration certificate signed by the Registrar of the University.</b></p> <p>For students <b>migrating from Universities outside India</b>, the examination conducted by such Universities or examining bodies shall be given <b>general equivalence</b> according to the rules prescribed for <b>standard of passing</b> and after verifying the <b>course catalogues /syllabus etc</b> on reciprocal basis. In the <b>absence of this</b>, students possessing qualification of such university/ boards etc. shall be deemed to have been <b>provisionally admitted</b> on merit of each case. Such Provisional admission shall be finally confirmed only after the <b>issue of an eligibility certificate by the Registrar</b> of the university within a <b>period of one year.</b></p> <p><b>While applying for an eligibility certificate</b> the applicant shall attach with his/her application true copies of the <b>following documents along with originals:</b></p> <p>A statement of marks/grade card/<b>transcript</b> of the last qualifying examination passed.</p> <p>A <b>passing certificate</b> of the last qualifying examination</p> <p>A <b>migration certificate</b> only by the student, who has passed the qualifying examination from universities other than State Agriculture Universities of Maharashtra.</p> <p>A <b>degree certificate</b> of last qualifying examination.</p>
<p><b>Refund of fees</b></p>	<p>8.</p>		<p>A student should get refund of <b>50% tuition fees, 100% caution money and 100% examination fee</b>, if he /she <b>desires to cancel</b> his / her admission for bonafide reason and applies <b>within one month</b> after registration.</p> <p>After completion of degree course, if the student does not claim <b>caution money within six months</b>, the amount shall be deposited to the <b>account of Student's Council</b> of respective college.</p>

<b>Condonation of break in studies/ registration</b>	9.	i)  ii)	Post Graduate student will not be allowed to discontinue the academic programme; <b>without completing comprehensive examination and third and fourth semester of Master and Doctorial Degree Programmes respectively.</b> Upon successful completion of comprehensive examination, a student may be readmitted by the Registrar of the University on the request by the student within two years of discontinuation of PG degree programme. Such permission for readmission shall be granted only once during the post-graduate programme. The student whose name has been removed on valid grounds shall not be readmitted.
<b>Courses of credits, curriculum</b>  <b>System of teaching and evaluation</b>	10	i)  ii)	The details of the courses, credits and curricula of degree programme shall be such, as may be determined from time to time by the <b>Academic Council</b> in consultation with the respective <b>Faculty</b> and the <b>Board of Studies</b> in the Faculty.  Students admitted to the Post graduate programmes will be taught and evaluated through the <b>course credit system</b> as prescribed by the University.
<b>Student Advisory Committee (SAC)</b>  <b>Chairman of the SAC.</b>	11	i)  ii)  iii)	For each student admitted to post graduate degree programme <b>a student advisory committee (SAC) comprising of minimum three members (two members from major subject including chairman and one from minor subject) for master degree while minimum four members (two from major subject including chairman, one each from minor and supporting subjects) for Doctoral Degree</b> shall be constituted <b>within two weeks after registration.</b> A proposal for the formation of a Student Advisory Committee (SAC) shall be forwarded in the prescribed proforma in five copies ( <b>Annexure-II</b> ) for approval to the Dean/Associate Dean Post graduate/constituent college within <b>a month</b> from the date of registration of the first semester. A copy of the approved SAC shall be sent to the Registrar. The SAC should not consist of more than 4 & 5 members for master & doctoral degree respectively.  Every student shall have a <b>recognized teacher as an adviser</b> from the <b>major field</b> of specialization and he/she shall function as a <b>Chairman of the SAC.</b>  A recognized teacher shall be permitted to act as the chairman of SAC i.e. Research Guide <b>for maximum ten PG students as a whole i.e. six for Master degree and four for doctoral degree. Thus, each year maximum two masters and one doctoral student shall be allotted to each recognized teacher.</b> 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 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 provided that he/she is recognized by the respective university.

