

Regulations Governing Post Graduate Courses

1. Short title, application and commencement

- 1.1 These regulations may be called the Professor Jayashankar Telangana State Agricultural University, Postgraduate Academic Regulations.
- 1.2 They shall govern the Post-Graduate Studies leading to award of Degrees of Master of Science or Doctor of Philosophy in the Faculties of Agriculture, Agricultural Engineering & Technology and Home Science.
- 1.3 They shall come into force with effect from the academic year 2016-17 and they shall be applicable to the batch of students admitted from the academic year 2016-17 onwards.

2. Definitions

In these regulations, unless the context other-wise required

- i. **Academic year** means an academic year of the University, which shall ordinarily be from August to May (except in the case of year of admission) and which shall consist of two semesters.

A uniform Academic Calendar across the country is followed and all the PG courses shall start simultaneously on or around 1st August of every year.

- ii. **Course** means a unit of instruction or segment of subject matter (as specified in the course catalogue) to be covered in a semester, having a specific number, title and credits.

- iiia) **Course Teacher** means a recognised PG teacher or adjunct faculty (below the rank of Professor) or a faculty member of the Department, nominated by the Head of the Department will offer a particular course and shall be responsible for conducting and evaluating examinations etc. He / She shall have to submit the marks grades within 7 days of conducting examination to the Head of the concerned department after getting the signature of the student on the mid semester answer sheets and submit the grade point within the stipulated time.

- iii) **Credit hour, semester credit or credit** means each credit hour representing one hour lecture or two to three hours of laboratory or field practicals each week in a semester. For a short semester in the year of admission, the number of classes shall be increased proportionately.

- iv) **Credit point of a course** means, the product of credit hours and grade point obtained by the student in a course.

- v) **Grade Point Average (G.P.A).** means the quotient of the total credit points obtained by a student in various courses at the end of each semester divided by the total credit

hours taken by him in that semester. The grading is done on a 10 point scale and the G.P.A. has to be corrected to one decimal place.

- vi) **Grade point of a course means** the value obtained by dividing the percentage of marks earned in a course by 10, and the grade point is expressed on a 10 point scale upto **one decimal** place.
- vii) **Overall Grade Point Average (O.G.P.A) means** the quotient of cumulative credit point obtained by a student in all the courses taken by him from the beginning of the first semester of the degree course divided by the total credit hours of all the courses which he had completed upto the end of a specified semester from the first semester and it determines the overall performance of a student in all the courses taken during the period covering more than a semester. The O.G.P.A. has to be corrected to **second decimal** place;
- viii) **Semester** means an academic term consisting of not less than 21 weeks equivalent to 85/100 instructional days, except in the year of admission.

3. Major Fields of Study

Major Fields of study shall be as decided by the Academic Council of PJTSAU from time to time. These will be listed in the prospectus to be issued every year for admission into PG courses.

4. Qualifications for admission

The qualifications which shall be possessed by the candidate seeking admission to the Post-graduate degree courses shall be such as may be prescribed from time to time, by the Academic Council.

5. Procedure for admission

- 5.1 Application for admission shall be made in the prescribed form obtainable from the Registrar of the University after the notification is issued to this effect. The admissions shall be regulated and made in accordance with the rules and regulations in force.
- 5.2 The fee for applications, semester fee, special fee, examination fee and other fee shall be such as may be prescribed by the University. The payment of semester fee as well as all other arrears due to the Department and the hostel shall precede registration of courses at the beginning of every semester. The registration of courses shall be allowed on the production of a "No Dues Certificate" by the student to the Student's Advisor.
- 5.3 Post-graduate students should necessarily complete the post-graduate programme in the College where they joined. However, they can conduct the research work elsewhere (other locations recognised by the University for this purpose) with the prior permission of the University.
- 5.4 **Admission:** No candidate shall be admitted to any of the PG Programmes after the expiry of 15 working days from the date of commencement of the semester.

The semester shall commence from the next day of registration. If the registration date is extended by more than two days, then the semester shall commence from the next working day after the last date of registration. The student shall fill in the registration cards with details like course no. title, credits, obtain the signature of chairperson of advisory committee, signature of the course teacher and submit to the Head of the Department on the same day / day of registration. Without the signature of course in-charge the student shall not be allowed to attend the course.

- 5.4 i. Late Registration:** During the second and the subsequent semesters, PG students may be permitted to register with late fee of Rs.100/- per day upto 10 working days commencing from the next day of date of registration. The attendance will, however, be reckoned from the day the instruction commences as per the academic calendar.

6. Advisory system

- 6.1 Advisory Committee:** An advisor from the major field (**Major Advisor**) shall be assigned to each PG student by the concerned Head of the Department in consultation with the University Head of the Department. In addition, there shall also be an Advisory Committee for each student which shall be approved by the Dean of Post-Graduate Studies on the recommendation of the advisor through the Head of the Department. The Advisory Committee shall consist of **two members** of the Faculty or accredited teachers or research **guides representing the major field and one representing the minor field for Master's Degree**. In case of Ph.D. students admitted from 2009-10 and onwards, the advisory committee shall consist of minimum of 4 members i.e. 2 from major, 1 from minor and 1 from supporting departments. One of the two members of the Committee representing the major field shall be the Major Advisor, who shall also be the Chairman of the Student's Advisory Committee. **The Dean of Postgraduate Studies may, however consider the request of major advisor for adding one or two members in addition to the existing advisory committee based on the remarks of Head of the Department and the major advisor, with** proper justification. The Student's Advisory Committee shall guide the student in the choice of courses in the major and minor field, in the selection of research problem for thesis and in all other matters relating to student's academic activities. Proposals for the formation of the Student's Advisory Committees (in accordance with the proforma prescribed (PG-1) shall be submitted to the Dean of Post Graduate Studies within six weeks from the commencement of the first semester. After the approval of the Advisory Committee is intimated, the programme of studies (in accordance with the proforma prescribed (PG-2) shall be submitted by the end of the first semester.

In case of project work, the Advisory Committee shall include two internal members and one external member from the industry where the student takes up project work. The name of external member (representative of industrial unit) shall be submitted along with the synopsis/ project proposal at the end of 3rd semester / beginning of 4th semester.

6.1.a) For Ph.D. / PG student, if the research work is to be conducted at other research institutes, the Chairperson from that institute shall be nominated by the Head of the Department. The advisory committee shall be constituted with one of the faculty representing the department as one of the members of the advisory committee. The duties and responsibilities of advisory committee shall be communicated by the Head of the Department.

Chairperson guides the student in the formulation of academic programme, identification of topic of research, preparation of synopsis, approval of synopsis, prepare scheduling of work to complete the objectives, presentation in seminars / conferences etc.

The chairperson / major along with the HOD reviews the progress of research made by the student every month and the monthly evaluation sheets has to be duly signed as per approval format. The monthly evaluation sheets shall be maintained by chairperson and has to be enclosed to PG-II form for its submission before last working day of the semester.

When the PG / Ph.D. student has completed his / her research programme should arrange a pre-colloquium in the respective department. In case a student successfully completes pre-colloquium, the chairperson should communicate documents to Dean PGS as per annexure.

6.2 Change in Advisory Committee: If the Chairman of the Advisory Committee of the student has got the plan of research work on PG 3 form approved, he/she may be allowed to guide the student irrespective of where he is located, provided he continues in PJTSAU service. If the chairman of the Advisory Committee proceeds on deputation to another organization, he may be permitted to guide his students provided he is located at the same place of work. In case the Chairman of Advisory Committee of a student gives up his assignment by resignation or retirement, he may continue to guide the student provided thesis is completed and submitted within a period of 6 months and no extension of time shall be given beyond six months for the Chairperson after resignation or retirement. Otherwise or in the event of death, the concerned Head of the Department shall recommend to the Dean of P.G. Studies for suitably reconstituting the Advisory Committee of the candidate. Whenever, the chairman of the Advisory Committee is transferred or is away from the student for longer period, he/she should inform the concerned Head of the Department (before leaving the Head quarters) about the feasibility and willingness to guide the student effectively from the new location, so that Head of the Department could recommend changes in the Advisory Committee, if needed. If the Chairman is transferred or unable to guide because of any above said reasons the next members of the Advisory Committee of major department shall be maintained as Chairman. PG IA form has to be submitted with changes in Advisory Committee members through HoD the Dean of PG Studies for approval.

Co-chairman:

If the Chairman is located at far off places, a Co-chairman may be nominated by the Head of the Department in consultation with the Chairman to monitor the progress of research of PG Student at the actual place of work.

Whenever the member of the student's Advisory Committee is away from duty for more than three months, or is transferred from the campus in which the student is located, or leaves the University, the Head of the Department shall recommend to the Dean of Post-graduate Studies to substitute the members of the Student's Advisory Committee. Such substitute arrangement shall be made immediately and the new member shall continue even after the return of the original member.

No last minute substitution in the Advisory committee of a student shall be made for conducting examination, except in special cases and with the prior approval of the Dean of Post Graduate Studies.

If the major advisor (chairman) is unable to conduct oral / qualifying examination because of long leave due to illness or any other reason, the Dean of PG Studies can nominate another member of the advisory committee to act as major advisor (chairman), based on the recommendation of the Head of Department.

6.2 Accreditation of Teachers: The eligibility criteria for accreditation of teachers to guide & teach PG students shall be as follows:

All Professors, Deans, Directors, Associate Directors of Research, Senior Scientists and persons in *Assoc. Professor000 cadre (*with Ph.D degree who have either successfully guided at least 2 M.Sc. students or completed 3 years of service after securing Ph.D degree) are eligible to teach and guide M.Sc. & Ph.D. students.

Teachers in Assoc. Professor /Asst. Professor cadre with Ph.D. can teach M.Sc.& Ph.D courses.

Asst. Professors with Ph.D degree or 5 years of experience in teaching / research / extension after obtaining M.Sc. level degree are eligible to teach & guide Master Degree Students.

Number of Students:

Normally, not more than 4 students (total of M.Sc. Ph.D and external students) shall be guided by any teacher at any one time.

Note : Students who have completed all the course and research credits and thesis submission is pending, need not be counted for the number of students being guided.

Authority for Accreditation:

The teachers / scientists of PJTSAU who fulfill the eligibility criteria are eligible to teach and guide PG students (as Chairperson of the advisory committee). If *relaxation* in criteria is required due to shortage of qualified teachers etc. or for *accreditation of scientists / teachers of ICAR and other organizations*, then the proposal for accreditation may be sent to the University. The Dean of PG studies will accredit the teacher / scientist based on the recommendations of University Head and one or two teachers / experts

from the same department or related department (if there is shortage of qualified teachers in the same department).

7. The Head of the concerned department shall display the list of the faculty and their field of specialization. In case of PG degree programme the allotment shall be based on
 - i. Allotment by way of draw of lots method, where the faculty as well as students shall be present and the students shall be allotted to the faculty by draw of lots OR the students may be given 6 references based on his / her rank in the entrance test and allotted accordingly. In case, if the number of students are less than the number of faculty, the faculty allotted during that particular year shall not be allotted next year and the faculty left over shall be allotted next year.
 - ii. In case of Ph.D. students, students shall be asked to submit 3-4 research topics of their choice and shall be allotted chairperson accordingly.

The synopsis of research work in PG-3 form shall be submitted to the University for approval by the end of 2nd semester.

The time gap between submission of synopsis and thesis shall be one semester for M.Sc students and two semesters for Ph.D students. Normally, the work on thesis problem shall not commence before the approval is communicated by the Dean of PG Studies. Students who have registered research credits should submit a report on the progress of research in PG form 11 which will be evaluated by the Advisory Committee and submitted to the Principal (Associate Dean) through the Head of the Department at the end of the concerned semester. Only the research credits which were satisfactorily completed shall be incorporated in GPA report. If progress is not satisfactory, research credits should be re-registered proportionately. If all the research credits are completed, it is deemed that the entire thesis work is completed.

For any change in approved synopsis / title, proposal should be submitted to the Dean PGS for approval (PG form 3A). The maximum time limit prescribed under P.G Regulation 8 (f) remains unchanged.

8. Minimum Credit Requirement

Subject	Master's programme	M.Sc. Statistics	M.Sc. EST	Ph.D Programme
Major Minor	20	36	20	15
Supporting	09	09	09	08
Seminar	05	05	05	05
Research	01	01	01	02
Total Credits	20	10	20	45
Compulsory Non – Credit Courses	55+2*	61+2*	55+2*	75+2*
	06	03	06	06

* one credit (1) for written examination (comprehensive)

* one credit (1) for oral examination (comprehensive)

- Major Subject** - Department in which the students takes admission
- Minor Subject** - Closely related to students major subject
- Supporting Subject** - The subject not related to the major subject. It could be any subject considered relevant for student's research work.
- Non -Credit compulsory** - Six courses (PGS 501 – PGS 506) are of general **Courses** nature and are compulsory for Master's Programme.
Ph.D students may be exempted from these courses if already studied during Master's degree
Head of the Department shall identify 9 credits from one or more minor subjects for M.Sc. Advisory committee shall identify 8 credits from one minor subject for Ph.D.

Credit seminars	M.Sc.	Ph.D.
Major Subject	1	1
Minor Subject	-	1

S.No.	Department	Minor Department
1.	Agricultural Economics	Agribusiness Management, Agril. Extension, Statistics
2.	Agricultural Extension Seed	Agronomy, Agricultural Exonomics, Science & Technology, Plant Pathology, Entomology
3.	Irrigation and Water Management Soil Science	Agronomy, Soil & Water Engineering,
4.	Agronomy	Soil Science, Crop Physiology
5.	Entomology Breeding, Crop Physiology.	Plant Pathology, Genertics & Plant
6.	Environmental Science & Technology Microbiology	Soil Science, Crop Physiology,
7.	Genetics & Plant Breeding	Molecular Biology & Biotechnology, Bio chemistry, , Statistics, Entomology, Plant Pathology, Crop Physiology, Seed Science & Technology.
8.	Microbiology	Molecular Biology & Biotechnology, Bio chemistry, Plant Pathology, Entomology, Soil Science.
9.	Plant Pathology	Entomology, Microbiology, Nematology, Molecular Biology & Bio technology, Genetics & Plant Breeding, Crop Physiology.
10.	Molecular Biology & Biotechnology	Genetics & Plant Breeding, Biochemis try, Statistics, Crop Physiology.
11.	Crop Physiology	Biochemistry, Genetics & Plant Breeding, Molecular Biology & Biotechnology, Agronomy.
12.	Seeds Science & Technology	Genetics & Plant Breeding, Plant Pa thology, Crop Physiology, Entomology, Agril. Economics, Agronomy.
13.	Soil Science	Agronomy, Crop Physiology, Microbiology, Irrigation and Water Management, Environmental Sience & Technology.
14.	Statistics	Computers, Agril. Economics, Agronomy, Genetics & Plant Breeding

8.c Credit Load per semester : A full time PG student shall not register for more than **18 credit hours of course and 15 research credits in a semester**. For enabling marginal adjustments, the student may register one extra course credit, i.e. 18+1. However the student may be discouraged from registering more than 15 - 16 credits during the semesters. **In-service candidates of PJTSAU may register 10 research credits while on duty.** During the first two semesters of admission, the P.G. students shall register for a minimum of 10 course credits excluding research.

A minimum of one course in the department of **Statistics should be compulsorily registered by the PG students of all disciplines across the faculties**

8.c i) In addition, PG students specializing in the disciplines of Soil Science, Microbiology, Genetics and Plant Breeding, Molecular Biology and Biotechnology, Crop Physiology, Entomology, Seed Science & Technology and Plant Pathology shall register one course in Biochemistry i.e. BIOCHEM-501 – [Basic Biochemistry 2 (2+1)] compulsorily

Note : Failure to register courses/ research during consecutive semesters shall be deemed as discontinuation.

8. d Audit courses: With the consent of the Head of the Department and the Chairman of the Student's Advisory Committee, students enrolled for Ph.D Degree programme may do audit courses not included in their regular programmes. It is not essential to register for such courses but permission shall be obtained from the teacher who offers the courses. Auditing course shall not entitle a student to earn credit for the course.

8. e Seminar: A student of Master's Degree Programme shall give at least one seminar of one credit hour in the major field, while Ph.D student shall give atleast two seminars of one credit hour each, of which one shall be in the major field and the other, in his minor field of study (in which courses for at least 8 credits are registered). If a student registers for seminar during a particular semester but abstains, it shall be treated as shortage of attendance (such credit should be re-registered).

8. f Minimum & Maximum time limit to complete the course/thesis: The minimum residential requirements and the maximum time limit for completing the PG programme (from the date of admission) shall be as follows :

Course	Minimum residential requirement	Maximum time limit
M.Sc. Level	4 semesters	4 years
Ph.D Level	6 semesters	6 years

If a PG student fails to complete the graduation requirements within the maximum time limit prescribed (*4 years for M.Sc. level course and *6 years for Ph.D course), his / her admission shall stand cancelled (Note : *Applicable to students admitted from 1989-90 onwards). A PG student may submit thesis after securing 75% attendance in the final semester of study provided that research credits only are registered during that semester and that all the courses prescribed for the award of degree are successfully completed by previous semester.

The PG students should be on the rolls of the University duly paying the fee till the time of thesis submission. PG students who fail to submit thesis after completing the residential requirement and research work, shall pay the '**Registration Fee**' and '**Late Fee for Thesis**' and register for '*thesis writing*' without any credits during subsequent semester. The student may submit thesis as soon as it is ready without waiting for completion of 75% attendance.

All the Ph.D candidates who seek extension of time beyond the maximum time limit should register for thesis completion and pay the fees. If they are employed, they should apply leave, complete the work and submit thesis as full time students. Registration shall be permitted only if they produce relief/leave sanction certificate from the employer. The extension of time beyond the maximum time limit shall be allowed for one year and the candidate has to be full time student for a maximum of 1 to 2 semesters depending upon the requirement for completion and submission of thesis. These candidates are not eligible for stipend during the extra semesters.

The candidates who seek extension of time should apply in the prescribed form at least 3 months before the expiry of maximum time limit through the Chairman, the Head of the Department and the Associate Dean concerned, so that they could be informed of the date of registration in advance for taking leave etc., The admission of all candidates who do not seek extension of time or seek extension of time after the expiry of the prescribed time limit shall be treated as cancelled. (*applicable for the candidates who submit thesis after 1-1-1995*). The Dean (PG Studies) may evolve a proforma and procedure for periodical evaluation of Research credits for a close monitoring of the progress of thesis research.

If Ph.D thesis is not submitted within three years after the comprehensive examination, the student should appear for fresh comprehensive examination (*Applicable for students admitted from 2002-03 onwards*).

(*Considering the work load, Acad. Council decided to grant extension only to Ph.D. students upto 1 year. Requests for extension of time limit for thesis submission by M.Sc.*

level students beyond the maximum time limit prescribed in the regulations, shall not be entertained.

8. g Temporary discontinuation and resumption of studies: In case where a student has left the University Campus on unauthorized leave on any ground including the unfortunate death of parent/guardian and falls sick there and has to undergo treatment for such a period that his/her attendance falls short of the minimum prescribed limit he/she should make formal application to the Associate Dean through his/her guardian/parent duly supported Associate by Medical / Other Certificate (s) within 30 days of his unauthorised absence. He/she has to take permission through Advisor/Associate Dean within 30 days of his unauthorised absence by paying Rs.1000/- failing which his/her admission stands cancelled.

If the students fails to seek approval of the Associate Dean concerned within 30 days of discontinuation due to genuine reasons like serious illness/domestic problems, such student may be accorded permission by the Associate Dean on payment of late fee of Rs.100/- per month or part thereof, up to 5 months. The student who is permitted temporarily discontinue studies should necessarily complete all the requirements with in the time limit prescribed under regulation 8.f.

The student with such approval may be permitted to resume studies within 4 semesters (from the semester of discontinuation) in case of Master's Degree Programme or 6 semesters (from the semester of discontinuation) in case of Ph.D programme.

(Note: If a student discontinues in the middle of a semester he/she is deemed to have discontinued from the beginning of that semester).

The discontinuation is allowed only once in a P.G. programme. The maximum time limit prescribed for the completion of graduation requirements, however, shall remain unchanged. For **Ph.D.** students if duration of **break is longer than 4 semesters**, the advisory committee will be required to conduct **fresh comprehensive** examination to decide deficiencies if any and suggest suitable remedial courses.

Students who discontinue without the permission of the Associate Dean, shall not be permitted to resume studies. The Associate Dean shall not send proposals for readmission / resumption of studies, if the student discontinues studies without permission.

8 h. Employment during study: The PG students should not be on the active rolls of employment in Government or University or any other organization-private or public- during the period of fulfilling minimum residential requirements for the course.

PG Students may be permitted to join jobs subject to the following conditions

The student should have completed all the courses and research and only thesis writing should remain incomplete

The student should be on the rolls of the University by paying requisite fee till thesis submission.