<p><b>Other members of the SAC</b></p>		<p>iv)</p> <p>v)</p> <p>vi)</p> <p>vii)</p>	<p>The <b>other members of the SAC</b> shall be suggested by the <b>Chairman</b> of the Advisory Committee in consultation with the <b>Head of Departments/ Head of Sections</b> of the major and minor disciplines and also with the knowledge and consent of the members concerned. <b>All the members of the SAC</b> shall be the <b>recognized teachers</b> of the University.</p> <p>The <b>second member</b> in the SAC shall be necessarily from the student's major field.</p> <p>No faculty member shall generally be a member of <b>more than ten</b> Advisory Committees unless permitted by the Dean/ Associate Dean Post Graduate/ constituent college. Whenever the Chairman of SAC is not constantly available for any reason, <b>another member from the student's major field</b> nominated by the Dean/ Associate Dean/Principal in consultation with the Head of the Department/ Section shall take over as a <b>Chairman</b>. Appointments of another Faculty member from the major field shall fill in the vacancy so caused in the membership.</p>																
<p><b>SAC meeting</b></p>		<p>viii)</p>	<p>The SAC of each student shall meet <b>at least once in a semester. First meeting</b> 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, <b>third</b> after data processing of research project, to finalize tables to be presented in thesis seminar/ synopsis while <b>fourth meeting</b> after approval of synopsis, for timely submission of loose bond thesis. <b>The minutes of these four SAC meetings</b> should be submitted in the form of <b>"Quarterly Assessment Report" (Annexure - III)</b> to the Head of the Department/ Section which will be reviewed by Dean/Associate Dean (PG/constituent college) during monthly review meetings (MRM).</p>																
	<p>12</p>	<p>i)</p> <p>A)</p>	<p><b>Minimum credit requirements:</b> The following shall be the minimum credit requirements for the post graduate degree programme.</p> <p><b>Master's degree</b></p> <table data-bbox="682 1459 1372 1753"> <thead> <tr> <th><b>Courses</b></th> <th><b>Minimum Credits</b></th> </tr> </thead> <tbody> <tr> <td>a) Major subject</td> <td>20</td> </tr> <tr> <td>b) Minor subject</td> <td>09</td> </tr> <tr> <td>c) Supporting subject (s)</td> <td>05</td> </tr> <tr> <td>d) Seminar</td> <td>01</td> </tr> <tr> <td><b>Total course credits</b></td> <td><b>35</b></td> </tr> <tr> <td>e] Thesis (Research Work)</td> <td>20</td> </tr> <tr> <td><b>Total credit for degree</b></td> <td><b>55</b></td> </tr> </tbody> </table>	<b>Courses</b>	<b>Minimum Credits</b>	a) Major subject	20	b) Minor subject	09	c) Supporting subject (s)	05	d) Seminar	01	<b>Total course credits</b>	<b>35</b>	e] Thesis (Research Work)	20	<b>Total credit for degree</b>	<b>55</b>
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			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																										
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<p><b>Coding of degree courses</b></p> <p>All courses are recommended to be divided into two series – 500 and 600 series. <b>The 500 series pertain to M.Sc and the 600 series related to Ph.D. degree programme.</b> It should be compulsory for a Ph. D. student to take a minimum of four courses in major field, three courses in minor &amp; 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><b>Credit seminar</b> at the <b>Master's level</b> would uniformly be designated by code <b>No. 591</b>. Two compulsory seminars to be delivered by each <b>Ph.D</b> student would be coded <b>691</b> and <b>692</b>, respectively.</p> <p>Similarly, <b>599</b> and <b>699</b> codes should be assigned to <b>research work</b> pertaining in that order to Master's and Doctoral level programmes, respectively.</p>																																
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iii																																

<b>Course Plan of Post Graduate Work (CPW)</b>	14	i	<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. <b>The course plan should be verified and recommended by the Head of the Section at constituent College / Head of Department at University level.</b> The final course plan in the prescribed form (<b>Annexure-IV</b>) shall be forwarded to the <b>Dean/Associate Dean, Post Graduate/ constituent college within four weeks</b> 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>
		ii	<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. (<b>Annexure- V</b>)</p>
		iii	<p>Registration of PG students for II semester shall not be allowed unless his/her course plan (CPW) is approved.</p>
		iv	<p>The <b>SAC and Head of the Department / section</b> shall critically verify the course plan to meet <b>particular requirement of comprehensive examination</b>, especially for <b>major and minor</b> subjects of master and Doctoral degree programmes. As comprehensive examination for <b>master &amp; doctoral</b> degree programmes scheduled in <b>third &amp; fourth semester</b>, respectively (<b>Rule No. 30 iii</b>); <b>the 80% courses in major &amp; minor subjects</b> should be completed separately upto second &amp; third semesters of <b>master &amp; doctoral</b> degree, respectively (<b>Rule No. 30 ii</b>).</p>
<b>Credit load</b>	15		<p>A student shall not register for more than 18 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 (<b>Annexure-V</b>).</p>
<b>Auditing of course</b>	16	i	<p>On recommendation of the Advisory Committee a student shall add to his/her course plan any course for auditing (<b>Annexure- V</b>). The prescribed attendance shall be maintained. The details of such audited course(s) shall appear in the <b>grade card/transcript</b>.</p>
		ii	<p>The audit course shall be evaluated as <b>satisfactory</b> or <b>unsatisfactory</b>. Neither credits nor grade points (result) of auditing courses shall be considered for evaluating PG programme.</p>