The student should execute a bond with adequate sureties to refund the whole amount of stipend / financial assistance received if he / she fails to submit the thesis within the prescribed time limit.

8. i In-service candidates of PJTSAU : Professor Jayashankar Telangana State Agricultural University employees studying PG courses, after completing the course work in the College as regular students, may be permitted to resume duty and continue the thesis work in Colleges / Research Stations as approved by the Academic Council subject to the following conditions, namely;

1. Their posting to the College / Research Stations / Extension Schemes shall be administratively feasible and thesis work does not interfere with their normal duties.
2. They shall attend the preliminary or comprehensive examinations at the College where they have registered.

If any in-service candidate prosecuting PG course is promoted before completion of course work, he/she may be permitted to join the new post for a short period of about 3 - 4 days and again get released and resume studies. However, such candidate should not seek any concession regarding attendance / examination etc. during this period

9. Student evaluation and examinations:

9.1 During the semester, teacher in charge of a course shall hold a number of different kinds of tests and also assign to the students laboratory, library or field work. The students may also have to participate in seminars and submit term paper or similar exercises. Taking into consideration, the performance of the students in all the different kinds of tests and other exercises, the teacher shall allot a grade at the end of the semester. The test may consist of one hour examinations and final examinations. Each test, term paper and examination, laboratory and other assignments, seminars, etc. will carry weightage. The marks to be allotted between the theory and practical work shall be in the proportion of their respective credit hours. The weightage for theory and practical examinations may be as follows :-

Theory	Marks	Practicals	Marks
Assignment/term papers/seminars etc.	20	Record and Class Work	25
One mid-term examination	30	Final practical Examination	25
Semester final examination of 2 to 3 Hrs duration (to be reduced to 50)	100		
Total	100		50

Total to be reduced to their respective weightage.

Each course may be evaluated @ 50 marks for each credit (theory / Practical) which may finally be reduced to 100 for awarding grade.

In order to pass in a course a PG student should secure a minimum of 50% of marks in both theory and practical in semester final examination.

Note: The evaluation of assignment shall be split up under different heads e.g detailed write-up and presentation with regard to a specific topic (10 marks each) (or) models, charts or short write-ups etc. (5 marks each) or any other tasks can be assigned to the students which the teacher feels appropriate for their courses.

9.2 The **schedules** for mid-term examination and semester final examination shall be indicated in the Academic Calander of each semester and tests / examinations to be conducted on the dates as prescribed therein. The examination schedules shall conform to the following programme, namely:-

- i. *Mid-term* examination after about 50 days from the commencement of the semester.
- ii. *Semester Final* examination at the end of the semester.

Non Credit compulsory courses:

The performance in non credit compulsory courses will be evaluated on the basis of attendance which shall not be less than 75%. There shall be continuous evaluation of students in non credit courses having practical only. It shall contain 50% class work (which includes regular class work, record, observations etc. 25% for assignments (term papers related to practicals and 25% for final examination. A student shall get a minimum of 50% in regular class work and 50% in final examination to be qualified as satisfactory. If he / she fails to get 50% overall it is recorded as unsatisfactory. If a student records Unsatisfactory by securing less than 50% in final examination he / she shall not register the course but shall appear for final examination to get satisfactory performance.

In case of non credit compulsory course, having only theory component, the student shall maintain minimum 75% attendance, the periodical examination carries 30%, assignments / term paper 20% and final examination shall carry 50% weightage. This shall be reduced to

100% and to be graded as satisfactory, the student shall obtain a minimum of 50%, and should have obtained at 50% in final theory examination. If fails to secure a minimum of 50%, he / she shall be awarded unsatisfactory and shall appear for the examination as and when it is conducted and shall get qualified for getting satisfactory grade.

The mid semester examination shall contain part A and part B. Part B shall be subjective type, wherein 4 - 5 questions of subjective nature shall be asked and the candidate shall answer any three question i.e., $3 \times 5 = 15$ marks. The duration of the examination shall be 90 minutes.

The student shall be asked to submit the literature in the form of duly filled in reference cards and a hand written term paper which shall be evaluated by the teacher in-charge.

- 9.3** It shall be the responsibility of the Head of the Department to ensure proper conduct of examinations in all the courses offered in the Department.
- 9.3.a** The student is supposed to reach the examination hall at the schedule time. However, under unavoidable conditions he/she can be allowed upto **15 minutes** after the schedule time. No extra time will be given for such students. Further, no students shall be allowed to leave the hall before 30 minutes from the commencement of the examination.
- 9.4** The Dean of Post-graduate Studies/Heads of Departments shall constantly exercise supervision and control to see that the syllabus listed under each course is adequately covered and assessment of student is done strictly in accordance with the regulations.
- 9.5** The mid semester examination papers shall be shown to the students by the teachers as soon as evaluation is completed. Final examination answer scripts shall be retained by the teacher concerned till the end of subsequent semester (both final theory and practicals).
- 9.6** Students registering for a particular course shall take all the examinations conducted during the period of the course, viz., hourly and final semester examination both in theory and practicals. No condonation for absence shall be given in the case of hourly examination in a course. However, if a student is genuinely prevented from taking examination as in the case of serious illness or accident or any other case, a special re-examination may be arranged by the concerned teacher in consultation with Head of the Department. This repeat examination shall be held within two weeks from the date of examinations so missed, and shall be a common examination for all the students who have missed that hourly examination.
- 9.7** If a student absents himself/herself for the semester final examination in a course or courses, zero marks shall be awarded. The grade in that course(s) shall be computed on the basis of performance of previous tests/examinations.
- 9.8** In the case of students deputed to represent the University in Inter-Collegiate or Inter-University meets in N.C.C. / N.S.S., due consideration shall be given in regard to missed tests/examinations so that the students may not suffer while on absence on

University directive. In all such cases, make-up examination / tests may be given for the missed examination/tests(except semester final examination) within two weeks of the return of the students. The names of the students deputed for such meets may be intimated in advance to the concerned teacher through the Head of the Department concerned.

- 9.9** A Post-graduate student getting a grade less than 6.00/10.00 in any course will be deemed to have failed in that course and that he/she should necessarily secure better grade with 6.00 and above(*applicable for candidates admitted from 2002-03 onwards*). However, he/she may not be required to study that course by repetition but he/she may appear for all tests and examinations including semester final examination in that course when conducted next according to regular schedule in the concerned department. However all the examinations in the failed core course be conducted even though the said course is not offered in the next semester. When ever re-examination in a core course is conducted, the students of other departments who have registered for such course and for whom it is a non-core course may also be permitted for the examination. In case of students who have successfully completed all courses except failed course, the Principal (Associate Dean) may permit re-examination during final semester (4th semester for M.Sc. students / 5th semester for Ph. D student) or any subsequent semester in consultation with the concerned teacher and the Head of the Department.

In case of students referred to in the clause (9), the credits of the course(s) shall be counted only once for the graduation requirements and for computing the Overall Grade Point Average (OGPA), the original grade shall be ignored and the grade obtained by the students after taking re-examination/test, in that course(s) shall be taken into account. However, both the grades shall be mentioned in the semester reports and permanent record with a letter 'R' written above the grade which he / she obtained after taking re-examination / test; but till such time, the original grade and credits shall be used to compute Overall Grade Point Average.

10. Attendance

- 10.1** Ordinarily the student is required to attend all the classes in a course. Absence upto 25% of the total classes can, however, be condoned by the teacher on valid grounds. If any student falls short of 75% attendance, he/she shall not be permitted to appear for semester final examination and no grade be awarded in that course and the fact be recorded in his/her Semester Report/Transcript. When the course is repeated, a letter 'R' be recorded against that course, in his/her Semester Report/Transcript.
- 10.2** Notwithstanding anything in clause (1), the minimum limit of attendance prescribed shall be reckoned for theory and practicals, separately.
- 10.3** If a full time student is absent for the registered courses including research credits or falls short of attendance in the registered courses he/she should re-register such course / research credits.

Note: During the first two semesters of study, PG students shall register a minimum of 10 course credits, maintain prescribed attendance (75%) and OGPA prescribed under relevant regulations, failing which the admission shall stand cancelled.

10.4 Attendance

The evaluation of research credits shall be done before the last working day of the semester by the student advisory committee (P.G Form 11). It is mandatory to evaluate the students research work each month by the Chairperson of the Advisory Committee and the Head of the Department to monitor the progress. The progress shall be recorded in the register maintained by the HOD and in the monthly performance sheet. The monthly performance sheets will have to be attached along with PG 11 form duly signed by HoD and Advisory committee members. If the Advisory Committee is not satisfied by the research work carried out by the student in tune with the credits registered he / she shall re-register the number of credits as advised by the Advisory Committee. While submitting the PG form 11 copies of monthly evaluation reports of PG Research shall be enclosed

11. Unfair means in examination: A post graduate student found using unfair means in the examinations shall be withdrawn from the University.

If a student is found copying in the examination, he shall not be allowed to write the examination and awarded zero marks. If he repeats the same in other examinations during the degree programme, then he shall be withdrawn from the University.

- 11.1.** No student should possess books, notes, mobile phones or any other electronic gadgets during the examination.
- 11.2.** If the student is found copying / discussing with other students or using any source, any sign or symbol, the invigilator shall seize the answer script along with copying material if any, from the student and shall demand the explanation or statement of the student concerned. If the student refuses to give the statement, he / she shall be asked to record in writing his / her refusal to give a statement. If the student refuses to do even that, the fact shall be noted, duly witnessed by at least one another invigilator. The invigilator shall write the remarks on the answer paper and affix signature duly witnessed by another invigilator and the student shall be sent out of the hall. The matter shall be immediately brought to the notice of the concerned Associate Dean. For the mid semester examination, if the student uses unfair means, the examination of the particular course will be cancelled and zero marks will be awarded to candidate. If the student uses unfair means during the final examination, the courses registered by the student during that particular semester will stand cancelled. If he repeats the same in other examinations during the degree programme, then he shall be withdrawn from the university.

11.3. Maintenance of Discipline among students

- 11.3.a** Every Student of the university shall conform to the rules of good conduct and respect the authorities of the university.
- 11.3.b** Every student of the University shall have an identification card (ID card) with a recent photograph affixed and signed by the concerned Associate Dean and shall show to the University officials on demand.
- 11.3.c** Any student who attempts to deface / destroy the University property or other public property shall be liable for appropriate punishment. In addition, the cost of damaged property (as assessed by the University) or other public authority shall be recovered from the student (s), as ordered by the competent of authority of the University.
- 11.3.d** No. student shall disturb normal work of the University by disorderly conduct, boisterous behaviors and unauthorized assembly, both on and off the college campus.
- 11.3.e** Ragging and hazing in any form in the University premises is strictly prohibited.
- 11.3.f** Absenting to a class or examination enmass, for whatever reason shall be considered as an act of indiscipline.
- 11.3.g** The concerned Associate Dean shall enquire into the act of indiscipline of the student (s) and shall take immediate action such as administering a warning, fine, expulsion from the hostel and suspension from attending the classes for a period not exceeding a month.
- 11.3.h** Further in serious cases of disciplinary action, a committee shall be constituted by the Associate Dean of the College with 3 senior most faculty members of the college, the action shall be initiated based on the recommendations of committee by the Associate Dean and communicated to the University.
- 11.3. i** The students who are recipients of concessions or other benefits from the University like stipend or from other institutions with the approval of the University shall loose these concessions and benefits, if they are found involved in any serious acts of indiscipline.

12. Grading: The final grading of students shall be done on a 10 point scale. The Grade Point shall be obtained by dividing the total percentage of marks earned in a course by 10. The grade point shall be expressed in this scale upto one decimal place.

13. Academic Status & Scholastic Probation

- 13.1** In order to pass, a post graduate (M.Sc./Ph.D) student shall secure a minimum GPA of 6.50 /10.00 at the end of first semester and a minimum OGPA of 6.50/10.00 during subsequent semesters.
- 13.2** A post graduate students who secured GPA/OGPA between 6.00 and 6.49 in a particular semester, shall be placed on Scholastic probation during the subsequent semester. If

a post graduate student who is on scholastic probation during a semester again fails to secure the minimum OGPA of 6.50 (required for pass), the Dean of PG Studies may decide whether to allow the student to continue on scholastic probation for the second time or to withdraw the student from the University. PG students whose GPA/ OGPA is less than 6.50 / 10.00 may be permitted to appear for re-examination in such courses in which the grade is less than 6.50 so as to enable them to improve the GPA/ OGPA to 6.50/10.00 or above.

- 13.3** If a post graduate student fails to secure a minimum G.P.A. of 6.00 /10.00 at the end of I semester or OGPA 6.00/10.00 during subsequent semesters, his/her admission shall stand cancelled and the student is deemed to have been withdrawn from the University.

14. Withdrawal or change of courses

- 14.1** A student shall normally register only for the load which he/she can carry efficiently. The Chairman of the Student's Advisory Committee shall, as far as possible, discourage the student from carrying a greater load even through a maximum of 15 credits are prescribed for each semester.
- 14.2** The Principal (Associate Dean) of the college may permit a student to withdraw (temporarily) from a course within six weeks or change a course (temporarily) within two weeks from the date of commencement of that semester, under intimation to the University. (The student shall study such courses later. For permanent changes in PG Form 2, approval of Dean PGS is required).

For **addition of courses in PG form 2**, approval of Dean PGs should be obtained before the **end of II semester**. For **substitution / deletion** of course in PG form 2, the approval of Dean of PGS shall be obtained within **15 days of the commencement of III semester of study**. **Courses registered without the approval of Dean PGS shall be treated as Audit courses and grade shall not be computed for such courses.**

15. Transfer of credits of course and research earned at approved institution.

- 15.1** Students may be permitted to transfer credits earned at other Agricultural Universities / Institutions on the specific recommendations of the Advisory Committee of the student and approval of the Dean of Post-graduate Studies. The maximum number of credits that can be so transferred shall not exceed 10. Those courses should not have been studied earlier than four years from the date of admission of the student to the programme at this University. Such transfer of credits shall be determined by a Committee constituted by the Dean of Post Graduate Studies which shall examine the courses / subjects already studied by the student, the examinations passed and the syllabi there of and also conduct a proficiency test, where it may be considered necessary. *Credit to be transferred should not however have been used for obtaining a degree/ diploma elsewhere. Transferred credits shall not also be used for computing the overall grade point average.*

- 15.2 Students may be permitted to carry on their research work at institutions or research stations under this university other than those imparting instructions, or at other institutions and under persons recognised for the purpose.

16. Qualifying (Comprehensive) Examinations

- 16.1 After completion of all major courses (for M.Sc. students) and 75% of approved credit load, **excluding seminars** a qualifying / comprehensive examination comprising of both written and oral components may be conducted. **For Ph.D, all courses (Major), minor and supporting shall have completed about 75% of approved credit load to be eligible for qualifying examination (PG Form 4).** In order to be eligible to appear for the comprehensive / qualifying examination, the student should have secured an OGPA of 6.50.
- 16.2 The Head of the Department shall take action in consultation with the Chairman of the student's Advisory Committee, (if he is not Chairman of the said Committee) to conduct the qualifying examination of the concerned student after completion of 75% of the prescribed course work including all core courses (in case of M.Sc.) except Seminar.
- 16.3 The written qualifying examination for M.Sc. shall be common and shall be held for all the students majoring in that discipline at the same time. These examinations shall be held thrice during an academic year. The manner of conducting these examinations and evaluation of answer-scripts shall be such as may be prescribed by the Dean of Post Graduate Studies.
- 16.4 The written qualifying examination **for M.Sc.** shall be common and held for all the students majoring in the discipline at the same time. The examination shall be held thrice during an academic year. The question paper shall cover all the major courses. It is proposed to obtain the question papers from other state agricultural universities, the detailed lecture outlines in the major courses shall be sent to the external examiner nominated by Dean PG studies and the question paper shall be obtained by Dean of PG Studies.

The pattern of question paper shall consist of part A and part B. In part A, 12 short note questions shall be given, where each question carries 4 marks, out of which student has to attempt 10 questions (approx. 8 minutes per question- 80 minutes). Part B contain 8 questions of 10 marks each, out of which 6 questions to be answered (approx). 15 minutes per question- 90 minutes).

Last 10 minutes were student can use for answers verification. The question paper shall carry questions from all the major courses of M.Sc. In addition, in part B one question shall be of general nature covering the subject. This question shall be compulsory for all the students. In addition, the student shall answer 5 questions, thus totally six questions in part B. A student should get a minimum of 60% in M.Sc. to be

eligible to appear for oral qualifying examination. Further it is proposed to give **one credit weightage for written comprehensive examination**, the grade point obtained by the student shall be reduced to 10 point scale. If a student fails to secure a minimum of 60 % he/she is deemed to have failed in written examination and shall appear after three months from the date of announcement of results. If a student fails for the second time also then the decision of Dean PG studies shall be final.

In case of Ph.D the pattern for written examination shall be same and shall cover all the courses registered by the student in the major disciplines. For this the question paper shall obtain from an external nominated by the Dean PGS and the paper shall obtained by the Dean PGS. The examination in minor and supporting subjects shall be internal while following the same procedure. The paper is set by the teachers in-charge of the course and the HOD / Chairperson shall select the questions based on the format suggested and ensure that all the courses in minor and supporting subjects are covered. The duration of examination shall be fixed accordingly. A student should get a minimum of 70% in Ph.D, to be eligible to appear for oral examination. Further it is proposed to give one credit weightage for written comprehensive examination, the grade point obtained by the student shall be reduced to 10 point scale.

If a student fail to secure a minimum of 70% he/she is deemed to have failed in written examination and shall appear after three months from the date of announcement of results. If a student fails for the second time also then the decision of Dean PG studies shall be final. In case of Ph.D. students the examination shall be held in major discipline on one day, minor and supporting subjects on another day. The pattern of exam and evaluation for major discipline shall be same as indicated for M.Sc. The questions paper shall be obtained from other SAUs. For minor and supporting subjects the chairman of the advisory committee in consultation with the HOD shall obtain the question papers in the similar format but from the teachers offering the courses within the university. The evaluation of minor/supporting disciplines shall be done internally and the grading shall be awarded accordingly. The comprehensive examination answer scripts in the major discipline shall be evaluated by the external examiner either by calling the examiner and getting the papers evaluated a day before and the students found eligible for oral qualifying examination shall be called for the viva voce examination.

The **oral qualifying examination** shall be held only after the student has secured the minimum qualifying marks (grade point for M.Sc. and Ph.D. programmes). The oral qualifying examination shall be conducted to the students by advisory committee and shall cover both major and other courses with the external members as the expert. The HOD shall be co-opted as the member of examination committee (if he is not already a member of advisory committee for oral examination). Further it is proposed to give **one credit weightage for Oral comprehensive examination**, the grade point obtained by the student shall be reduced to 10 point scale.

The advisory committee while awarding the grade may suggest deficiencies either in the form of term papers and seminars etc.

16.5 The written qualifying examination for students of Master's Degree programme shall consist of one paper of three hours duration, covering suitably the subject matter of the core courses prescribed. The oral qualifying examination shall cover both the core and other course prescribed. The oral qualifying examination shall cover both the core and other courses and shall be conducted by the student's Advisory Committee. For this Oral Examination, the Dean of Post-Graduate studies shall nominate an External Examiner either from another Campus of this University or outside. The Head of the Department shall be coopted as a member of the examination committee (*if he is not already a member of Student's Advisory Committee*) for viva-voce examination.

It is proposed to give weightage of 1 credit to written qualifying examination instead of saying satisfactory / non satisfactory and the number of marks obtained in the examination conducted call courses, viz., major, minor supporting course) for Ph.D. and major courses for M.Sc.(Ag.) shall be reduced to 10 point scale and the grade is awarded. If a student secures less than 6.00 in M.Sc.(Ag.) and less than 7.0 in Ph.D. degree is deemed to have failed and shall not be qualified for the for oral interview. He is treated as failed and shall be asked to take up examination after 3 months and with the permission from Dean of PG Studies.

16.6 In respect of Ph. D students, the written qualifying examination shall consist of two papers each of three hours duration, one covering the major field and the other covering all the minor fields of study of the student. The paper setting and evaluation of answer scripts shall be done by the teachers representing the respective fields of study. The oral examination shall be conducted by the student's Advisory Committee and an external examiner nominated by the Dean of PG Studies. The Head of the Department shall monitor the conduct of written examination and shall be an ex-officio member of the Advisory Committee, if he/she is not already a member.

16.7 The Chairman of the Student's Advisory Committee shall be responsible for communicating the results of the qualifying examination to the Dean of Post Graduate Studies in the prescribed form with the signatures of all the members of the committee.

16.8 A student failing in written examination shall not be eligible for the viva-voce examination and the viva-voce examination shall be held only after the written examination is successfully completed. If a student fails in the viva-voce, the examination committee shall make specific recommendations as to whether the student is to be re-examined in the viva-voce alone or in the written part also.