<b>Seminar</b>	17		A <b>Master degree student</b> shall give <b>one seminar</b> in the <b>major field</b> of his/her studies while a <b>doctoral degree</b> student shall give <b>two seminars</b> . The course teacher and the members of the Advisory committee shall finalize the topic of the Seminar. The course teacher, chairman of SAC and Head of the Department/Section shall assess the performance of student in a Seminar as per details given in <b>Annexure-VI</b> .
<b>Outline of Research Work (ORW)</b>	18		ORW of a student in the prescribed proforma ( <b>Annexure-VII</b> ) recommended by SAC and approved in Board of Studies shall be sent for the approval to the Dean/Associate Dean, Post Graduate/ Constituent college <b>before the end of the first semester</b> . 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.
<b>Residential requirements and Time limit to complete degree Programme</b>	19	<ul style="list-style-type: none"> <li>i)</li> <li>ii)</li> <li>iii)</li> </ul>	<p>The minimum residential requirement for <b>Master degree</b> programme is <b>four semesters</b> 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.</p> <p>The minimum residential requirement for <b>doctorate degree programme</b> is <b>six semesters</b> 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 <b>extension</b> in this time limit for completion of the degree programme <b>upto one year</b> may be granted by the <b>Faculty &amp; the Academic Council</b> on recommendation from the SAC, Head of Department and the Dean/Associate Dean (Post Graduate/ constituent college) on valid ground.</p>
<b>Attendance</b>	20	<ul style="list-style-type: none"> <li>i)</li> <li>ii)</li> <li>iii)</li> <li>iv)</li> </ul>	<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 <b>record of student's attendance</b> of each course taught or deemed to have been taught by him/her in a semester.</p> <p>If a student fails to attend <b>80%</b> (Eighty per cent) of the total number of scheduled lectures, and practical separately 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. <b>The Dean/Associate Dean</b> may <b>condone</b> the shortage in attendance <b>upto a maximum limit of 15%</b> of the total attendance on valid reasons. A student participating in intercollegiate and higher level tournament/activities sponsored by the University should be deemed to have attended the classes during such period.</p> <p>A student who has fulfilled the 80% attendance, <b>appeared for examination</b> and failed/not appeared for examination will be exempted from attending the classes again.</p>

<p><b>Evaluation</b></p> <p><b>Mid-semester theory examination</b></p> <p><b>semester-end practical examination</b></p> <p><b>semester end theory examination</b></p> <p><b>Result</b></p>	21	<p>i.</p> <p>ii</p> <p>iii</p> <p>iv</p> <p>v</p> <p>vi</p> <p>vii</p> <p>viii</p>	<p>A student's progress in a course shall be judged through well spread out periodical examinations. Mid-semester theory examination shall be conducted by the course teacher when approximately <b>half of the course content is completed</b>. It shall consist of <b>theory paper of one hour</b>. There shall be maximum two theory papers per day. The time-table shall be notified by the Dean/Associate Dean</p> <p><b>No missed mid-semester examination shall be conducted.</b></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 <b>two hours</b> duration irrespective of course credits. No student shall be examined in more than <b>two practicals</b> per day.</p> <p>The semester end theory examination programme shall be notified by the Registrar well <b>in advance before 15 days of the date of examination.</b></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 &amp; 3 credit course with 80 and 120 marks, respectively. There should be normally <b>one paper per day</b> for regular student.</p> <p>The <b>Registrar</b> shall ensure that a student's academic performance card i.e. semester result sheet (<b>Annexure-VIII</b>) 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, <b>SAC before the date of registration for the next semester.</b></p> <p>Particular care should be taken to declare <b>results of second semester of master degree &amp; third semester of doctoral degree</b> as comprehensive examination need to be conducted at the beginning of subsequent following semester.</p>
<p><b>Provision of a writer</b></p>	22		<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 <b>graduate other than the Faculty</b> to which the concerned student is appearing. The <b>remuneration of Rs.50</b> per paper payable to the writer should be paid by the concerned student well in advance in the office of Dean/Associate Dean.</p>
<p><b>Weightage</b></p>	23		<p>The relative weightage to the various examination 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%</p> <p style="padding-left: 100px;">Semester-end-Examination 80%</p> <p>PRACTICAL : Record of class work 20%</p> <p style="padding-left: 100px;">Semester-end-Examination 80%</p> <p>(If <b>viva-voce</b> is conducted at the <b>semester end practical examination</b>, marks allotted to the viva-voce shall not exceed <b>10%</b> of the total number of marks allotted to the semester end practical examination).</p>