16.9 A student failing in the qualifying examination shall apply, for permission to appear for a second or third time, to the Dean of PG Studies with the recommendation of the Chairman of the Advisory Committee. Permission to appear for a second or third time may be given, but re-examination shall not take place earlier than three months after the first or second examination. Re-examination for a fourth time shall not be permitted and a student failing for a third time shall not continue as a student in the University or qualifying for a degree in the University.

17. Master's Degree Thesis

- 17.1 A student shall submit his thesis for Master's Degree after he/she has completed his/her course work requirement, the required number of research credits and has passed the qualifying examination successfully. The thesis shall be typewritten and temporarily bound as specified and submitted in **Duplicate** along with a "no dues certificate" and a certificate in the prescribed proforma by the Advisor.

Students of M.Sc. in Environmental Science & Technology shall submit project report after completing the project work.

Six copies thesis **abstracts** of about 150-200 words shall be submitted (2 copies for the Department, 1 for the Associate Deans' office and three for the University) along with bound copy certificate (PG-9). The PG students should submit **two CDs** of thesis (one each to Library and Head of the Department) along with bound copies of thesis.

A student while submitting the thesis for Master Degree shall submit one research paper for publication and enclose a proof from the editor of the journal, along with the thesis.

- 17.2 In M.Sc. thesis, students must demonstrate familiarity with the tools of research, scholarship in their major field and ability to present the results of their investigation effectively
- 17.3 After approval by the Advisory Committee, the thesis submitted by the student shall be sent to an External Examiner for evaluation who shall be required to send a detailed report on the thesis preferably within three weeks to the Dean of Post Graduate Studies. In case the External Examiner recommends acceptance of the thesis, the report will be forwarded to the Chairman of the Student's Advisory Committee who shall arrange for the conduct of final oral examination. The Head of the Department shall also be a co-opted member of the final thesis oral examination committee, even if he is not a member of the Student's Advisory Committee for the purpose of conducting the thesis final oral examination. The Advisory Committee while conducting this examination, shall take into account, the remarks of the External Examiner and may suggest changes if any to be made in the thesis. After completion of viva-voce examination a certificate regarding performance of the candidate in the final viva-voce examination on the thesis in the form prescribed, duly signed by all the members of the committee, shall be forwarded to the Dean of Post-graduate Studies by the Chairman of the student's Advisory Committee through the Head of the Department.
- 17.4 If a student is not successful in the final oral examination, he /she shall be examined again after a period of three months. There shall be no re-examination in final *viva-voce* **for the third time** and a student who fails for a second time shall not continue as student in the University.

In case if the External Examiner suggests major modification to be made before acceptance, the same shall be communicated to the Chairman of the student's Advisory Committee who shall arrange for the revision of the thesis and **resubmission, after a period of three months**. It shall be considered in the same manner as in the original submission and the thesis shall be forwarded to the same Examiner for re-evaluation. However, if for any reason, the concerned Examiner is not available to re-evaluate the thesis either due to relocation or for other reasons, in such rare instances, the Dean of PG studies is authorised to forward the thesis to an alternate Examiner for re-evaluation. In such instances, the modified version of thesis along with the comments made by the first examiner shall be forwarded by the Dean of PG Studies to the alternate Examiner for re-evaluating the thesis. A candidate shall not be permitted to submit his /her thesis for the degree on more than two occasions and if the thesis is not approved on the second occasion, the candidate shall not be awarded the degree.

If the student who has been directed to resubmit the thesis after carrying out the corrections indicated by the External Examiner, does not do so within six months from the date of issue of orders by the University, his / her admission shall be deemed to have been cancelled. PG student should appear for the final thesis viva-voce examination and submit a certificate of having submitted bound copies of thesis within a maximum period of six months from the date of issue of orders by the University, failing which the admission shall be deemed to have been cancelled. Vice-Chancellor may accord permission to process the result by condoning delay in future.

Note : If the external examiner recommends resubmission of thesis after 3 months, the candidates should resubmit thesis within six months thereafter i.e between 3 and 9 months from the date of issue of orders by the university. (*applicable to students admitted from the academic year 2001-02 and onwards.*)

18. Ph.D Degree Thesis

18.1 A student shall submit his/her thesis for Ph.D degree after he/she has completed his/her course work requirements and the required number of research credits and has passed the qualifying examination successfully. The thesis shall be typewritten and temporarily bound and submitted in **triplicate**.

Six copies of **thesis abstracts** of about 300 words shall be submitted (2 copies for the Department, 1 copy for the Associate Dean's office and 3 copies for the University) **along with bound copy certificate** (PG form 9).The student should submit **two CDs** of thesis (one each to library and Head of the Department) along with bound copies of thesis.

A student while submitting the thesis for Ph.D. Degree shall be required to submit two research papers for publication and enclose a proof of having submitted the research papers from the editor of the journal.

- 18.2** The thesis for Ph.D shall indicate that the candidate possesses the ability and imagination necessary to do independent constructive thinking and it shall be of the nature of definite contribution to the subject and the results and the conclusions presented shall be of sufficient importance to merit publication. The thesis shall be on a topic falling within the field of the major subject and shall be the result of the student's own work. A certificate to this effect duly endorsed by the Chairman of the Advisory Committee shall accompany the thesis.
- 18.3** The thesis shall be typewritten and temporarily bound as specified and submitted in quadruplicate along with a 'No Dues Certificate' and a certificate in the prescribed proforma by the Advisor.
- 18.4** The thesis submitted for the Ph.D degree shall be sent for evaluation to two External Examiners from outside the University. In case both the Examiners recommend acceptance of the thesis, the final oral examination shall be held by the student's Advisory Committee with the participation of one of the two External Examiners appointed for the evaluation of the thesis by the Dean of PG Studies. If for any reason both the examiners express their inability to participate in the conduct of the thesis final oral examination, after sending the thesis examination reports, the Dean of PG Studies is authorised to appoint an alternate examiner from the panel of examiner, to conduct the final oral examination based on the earlier thesis evaluation reports received from the originally appointed two examiners. The Head of the Department, if he is not already a member of the Advisory Committee, shall act as a member of the Examination Committee for the final oral examination. After the certificate is sent, the thesis shall be bound as specified after effecting changes if any suggested by the Advisory Committee and it shall be submitted by the student in **quadruplicate** to the Chairman of the Student's Advisory Committee. Unless final thesis copies are bound by the student concerned and handed over to the Chairman of the student's Advisory Committee, his (her) final result shall not be declared.
- 18.5** In case both the Examiners do not recommend acceptance of the thesis then the thesis shall not be considered for the award of the degree. In case of only one unfavourable report, the thesis shall be referred to the third Examiner from out-side the University. If the third examiner recommends the thesis for its acceptance, recommendation may be accepted, if not, the thesis shall not be considered for the award of the degree.
- 18.6** When the thesis is not accepted for award of the degree, a candidate may be permitted to continue the work, re-write the thesis and submit once again after a period of atleast six months. After the student's thesis for the Ph.D degree is evaluated as indicated above, and if recommended for its acceptance, the thesis shall be finally accepted for the award only after the student satisfactorily completes final oral examination. A failure at the second attempt shall debar a candidate from any further opportunity to submit thesis.

If the student who has been directed to resubmit the thesis after carrying out the corrections indicated by the External Examiner, does not do so within six months from the date of issue of orders by the University, his / her admission shall be deemed to have been cancelled. PG Student should appear for the final thesis viva-voce examination and submit a certificate of having submitted bound copies of thesis within a maximum period of six months from the date of issue of orders by the University, failing which the admission shall be deemed to have been cancelled.

Note : If the external examiner recommends resubmission of thesis after 6 months, the candidates should resubmit thesis within six months thereafter i.e between 6 months and 1 year from the date of issue of orders by the University.

18.7 The oral examination may cover the major and minor fields of study but shall pertain largely to aspects relating to his major discipline in which the degree has to be awarded. Every candidates shall defend the thesis submitted by him at the examination.

18.8 The recommendations of the Examination Committee shall be forwarded to the Dean of Post Graduate Studies by the Chairman, through the Head of the Department in the prescribed form which shall be signed by all members of the Committee. If a student fails in the final oral examination, he/she shall be examined again after a period of six months. There shall be no re-examination in final viva-voce for the third time and a student who fails for a second time shall not continue as a student in the University.

18.9 Whenever any material from the thesis is published, a footnote shall always be given saying that the thesis has been submitted to the Post-graduate degree of Professor Jayashankar Telangana State Agricultural University

19. Eligibility for Degree

19.1 The student of **Master's Degree** programme shall be eligible for award of degree after he/she

- a) successfully completes the course requirements with a minimum OGPA of **6.5** or above and
- b) completes the qualifying and final oral (thesis) examination satisfactorily

Candidates who secure OGPA of **8.00** and above shall be placed in **first class** and others who secure an OGPA of **6.50** and above but **less than 8.00** shall be classified under **second class**.

19.2 The student of **Ph.D** Programme shall be eligible for the award of the degree after he /she

- a) successfully completes the course requirements with a minimum OGPA of 6.5 or above
- b) completes qualifying examination and final oral (thesis) examination satisfactorily

20. Authorities to approve the results and issue pass certificates, transcripts, etc: The Vice-Chancellor shall approve the results on the recommendation of the Dean of Post Graduate

Studies and the Registrar shall issue Provisional Pass Certificates, Transcripts, etc. to the successful candidates.

21. Award of Diploma: A Diploma under the seal of the University and duly signed by the Officers authorized in this behalf shall be presented at Convocation, to each candidate who has successfully completed the graduation requirements for the award of the degree. Diplomas of the candidates who have successfully completed graduation requirements for the award of the degree and are admitted 'In Absentia' to a degree, at a Convocation, shall be sent by post. The Diploma shall set forth the name of the candidate, father's name, degree, month and year of successful completion of the graduation requirements, etc.

22. Amendment or Cancellation of Result

22.1 If the result of a candidate is discovered to be vitiated by error, malpractice, fraud, improper conduct or any other reason, the Vice-Chancellor shall have power to amend the result in such a manner as to accord with the true position and to make such a declaration as he (the Vice-Chancellor) may deem necessary in that behalf.

22.2 If it is found that the result of a candidate has been vitiated by malpractice, fraud or other improper conduct whereby he has been benefited and that he has, in the opinion of the Vice-Chancellor, been a party to or connived at the malpractice, fraud or improper conduct, the Vice-Chancellor shall have power, at any time, notwithstanding the award of a diploma or a certificate or a prize or a scholarship, to amend the result of such candidate and to make such declaration as he may deem necessary in that behalf, including debarring of the candidate from the University for such period as may be specified, and the cancellation of the result of the candidate in such manner as he may decide.

ADDITIONAL INFORMATION / CLARIFICATIONS

In addition to the regulations in preceding pages, some important procedures prescribed/ clarifications issued from time to time have been summarized hereunder for ready reference.

Advisory Committee : In-service Teachers prosecuting Ph.D. course are considered as students until they complete all the academic requirements including successful completion of final viva-voce. However they may take classes for UG/PG students, when once they join duty after completion of course work, but shall not act as Major Guides / Members for another Post Graduate Student until they complete their Ph.D. programme. Even if such in-service Ph.D. teachers were acting as Chairmen / Members of the Advisory Committees before their joining Ph.D. programmes, they are supposed to be substituted with other faculty members, immediately after joining Ph.D.

Members from other campuses / institutes

If any candidate is allotted to research station (including in-service) for thesis work, major advisor may be allotted from research station.

In advisory committee of PG student, Scientists from other organizations may be limited to only one person

In case of Scientists from other organizations, only scientists in Professor cadre may be accredited to guide PG students.

Members in the Advisory Committee:

Following clarifications are issued

1. The members of the Advisory committee may be restricted to the limits prescribed in the regulations. If more members are required, approval of Dean PGS may be obtained by giving proper justification. Major fields of members may be decided keeping in view the discipline in which their degrees were awarded.
2. Advisory Committee may be formulated with members from the same campus. If the concerned teacher / scientist leaves that place due to transfer or other reasons etc. substitute arrangements may be made immediately with the approval of Dean PGS but not just before viva-voce.
3. If the student conducts research in other campus / research stations, and if teacher / scientist from that place is included in advisory committee to guide / monitor the progress locally, such member may participate in viva-voce examination with the approval of the competent authority who sanctions other tour programmes. The TA/DA etc. shall be drawn from the office in which he/she is working.
4. Substitutions of members of Advisory Committee may be done only in case of ill health or foreign tour or other unavoidable circumstances. Approval of Dean PGS may be taken by providing proper justification.

Substitutions / changes in advisory committee may be considered only in case of long leave / illness / retirement / transfer / resignation etc. Substitution of chairperson need not be considered

Allotment of P.G. Students : The Heads of departments of old Agricultural Colleges (R'Nagar, Jagtial and Hyderabad) are requested to allot some PG students to accredited teachers of the new colleges in their region.

All Heads of the Department of Colleges where PG programmes are offered, are requested to allot the PG students to accredited teachers/scientists in consultation with the University Heads of the concerned Departments. It is also informed that to avoid delays, it is desirable to obtain the approval of University Head, before submitting the synopsis to the Dean of PG Studies, or the University Head of the Department may visit the colleges and finalize the allotment of M.Sc. and Ph.D. students and synopsis of their thesis research.

Scrutiny of answer scripts etc : Heads of Departments are requested to scrutinise the evaluation, totalling and posting of marks in the Master Performance Register. The dates of examination shall be indicated in Master Performance Register. Each course may be evaluated @ 50 marks for each credit (theory/practical) which may finally be reduced to 100 for award of grade.

Returns on courses handled etc. : Returns indicating the courses offered, no. of classes held and dates of examination etc., are to be sent by Head of departments to the Principal who will send a consolidated list to Dean PGS (PG-92) at the end of each semester.

Submission of PG forms: In order to enable the students to pay the re-examination fee (PG-16) within time, result should be declared before the commencement of next semester. In cases where PG forms for change of courses etc., can not be submitted within the prescribed time limit due to non-availability of Chairman/Members of Advisory Committee, under such unavoidable circumstances, the Co-chairman / Head of the Department may send such proposals with full justification, to avoid delays. This should not be a routine practice and can be adopted only under unavoidable circumstances. The concerned Chairman / Major Advisor should be informed accordingly.

Courses proposed to be offered : All the Heads of the Departments are requested to prepare a list of courses proposed to be offered during a particular semester and communicate to other Heads of Departments and Principal at least 15 days in advance of the commencement of the concerned semester so as to avoid last minute inconvenience to students. .

Re-examination in failed courses: A student who wants to take re-examination in a course in which he/she has failed should submit an application duly paying re-examination fees within 25 days from the commencement of that semester.

The student should make a request in PG form 16 to the Principal through the concerned course in-charge, Head of the Department (in which candidate is admitted) and pay the fee specified. It is the responsibility of the students to ascertain the dates of examinations. Students who fail to pay re-examination fee and appear for examinations shall seek re-examination during subsequent semesters.

Seminar:- Seminar shall be treated as a part of course work, since it is included in the 36 or 30 course credits prescribed for M.Sc. or Ph.D courses respectively. In view of the above, the in-service teachers may seek posting only after completion of Seminar. The students who register for seminar during a particular semester shall attend the seminars delivered by other students also. In case of Ph.D students, the minor seminar shall be from the discipline / department of the minor field from which 8 credits are proposed / approved.

Qualifying (Comprehensive) examination:

Henceforth PG form 4 needs to be filled in by the chairperson of the Advisory Committee and submitted to the Head of the Department before conduct of written examination. The Head of the Department will first scrutinize the PG form 4. After satisfying that the student fulfilled all the criteria laid down in regulations, permission for conduct of qualifying examination will be accorded. PG form 5 may be completed and sent to the University along with PG 4 immediately after conducting the oral examination.

Qualifying Examination (Oral): It is desirable to examine 3-4 students per day so that sufficient time is available for examining the students in all the courses. However, in case of exigencies

like shortage of time etc., more number of students in any case not exceeding five, may be examined making sure that sufficient time is provided for examining the students in all aspects. The student shall be thoroughly judged by the examinations committees with the instructions of all the members of the committee and each member is supposed to ask 5-10 questions.

Monitoring the progress of P.G. Students' work :

Scrutiny of Registration Cards : The Principal shall get the Registration cards of all the P.G. students scrutinized by the Academic Advisor (PGS) immediately after registration. In case of deviations from Regulations or discrepancies in registration, scholastic probation, etc., the Academic Advisor shall render suitable advice to the concerned students/teachers immediately (in about 2-3 days of registration).

Monitoring the Academic Progress of PG Students:

P.G. form 17 was prescribed for monitoring the academic progress of P.G. students which shall be maintained in the department. All Heads of Departments are requested to incorporate information in the above format immediately, if it has not already been done for perusal by the Dean of Post Graduate Studies. The course/research credits registered may be incorporated at the beginning of each semester and GPA/OGPA may be furnished at the end of the semester.

Evaluation of Research credits:

The evaluation of research credits shall be done before the last working day of the semester by the Student Advisory Committee (P.G Form 11). It is mandatory to evaluate the students research work each month by the Chairperson of the Advisory Committee and the Head of the Department to monitor the progress. The progress shall be recorded in the register maintained by the HOD and in the monthly performance sheet. The monthly performance sheets will have to be attested alongwith PG 11 (a and b) forms. If the Advisory Committee is not satisfied by the research work carried out by the student in tune with the credits registered he / she shall re-register the number of credits as advised by the Advisory Committee. While submitting the PG form 11 copies of monthly evaluation reports of PG Research shall be enclosed

All the P.G. students who have registered research credits during any semester should furnish the progress of work in the P.G. form No.11 before last working day of the semester to the Principal through the Advisory Committee and Head of the Department concerned. The Advisory Committee may apportion some credits to each of the activities, i.e. planning the study & literature collection, collection of experimental material, conduct of experiment, recording observations, analysis etc. and evaluate the progress accordingly. While preparing the GPA report, only the research credits which were satisfactorily completed shall be incorporated and not all the research credits registered. The P.G. students have to re-register the unsatisfactory portion of the research credits during subsequent semesters.

Reporting Progress of Research : The Major Advisors should inform the Principal in (PG-11) whether the progress of research work is **satisfactory** or not before the GPA report (of the semester during which research credits were registered) is finalized so as to make necessary entries in the GPA reports of the concerned students.

Submission of Grade Report: The teacher-in-charge of a course shall send grade cards (Grade Point Report) of all students to the Head of the Department in which the students are admitted. This will help the Head of the Department in determining whether the students have secured the prescribed OGPA in all the registered courses before permitting next registration. Besides, the grade report for each course (pertaining to all students who have registered that particular course) shall continue to be sent to the Principal.

Verification of Course / Research Credits: The Heads of Departments are requested to ensure that the research credits registered are verified with reference to the PG form 11 and correction, if any, shall be made in the "Registration Cards" in the Department and Associate Deans Office at the end of each semester before the G.P.A. reports are prepared and submitted to the University.

Some times discrepancies / typographical errors etc are being noticed in the GPA reports. In order to avoid them, the Associate Deans are requested to **get the copies of typed G.P.A. reports verified in the concerned Departments** in which the P.G. students are prosecuting studies. The Heads of Departments may entrust the job of checking the G.P.A. reports with reference to Registration Cards and P.G. form 11 (for research credits) etc. to the teacher-in-charge who is looking after P.G. Programmes or any other teacher. After verification at the Department level, the G.P.A. reports may be sent to the University so that errors can be avoided. By this way delays due to returning the G.P.A. reports for corrections can also be avoided. The G.P.A. reports may be sent to the University in about a month after the concerned semester.

Scrutiny of GPA Reports: The Principals are requested to get the GPA reports of the P.G. students scrutinized and signed by the P.G. Acad. Advisor before they are submitted to the University for approval.

Monitoring of Academic Progress of PG Students (PG Form 17): The Heads of the Departments may be requested to record information in separate forms for M.Sc. and Ph.D students each year and preserve the same in the Department for verification by the Dean PGS during visit to the Department.

Preparation of Thesis : It has been observed of late that a number of grammatical/spelling mistakes, typographical errors, citation defect in the thesis are being pointed out by the External Examiners which some times run into more than 10 pages. This may be mainly due to the lack of effective supervision by the Advisory Committee while processing the theses of the students before submission. If the members of the Advisory Committee read the thesis (carefully) before it is submitted to the University, these mistakes/deficiencies can be avoided and the academic standards can be maintained.

Thesis submission : - Some students approach P.G. Section for expedition of thesis reports to apply for higher studies / to join jobs / to go abroad. Normally PG students register research credits and commence research during III semester. A time gap of not less than 8-9 months is available from commencement of III semester to the end of IV semester for conducting research and thesis submission for M.Sc. students.