<b>Grading</b>	24	i	At the end of each semester, a student shall be given grade points in 0-10 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 <b>to one decimal place</b> . This represents the <b>grade point</b> . The product of credit and grade point is the <b>credit point</b> of the course. <b>The grade point average (GPA)</b> 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 <b>GPA</b> and <b>CGPA</b> is expressed upto <b>two decimal place</b> .												
<b>Requirement of CGPA for award of class</b>	25	ii	A minimum grade point of <b>6.5</b> is required for passing a particular course of <b>Master</b> degree programme. A minimum grade point of <b>7.0</b> is required for passing a particular course of <b>Doctoral</b> degree programme.												
<b>Repeat exam</b>	26	i)  ii)  iii)	The following stages are given for declaration of classes. <table border="1" data-bbox="686 751 1349 884"> <thead> <tr> <th><b>Degree Programme</b></th> <th><b>Second class</b></th> <th><b>First class</b></th> <th><b>F.C. with Distinction</b></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 seeking less than <b>65% &amp; 70% marks</b> in a course shall be declared as failed in that course of <b>master &amp; doctoral degree</b> respectively</p> <p>The students who have <b>80% attendance but failed/not appeared</b> 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 <b>Rs. 200/-</b> per course (s). Such repeat courses shall not be considered for the maximum credit load prescribed for the semester.</p> <p>If a student not permitted due to less attendance or appears but fails in the repeat examinations, shall reappear for the examination whenever conducted. The passing grade point so obtained after repetition shall be indicated <b>by letter 'R' superscribed above the grade point in transcript/academic performance card</b>.</p> <p>The student has to clear the course in three attempts. If he/she fails in third attempt, his/her name shall be removed from the University roll.</p>	<b>Degree Programme</b>	<b>Second class</b>	<b>First class</b>	<b>F.C. with Distinction</b>	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
<b>Degree Programme</b>	<b>Second class</b>	<b>First class</b>	<b>F.C. with Distinction</b>												
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												
<b>Errors in result</b>	27	i  ii	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.												
			The semester end theory examination marks could be <b>verified</b> on payment of prescribed fee of <b>Rs. 100/-</b> to the Registrar for each course. Such application shall be considered only if received <b>within 7 days</b> from the date of the declaration of the result.												