After receiving the thesis in P.G. Section, about 40 – 45 days time is needed in case of M.Sc. thesis (2 to 2 1/2 months for Ph.D. thesis) for sending by post, evaluation by the examiner and return by the examiner by post and for processing/ completing formalities in PG section. More time may be needed if the examiner is preoccupied with other work. Some students complain that reports of thesis submitted later were received earlier than those who submitted earlier. It depends upon the preoccupations of the external examiners with their regular work. Such issues are not in control of P.G. Section similar to the situation wherein all students who join the course on the same day are not able to submit theses on the same day due to various reasons.

External examiners from other institutes / universities have their preoccupations and work pressures. Often they express displeasure that they are busy and sufficient time is not given for evaluation. Since more than 300 theses are processed every year, it is not feasible to send majority of theses to local examiners. The examiners are reluctant to accept, if theses are sent frequently to the same examiner. Some times, the examiners return the theses without valuation if they are frequently reminded. If the thesis is submitted in hurry with mistakes etc and the examiner suggests revision, the thesis can be resubmitted only after 3 months in case of M.Sc / 6 months in case of Ph.D.

In some cases, M.Sc., students who completed the crop during *kharif* of previous year (around November) submitted theses with much delay after 10-12 months (during next October / November) and sought immediate evaluation of thesis on one pretext or other. In order to make M.Sc. / Ph.D. students pay more attention to the thesis work, they may be advised to record the work done during each week in a work book. The work done should be equivalent to research credits registered during that semester (i.e., assuming that for each credit, the duration of practical shall be about 2-3 hours, a student registering 15 research credits may have to devote a minimum of 30 hours for research work during that week). The work turned out by the student may be regularly monitored by the Chairperson and evaluated by the Advisory Committee at the end of each semester and reported to the Associate Dean in P.G. Form – 11 for incorporation in GPA reports. This helps in ensuring more accountability. Keeping all these practical problems in view, the PG students should plan and conduct the research work and submit thesis as per the schedule. Those who wish to complete thesis early to prosecute higher studies / go abroad etc. should plan accordingly, conduct research and submit thesis sufficiently in advance.

Colloquium before thesis submission: In order to minimize mistakes and improve quality of theses, PG students may be advised to present thesis work in a colloquium prior to thesis submission before Advisory Committee and other staff members of the department. For Ph.D student post theses colloquium is mandatory.

Delay in thesis submission: It was decided to permit PG students to join jobs after completing residential requirement, all courses and research but only thesis writing remains incomplete. Such students should be on the rolls of the University by paying the requisite fee till thesis

submission. If thesis is not submitted, after completion of all research work, in order to be on the roll of the university student should pay registration fee and late fee for thesis.

Extension of Time for submission of Thesis : Requests for extension of time limit for thesis submission by M.Sc. level students (in-service candidates also) beyond the maximum time limit prescribed in the regulations, shall not be entertained. As per the existing PG Studies Regulation No. 8.f, a Ph.D. student should complete the graduation requirement within 6 years from the date of admission. Considering the work load, the Acad. Council decided to grant extension of time to Ph.D. students upto a maximum of one year during which period, the student should be on leave (if employed), pay the fee, register for 'Thesis completion' and complete the work as a full time student for 1 or 2 semesters depending upon the work. In this regard, it is informed that the date of expiry of maximum time-limit prescribed for completing Ph.D. in respect of an old batch students may not coincide with the date of commencement of semester for a later batch, because, the academic Calendars for Ph.D. students are prepared upto 7 semesters only. In order to avoid a break and to continue them on the rolls of the University, it is desirable that Ph.D. students on extension should register for 'thesis completion' during a semester which commences prior to dead-line (6 years from date of admission). Hence, it was already communicated that Ph.D. students should apply atleast 3 months in advance of the dead line in PG form 14 so that permission could be granted in advance. Seeking advance permission does not bar a student from submitting thesis within the prescribed time-limit (6 years). It is further informed that a Ph.D. student on extension may submit the thesis as soon as it is completed and need not wait till the end of semester. A Ph.D. student should be able to judge whether the thesis could be submitted within the prescribed time-limit or not. Hence Ph.D. students who seek extension should submit their requests at least 3 months in advance of dead-line. Though a provision exists in the regulations for granting extension of time, this should not be considered as a routine matter. The Major Advisors are specifically requested to discourage seeking extension of time in general and only in exceptional cases depending on the merit of the research, extension can be considered when recommended with full justification. *However, the Chairman/Major Advisor shall not recommend such cases (which are not in tune with PG Regulations) to the University after the expiry of time limit and they can be dispensed with at the College level itself as per PG regulations.*

The facility of **extension beyond prescribed time-limit is not available to M.Sc. level students.** Hence, they should necessarily submit theses within 4 years from the date of admission. Chairpersons / Head of Departments/Principals are advised not to forward any request for extension of time (even for few days) in respect of M.Sc. students.

The following **dates** may be considered **for reckoning the maximum time-limit** to complete graduation requirements (4 years for M.Sc. / 6 years for Ph.D.).

1. The date of thesis submission to the Head of the Department may be considered for reckoning the maximum time-limit.(e.g. For a Ph.D. student admitted on 18-2-91, the date of expiry of prescribed time-limit i.e. 6 years shall be 17-2-97).

2. If any student has joined late (II list / III list), the date of his/her admission may be considered as admission date.
3. The student should be in constant touch with the concerned authorities, ascertain dates and complete the work within the stipulated time failing which the admission shall stand cancelled.
4. Those Ph.D. students who are employed and seek extension should be continuously on leave till thesis submission and should not join duty during semester break/holidays. Keeping in view the fact that granting of extension of time is the last opportunity to the candidates to complete Ph.D. programme, and the doubts being expressed by some in-service candidates regarding leave, the following clarifications are issued.
 - a) The authorities who are competent to sanction leave for other purposes may sanction leave for this purpose also. The Heads of offices may relieve the candidates based on the extension granted by the University for completing thesis.
 - b) The in-service candidate may avail any kind of leave to which he/she is eligible.
 - c) If the candidate who is on Earned Leave desires to join duty for few days (2-3 days) he/she may do so

Copying of thesis : While writing thesis even though the Advisory Committee / Research problem may be similar to those students, who have obtained their PG degrees earlier, the PG students are expected to write various chapters in their own sentences and should not reproduce verbatim the contents of thesis submitted earlier. If it is essential to quote the research of earlier workers, it should be done duly quoting their names.

Copying of thesis/research work of others amounts to malpractice / fraud. As per PG Regulation 22.2, if the result of candidate is vitiated by malpractice or fraud or improper conduct, the Vice-Chancellor has powers, at any time notwithstanding the award of diploma/certificate, to cancel the result of the candidate, which will adversely affect the career of the candidates. Besides, the members of the Advisory Committee will also be held responsible. In contrast to copying in an examination hall, it is not always easy to detect copying of thesis/research works of others. If a candidate resorts to copying and if it is detected at a later date, the relevant degree will be cancelled. As a result, the candidate will have to forego the benefit derived from the said degree (job/seat in another course). Members of Advisory Committees are requested to impress upon each & every PG student the need to desist from copying the research work of others so that unhappy consequences to the students and teachers could be avoided. The Chairman/members of the Advisory Committees are also advised to **check periodically the observations/data recorded by the students** and monitor the progress as frequently as possible. The thesis shall be approved by the Advisory Committee after comparing the thesis with the corrected manuscript. The Heads of Departments are requested to ensure that no research topic is allotted by the Chairman of advisory Committee of a student unless the Chairman has sufficient expertise on it.

Failure to register courses/research during consecutive semesters shall be deemed as discontinuation. A student who wants to apply for job/visa to go abroad can as well seek prior

permission to apply for job/visa to go abroad. Mere oral enquiries about shortage of attendance/ discontinuation shall not be construed as requests for permission.

Discontinuation of studies / inability to attend classes : As per the PG Studies Regulation 10.1, the student should attend all classes and absence upto 25% may be condoned by a teacher on valid grounds. Hence all the PG Students should inform in writing the concerned teacher whenever he/she is unable to attend classes, failing which it may be treated as unauthorized absence/discontinuation without permission.

Discontinuation of studies without prior permission, discontinuation before completing 2 semesters of study (Regulation 8.g), shortage of attendance even on medical grounds during first two semesters of study (Regulation 8.c) and failure to maintain the prescribed GPA/OGPA shall lead to cancellation of admission.

If any PG Student fails to take permission to temporarily discontinue studies within 30 days of discontinuation, he/she may be permitted to discontinue studies there after by paying late fee of Rs. 100/- per month or part there of . The 5 months period for taking permission to discontinue studies with late fee may be reckoned after excluding initial 30 days.

Award of Medals / Prizes to P.G. Students: At M.Sc. level, the students admitted during a particular academic year only are considered for the award of medals/prizes, whereas at Ph.D. level all the students who complete the requirements for the award of Ph.D. degree upto prescribed date (irrespective of the year of admission) are considered.

Tours to Monitor PG Student Research: Some times tour proposals of the Chairpersons of the Advisory Committee to monitor the progress of student research are being received. In this regard, it is hereby informed that such tour programmes have to be sent to the authorities who are competent to sanction the other tour programmes of the concerned teacher/scientist. All proposals involving financial commitment should be routed through the concerned Principal/ Head of the Office who will indicate the availability of budget provision under the relevant Head of Account.

Payment of T.A. /D.A. to the Major Advisors after Retirement: As per P.G. Studies Regulations, 1980, the Major Advisors of P.G. students will continue to be the Chairman of the Advisory Committees and can guide the students upto a period of 3 months even after their retirement. In such cases, if the thesis is approved by the External Examiner, the final viva-voce examination has to be conducted by the Major Advisor along with the Advisory Committee Member. In few cases such examinations are conducted within a period of 3 months after retirement of the Major advisors. In such cases, there is no provision for payment of T.A. and D.A as they are no more in the service.

The above issue has been examined *denovo* and decided to pay T.A. and D.A. to the Major Advisors only (who are retired from PJTSAU service) but not to the other members of the Advisory Committee, in connection with the conduct of the Final *viva –voce* examination of P.G. students. However, the payment shall be regulated with reference to the status of the

Major Advisors at the time of his/her retirement from the University service. The Principals of all colleges are requested to implement the above orders from the date of issue of this order.

Payment of TA/DA to External Members of the Advisory Committee: Some times Scientists of other organizations are included in the advisory committee of PG students. In this regard, proposal for payment of TA/DA to external members are being sent to the University so far. Henceforth the Associate Deans are authorized to pay the TA / DA to the external members of the Advisory committee of the PG students as per the eligibility (*as per rates applicable to PJTSAU teachers*). They may be requested to travel only by train. However, if necessary proposal for sanction of Air fare may be sent to the University for consideration / approval of the Vice-chancellor.