<b>Transcript</b>	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.
<b>Academic status for award of degree</b>	29		A student must necessarily obtain cumulative grade point (CGPA) of at least <b>6.5 for Master degree and 7.00 for Doctor's degree</b> (in the scale of 0 to 10.00) 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.
<b>Comprehensive examination</b>	30	i)	The comprehensive examination is meant to <b>judge the students' candidature for the degree programme</b> . This examination shall be conducted to assess the <b>overall academic performance</b> of the student. A proposal for holding comprehensive examination shall be sent to the Dean / Associate Dean PG/constituent college in the prescribed proforma ( <b>Annexure-IX</b> ).
<b>Master Degree</b>		ii)	Students will be allowed to attend for comprehensive examination <b>after completion of 80% course work separately in major and minor subjects</b> .
		iii)	The comprehensive examination for <b>Master and Doctoral degree programmes</b> shall be conducted in <b>third and fourth semester respectively</b> . Repeat comprehensive theory examination shall be conducted <b>not earlier than two months</b> of first examination.
<b>Doctoral Degree</b>		iv)	The comprehensive examination of <b>Master Degree</b> shall consist of <b>two theory papers of 100 marks</b> separately for <b>Major and Minor</b> field. <b>The comprehensive examination shall be evaluated within the University</b> . The Head of the Department/Section should conduct the comprehensive examination. The students shall obtain <b>65% marks</b> in the comprehensive examination for passing.
		v)	The comprehensive theory examination for <b>Doctoral Degree</b> shall consist of <b>three papers of 100 marks each</b> . <b>Among which two papers from major field while one paper from minor field</b> . <b>The comprehensive examination shall be evaluated within the University</b> . The Head of the Department shall conduct the comprehensive examination. The student should obtain <b>70% marks</b> in the comprehensive examination for passing.
		vi)	The comprehensive <b>viva-voce examination</b> for doctoral degree will be conducted by the SAC with <b>one additional member</b> from outside the University <b>as an external examiner</b> . 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><b>Repeat of comprehensive examination</b></p> <p><b>Prior notice &amp; completion of comprehensive examination</b></p>		<p>vii)</p> <p>viii)</p> <p>ix)</p> <p>x)</p> <p>xi)</p> <p>xii)</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 shall send a report of the comprehensive examination in the prescribed proforma (<b>Annexure-X</b>) 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 <b>shall be re-examined only once not earlier than two months</b> 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 <b>at one time</b> as far as possible and shall be issued <b>atleast a month in advance</b> by the Head of the Department / Section. The qualifying examination shall be completed <b>atleast six months in advance</b> of the students completion of the degree programme.</p>
<p><b>Synopsis and thesis seminar</b></p> <p><b>Maximum time between Synopsis and Thesis submission</b></p>	<p>31</p>	<p>i</p> <p>ii</p> <p>iii</p> <p>iv</p>	<p>Each PG student of Doctoral degree shall have to submit <b>3 copies of the synopsis</b> to the Head of the Department/section highlighting the research results of the thesis atleast <b>3 months in advance</b> of the proposed date of <b>submission of the thesis for doctoral degree</b>.</p> <p>The synopsis of the thesis shall be placed by the concerned Head of the Department/section before the respective Board of Studies for its approval. On its approval, it will be sent to the Registrar through the Dean/Associate Dean</p> <p>A PG 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 <b>master programme is one semester and for Doctoral programme is upto two semesters</b>.</p>

<b>Thesis submission</b>	32	i) ii) iii) iv) v) vi)	<p>The Chairman of Student Advisory Committee shall ensure that all members of the SAC are duly consulted before submitting <b>two</b> draft thesis copies for <b>master</b> degree and <b>three</b> draft thesis copies for <b>doctoral</b> degree programme.</p> <p>Satisfactory Completion of comprehensive examination &amp; approved synopsis (by SAC for Master and BOS for Doctorial degree) shall be prerequisites for submission of draft thesis</p> <p>Each post graduate student shall be required to submit five hard copies of final thesis along with soft copies, in prescribed format. <b>(Annexure-XI)</b> The Ph.D. thesis shall be accompanied with atleast two manuscripts of research articles submitted to recognized journals, one at submission of draft thesis while second at submission of final thesis.</p> <p>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 bonafide research work.</p> <p><b>All correspondence regarding thesis evaluation and thesis viva-voice examination will be made by the Head of Department/Section on approval of Dean/ Associate Dean.</b></p> <p>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.</p>
<b>Thesis Evaluation</b>	33	A)	<b>Master's degree</b>
<b>List of experts</b>		i)	<p>The thesis submitted in partial fulfilment 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. <b>An exhaustive list of experts</b> in different disciplines shall be prepared by concerned Boards of Studies <b>once in three years</b> and get approved by the Academic and Executive Council. On the basis of thesis title, <b>the panel of 3 experts</b> be selected from this list. The external examiner shall send his report <b>directly to the Registrar</b> and <b>copy to the Chairman of the SAC</b>. The report shall be in the prescribed proforma <b>(Annexure-XII)</b>.</p>
<b>Remarks of examiner</b>		ii)	<p>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 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><b>Thesis viva-voce examination</b></p>		<p>iii)</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 <b>one internal member</b> to act on the examining committee. The evaluation of thesis will be as satisfactory or not satisfactory as per <b>Annexure-XIII</b>. The degree shall be awarded on the unanimous recommendation of the Examining Committee.</p>
<p><b>Notification for Master degree</b></p>		<p>iv)</p>	<p>A <b>notification</b> 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 <b>by the Registrar on approval of Vice-Chancellor</b>.</p>
<p><b>List of examiners</b></p>		<p><b>B)</b> i</p>	<p><b>Doctoral Degree</b></p> <p>The thesis submitted in partial fulfillment of Ph.D. degree shall be evaluated by <b>two external examiners</b> appointed by the University. (<b>Annexure-XII</b>). 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 <b>panel of atleast five specialists</b> 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><b>Remarks of examiners</b></p>		<p>ii  iii</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>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. <b>The submission of thesis for the third time is not allowed and the candidate has to select new topic of research.</b></p>

<p><b>Thesis viva-voce examination</b></p>		<p>iv</p>	<p>After receiving satisfactory reports, a <i>viva-voce</i> shall be conducted by the students' advisory committee with the addition of <b>one of the external examiner</b> (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. <b>The viva-voce examination shall be completed within two months after receiving report.</b></p> <p>When both the external examiners communicate their inability to remain present <b>for conduct of viva-voce, the Director of Instruction may appoint the external examiner from the outside University.</b></p>
<p><b>Notification for Doctoral Degree</b></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 (<b>Annexure-XIII</b>).</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 <b>reexamination shall not take place earlier than three months</b> after the first examination and it will be conducted by the committee as previously constituted. <b>Re-examination for the third time is not permissible</b> 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><b>Unfair means</b></p>	<p>34</p>	<p>i)</p>	<p>The <b>Dean / Associate Dean/Principal</b> of the College shall have the <b>primary responsibility</b> of preventing dealing with the case of preparation, attempt, abetment and use of unfair means in a mid semester examination, semester end, and comprehensive examinations.</p>
		<p>ii)</p>	<p>The <b>concerned teacher or invigilator</b>, 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 <b>seize all the incriminating material</b>, including the answer script from the students and shall <b>issue fresh answer book</b> to the student asking him to solve the remaining question (s) within the rest of the examination period.</p>

		iii)	The teacher or invigilator concerned shall, <b>on the same day</b> of the alleged preparation for or attempt abetment in use or actual use of unfair means by a student in a mid semester examination or semester end examination <b>report to the Dean / Associate Dean / Principal, through Incharge of Examination</b> (if appointed), the occurrence of the said alleged preparation, attempt, abetment 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 <b>Dean/ Associate Dean/Principal</b> of the College shall himself <b>hold enquiry</b> into the alleged preparation, attempt abetment or actual use of unfair means in the examination <b>within three days</b> . 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 <b>permitted to appear at the remaining part of the examination, but his result shall not be declared till a final decision</b> in the said case is taken by the Associate Dean/ Principal of the College.
		v)	<b>On the completion of the enquiry</b> referred to in clause (iv) above, if the Dean/ Associate Dean/Principal of the college holds that the <b>student is not guilty</b> of the charge of preparation, attempt or the actual use of unfair means, he shall direct <b>to evaluate both the answer books</b> and the result be declared accordingly.
		vi) a) b)	If the Dean / Associate Dean/Principal of the college holds that the <b>student is guilty</b> of the charge of preparation, attempt, abetment or actual use of unfair means, he shall <b>award punishment</b> as per details given below: <b>Mid semester Examination.:</b> The student shall be awarded <b>‘F’ grade in the particular course</b> <b>Semester-end/ supplementary examination:</b> A student shall be declared to have <b>failed in all the courses</b> registered by him/her during that semester.
		vii)	Occurrence of <b>any other incident</b> and use of unfair means not covered above shall be dealt with by the Dean / Associate Dean/Principal of the College as per <b>“Maintenance of Discipline and Good Conduct by Students”</b> Rules of the University.
		viii)	The Dean / Associate Dean/Principal of the College shall <b>report to the Registrar</b> 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.