Payment of TA/DA to External Examiners : External Examiners coming from out side the state may be paid TA/DA at the rates that are applicable to the University teachers / Officials when they perform journeys out side the state.

Processing of results: M.Sc. / Ph.D. students whose thesis was approved by the examiners should satisfactorily complete thesis Viva – voce and submit bound copies of thesis in the Department / library and submit relevant certificate to the University within 6 months from the date of issue of orders by the University, failing which the admission shall be deemed as cancelled.

The final results of the P.G. student will be processed after receipt of PG Form 7 (report of *Viva Voce*) & P.G. Form 9 (certificate of having submitted bound copy of thesis), if all the academic records and GPA reports are in order. The result is to be routed through six officers from P.G. section to Vice-Chancellor. Subject to availability/ preoccupation/ meetings/ tours / of different officers, about a week time is required to process the result and issue of provisional certificate. The student need not come to P.G. Section for PC. He/She may give full address with pin code etc. and the provisional certificate will be sent by Regd. Post.

Return of Original certificates of PG students: In order to avoid inconvenience to the student a circular was issued. As per the above, Associate Deans were permitted to return the original certificates of previous courses studied by the PG students **after final thesis viva-voce is satisfactorily completed and bound copies of theses are submitted** to the library / other authorities and **production of “No Dues certificate”** from the Library / College / Hostel etc. In spite of the above, the students are approaching this office for issue of PC so as to enable them to take the original certificates from the College. The Associate Deans are requested to advise the concerned staff members to return the original certificates of previous degree and other examinations after fulfilling the conditions stipulated above. Transfer certificate may be required only for those who join Ph.D / other courses. Such students, may be advised to give a request along with fee and self addressed stamped envelope with full postal address. The T.C. or other certificates may be sent by Regd-post.

Fees payable by in-service Ph.D. students while on duty: In the meeting held on 24/25th May, 2002 the Academic Council decided that the in-service candidates of PJTSAU who register research credits to conduct Ph.D. thesis research while on duty, shall also pay **Tuition, Laboratory, Library and Examination Fee** (which include research fee, guidance and

evaluation of progress of research) on par with fresh students and the same was approved by the Board of Management. Accordingly, the in-service Ph.D. students shall pay tuition, laboratory, library and examination fee on par with the fresh students for registering the research credits and conducting part time research while on duty. (*applicable for the candidates admitted from the academic year 2002-03 onwards.*)

Transfer of advance fee paid by ICAR students at the time of counselling: The advance fee paid by the ICAR students at the time of counselling shall be retained by the University. The colleges in turn collect the balance of fee from ICAR students by deducting the advance fee paid at the time counselling. The difference of fee collected (in the college) towards university funds will be transferred to the University.

Certificate of the Academic Status / forwarding of applications of students: The request of students for certificates of academic status etc to apply for ARS / UGC / CSIR / NET and for forwarding applications for fellowships etc. (*through the University*) should be routed through concerned college. **Associate Deans** are requested to get the particulars **verified** in the college office and then duly **certify before sending them to the administrative office**. If the signature of the Dean / Registrar is required on any form, the same may be submitted in **duplicate**.

Extra Copies of PG forms no. 4, 5, 7, 9 & thesis etc. to be retained in Department: In order to avoid inconvenience to the students, if the result of qualifying examination thesis & viva reports are delayed / missing in transit, the Heads of the Departments are requested to keep one copy of these in the files of the students concerned so that they can be of use in case of exigencies. In this regard, student may be advised to submit one extra copy of thesis, which can be of use in case of necessity.

Submission of Photographs/Convocation form: In order to facilitate affixing photographs on provisional and degree certificates, all M.Sc. / Ph.D. students shall submit **4 passport size color photographs** (duly indicating the name & I.D.No. on the back side of photos) and **convocation application**. along with P.G. 6 form. If any candidate who submitted "*In Absentia*" application for convocation desires to take the degree "*In Person*", he/she shall send a request before the last date prescribed in the respective Convocation Notification

Guidelines to start new PG Programmes

The proposal to start a new PG course shall be sent by the concerned Head of the Department through the Associate Dean to the University in the prescribed proforma.

A Committee consisting of Dean of PG studies, Dean of the concerned faculty, University Head of the concerned / related department and one more member from the within or outside the university nominated by the Vice-chancellor shall visit the departments and examine the proposals and submit recommendations which shall be placed before the Board of Faculty for PG studies and Academic Council for approval.

After approval of Academic Council, the proposal for starting new PG programme shall be placed before the Finance committee (if financial commitment is involved) and the Board of Management for approval.

If the Academic Council / Board of Management approves the starting of new PG programme with additional staff and huge amount of funds, the programme shall be started only after obtaining the sanction of state Government.

If posts are to be redeployed, such posts need to be identified by the concerned Deans / Directors and Academic / Services sections. New programmes involving new posts may be started after filling up of at least 50% of the posts.

The teacher identified / redeployed to run the programme shall prepare the syllabus / courses and do the needful for creating infrastructure facilities like laboratories, etc.

If new posts and large amounts of funds are required, the proposal / request shall be sent to the Government / Funding agencies.

If the Academic Council approves the starting of the new PG programme without any additional staff and budget, the programme can be started immediately if it is extension of an existing programme to a new campus.

In case of new programmes, the syllabus shall be referred to out side experts (2-3) and after incorporation of suggestions of the experts, the courses / syllabus shall be placed before the PG Faculty and Academic Council. If the programme has to be started with additional staff and infrastructure facilities, the syllabus shall be put up to Board of Faculty for PG studies after the required sanctions are received.

The proposals / issues pertaining new PG courses / Syllabus are referred to experts from out side Universities and hence require about 4 months time. Hence such proposals may be submitted to the Dean PG studies well in advance as an when visualised, even if the date of PG faculty meeting is not known.

Guidelines to prevent unethical practices in publication on articles, etc.

Representations are being received reporting that certain teachers are indulging in unethical practices by unauthorisedly circulating the articles/manuals etc. prepared by the faculty. Instances have also come to the notice of the University, that some teachers are changing the order of priority in the authorship of research publications. In order to prevent such practices the following guidelines are issued for strict adherence by all the concerned, while preparing the research articles, etc. for publication or their subsequent use.

1. For all the research papers prepared on the basis of student research, the authorship should be in the order of student, chairman, co-chairman and members of advisory committee who have put in considerable efforts in the research work.
2. In respect of papers prepared on the basis of student research work conducted at research stations, the authorship may be in the order of the quantum of contribution made by each research worker.
3. The first author should certify that due weightage was given to all those who contributed for the research work and also clearly indicate the source of material for the research article/publication i.e student research/scheme work etc. and the period of conduct of such research work. If any part / whole of the article / paper / manual of others is used by the students /

staff, acknowledgement should invariably be made with regard to its original author to give a kind of gratification to him/her.

4. All the research papers (along with one extra copy) should be routed through the Head of the Department / Research Station / Scheme where the work was carried out. The Heads of Research Stations/Departments shall maintain a record of all extra copies so received. The Heads of the Departments / Research Stations shall forward the articles to the concerned authorities, after recording the following details in a “**Register of Publications**” which shall be shown to the superior officers during their visit / office inspection.
 1. Date of Despatch
 2. Title of the article / Bulletin.
 3. Names of Authors
 4. Source of material for publication

All the concerned teachers/students are requested to strictly adhere to the above instructions.

Note: The word ‘Principal’ may be read as ‘Associate Dean’

APPENDIX

Schedule of Forms and other Information to be Furnished

1. Within 6 weeks from the commencement of the first semester:

Proposals for formation of advisory Committee (**PG form No.1**).

Subsequent changes to be sent in triplicate whenever required in **PG Form No. 1-A**

2. End of the first semester: Programme of course work in **PG Form No. 2.**

Proposals for subsequent permanent changes (**in PG form 2**) to be sent in triplicate in **PG form No. 2-A** to Dean PGS. Principal may permit temporary change/withdrawal of an approved course registered during a semester in PG form No. 2A and send a copy to the University.

3. End of II Semester (M.Sc.)/III Semester (Ph.D.) : Synopsis of Research – **PG-3.** For any subsequent change in title/programme of work **PG form 3A** (triplicate)

4. During III/IV /semester: The Chairman of the advisory Committee shall submit **PG-4** to the Head of the Department for action to conduct qualifying examination. After conduct of the Qualifying (Written and Oral) Examination **PG form 4 & 5** should be sent to the Dean of PG studies. *One copy to be retained in the Department.*

5. Two months before submission of thesis (for Ph.D. students only):

Academic information (**PG forms No. 10**) Panel of Eight Examiners

6. Along with thesis (*One extra copy of thesis shall be preserved in the Department*)

PG form No.6 (*Proposals for submission of thesis*)

Color Photographs – 4 (*write name & ID No. on back side*)

Course completion & Non-employment certificates

G.P.A. reports (*if not sent earlier*)

Copy of Degree certificate of qualifying examination

Convocation application form (*In person/absentia*)

Evidence of leave sanction (for Ph.D. students on extension)

7. After the conduct of final viva-voce Examination

PG form No.7 : *One copy to be preserved in the Department Bound Copy certificate* (**PG form No. 9**) along with **Abstracts of thesis** (3 copies & CDs)

8. With in a month from the commencement of the semester

G.P.A. reports pertaining to the previous semester Information regarding the courses handled No. of classes conducted etc, by each teacher to be sent by Heads of Departments (PG.92) to Dean PGS through the Associate Dean.

- 9. Before end of each semester:** Proposal for evaluation of Research credits in **PG form 11** (a and b) should be submitted to the Assoc. Dean by all PG students through the Chairman and Head of the Department.

Other Important Forms

- PG. 12** : Memo of Assoc. Dean permitting temporary discontinuation of studies by P.G. Students
- PG. 12 A** : Request of the PG students for resumption of studies after temporary discontinuation
- PG. 12 B** : Orders of Assoc. Dean on the request of student seeking permission to resume studies
- Note** : Copies of the above forms to be sent to the Dean of PGS immediately after each action.
- PG. 14** : Proposal for extension of time limit for Ph.D. thesis submission to be submitted at least 3 months before the Expiry of maximum time limit prescribed under the Regulations.
- PG. 16** : Proposal for re-examination in failed course (*within 25 Days of commencement of semester*)
- PG. 17** : Academic progress of PG students – (*to be maintained in the Department*).