<b>Students' responsibilities</b>	39		Every student under going instruction in the course leading to the award of the post graduate degree is expected to know the <b>general academic requirements to qualify</b> himself for the <b>award of the said degree</b> and he is further expected to assume <b>full responsibility</b> for complying with the same. He is also expected to remain <b>constantly in touch</b> with the <b>advisors</b> and <b>course teachers</b> so that they may watch his progress and guide him along right lines. <b>In no case</b> shall the requirements of this Regulation be <b>waived</b> or exception made simply because a student pleads <b>ignorance</b> of the same.
<b>Removal of name from roll</b>	40	<ul style="list-style-type: none"> <li data-bbox="570 646 594 678">i</li> <li data-bbox="570 751 594 783">ii</li> <li data-bbox="570 856 594 888">iii</li> <li data-bbox="570 1056 594 1087">iv</li> <li data-bbox="570 1119 594 1150">vvi</li> </ul>	<p>The name of the student may be removed by the Registrar from the roll of the University <b>for any one or more of the following reasons:</b></p> <ul style="list-style-type: none"> <li data-bbox="683 646 1451 720">i Non payment of fees/dues on or within the dates fixed for the purpose.</li> <li data-bbox="683 751 1451 825">ii <b>Continuous absence for a period of fifteen days</b> in classes without permission.</li> <li data-bbox="683 856 1451 1024">iii <b>Misbehavior</b> 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.</li> <li data-bbox="683 1056 1451 1087">iv <b>Violation</b> of any of the University/College Hostel rules.</li> <li data-bbox="683 1119 1451 1150">vvi <b>Negligence</b> in research /studies.</li> </ul> <p>Action shall be initiated by concerned Head of Section/Department/Rector/Student Welfare Officer through Dean / Associate Dean to the Registrar.</p>
<b>Saving</b>	41		Any <b>changes</b> or <b>modifications</b> in the Regulations made from time to time by the <b>appropriate authorities</b> would be effective from the date as may be decided by the <b>Vice Chancellor</b> to all the students who are on roll on that date and on subsequent date. Similarly, in the event of <b>any difficulty</b> arising <b>at any time</b> in the implementation of the provisions of this Regulation or in <b>interpretation</b> thereof, the <b>decision of the Vice Chancellor shall be final</b> and binding on all concerned.



# 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/Inservice
5. Department
6. Discipline

Student Signature

## 7. Advisory Committee

	Name	Signature
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

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### Instructions :

Each post graduate student on roll of the institute shall submit 4 copies of the students advisory committee **within 15 days after registration.**

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

**Quarterly 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	Signature
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
<b>Total</b>		<b>35</b>	<b>30</b>
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			
	<b>Total course Credit</b>				
	Non-Credit compulsory	1			
		2			
Research					
<b>Grand Total</b>					

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

Note :

1. Maximum course credit load per semester = 18
2. At least 80% course credits should be completed in major & minor subjects upto 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.

..... continued

## Course Plan Proposed by the Student Advisory Committee

	<b>Name</b>	<b>Signature</b>
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

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### 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 2<sup>nd</sup> & 3<sup>rd</sup> 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 \_\_\_\_\_  
Surname Name Father's Name

Registration No. \_\_\_\_\_

Degree & Discipline \_\_\_\_\_

Seminar No: (591/691/692)

Topic of seminar : \_\_\_\_\_

Date on which seminar is held : \_\_\_\_\_

- 
- |    |                                       |    |
|----|---------------------------------------|----|
| 1. | Introduction and review of Literature | 25 |
| 2. | Presentation                          | 25 |
| 3. | Capacity to draw general Conclusion   | 25 |
| 4. | Ability to answer questions           | 25 |

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Total :100

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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**

<b>Name</b>	<b>Signature</b>
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

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#### **Instructions :**

Each post graduate student on roll of the institute shall submit 4 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)		

Registrar / Deputy Registrar (ACD)

# 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 (A)**

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

## **Confidential**

### **Report on comprehensive Examination of M.Sc. candidate**

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

The advisory committee hereby certify that in its judgement the above mentioned student has passed/failed in the written qualifying examination which was held during ..... and recommended him to be admitted candidacy for the M.Sc. degree.

Signature  
Chairman, SAC  
& Res. Guide

Signature of the Head of Department

# **Annexure -X (B)**

**(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.

External Examiner (for Ph.D.)

Signature  
Chairman, SAC  
& Res. Guide

Findings of the committee :

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

Chairman Examining Committee

Signature of the Head of Department

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**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)

<b>Field of Master / Doctoral degree</b>	<b>Assigned Credits</b>	<b>Completed Credit</b>
Major Courses		
Minor Courses		
Supporting Courses		
Seminar		
<b>Total</b>		
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 by BOS
11. Details of research papers submitted to journals through research guide.

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) Certificate of Hostel Rector
- 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).