

Evaluation of student, examinations and grades for B.Sc. (Hons.) Forestry at FCRI (in accordance with regulations of Sri Konda Laxman Telangana State Horticultural University):

8.1 (a) The evaluation of the student in a course shall be based on his/her performance in all examinations, records, class work, field work, assignments and other types of exercises.

(b) The detailed course outlines in each course shall be prepared by the concerned teacher(s) head of the department which will be made available to the students during the first week of the semester. A tentative schedule of the examinations shall be prepared by the Controller of Examinations in consultation with the UG coordinator and notified to the students at the beginning of each semester.

(c) Answer scripts of mid semester examinations are evaluated by the course teacher and shall be shown to the students. The students shall have the option to request the teacher for clarification of any doubts in scoring, provided that such clarification is requested for, when the answer scripts are made available to them. This, however, shall not apply for final examinations.

8.2 Mid semester examinations and Assignments:

There shall be one mid semester examination to be conducted by the teacher offering the course after 50% of the working days are over in a semester and provided 50% of the syllabus has been completed. The duration for mid semester examination shall be for one and half hours. The marks allotted for mid semester examination shall be 30% for courses with theory & practical and 40% for courses with theory only.

Assignment related to practical classes carries 5% marks for practical oriented courses and 10% for courses with theory and shall be assigned to students in the beginning of the semester and to be evaluated along with final practical exam.

Ordinarily no condonation for absence shall be given. 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 the 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, whoever missed that.

Unless a student appears for the mid semester examination, he/she shall not be permitted to appear for the semester final theory and practical examinations in the course concerned.

The regular mid semester examination and the special re-examination shall be conducted as per the time fixed by the Controller of Examination in consultation with UG Coordinator and course coordinator respectively.

8.3 Semester final examinations:

(a) The students shall be given two preparation holidays (inclusive of the public holiday) before the commencement of semester final theory examinations. The semester final examination in the theory portion shall be of two and half hours duration. It shall be the responsibility of the University to conduct the semester final theory examinations. The marks allotted for final theory examination shall be 100.

Practical examinations shall be conducted by the respective colleges which will be of three hours duration and should be conducted on the last working day of practical class of respective courses. Marks for the practical's shall be based on continuous evaluation of practical classes and final practical exam which shall include viva-voce. A proforma for continuous evaluation should be maintained by the Course-In-charge and submitted to the Controller of Examination at the end of semester along with other internal marks.

(b) The answer scripts of the semester final theory examinations shall be coded by the Controller of Examination prior to evaluation. The award lists received from the evaluation centre shall be forwarded to the teacher in-charge of the course along with detached coded slips which were hitherto kept under the custody of the Controller of Examination for computing the grade point.

8.4 Computation and award of course grades:

The proportion of marks for the common final theory examinations, mid semester (internal theory) examinations, final practical examination shall be as follows:

Examination

Final theory (50%)

Internal Theory + Practical (50%)

Courses with Theory and Practical

Final theory (50%) + Mid-term Exam (30%) + Assignment (5%) in practical oriented courses
+ Final Practical (15%)

Courses with only Theory

Final theory (50%) + Mid-term Exam (40%) + Assignment (10%)

Courses with only Practical:

(100%) Internal Final Practical

In respect of Student READY Programme (FOWE, Skill development, Industrial attachment and Internship), the criteria for evaluation of students is as prescribed in FOWE manual and Internship guidelines shall be followed.

8.5 Mass absence of students from a class or examination:

Absence of students 'enmasse' from a class or examination shall not be condoned. The Controller of Examinations, in addition, may order suspension of the course, if deemed necessary.

8.6 Unfair means during tests and examinations:

The Controller of Examinations of the college shall be responsible for dealing with all cases of use of unfair means in various examinations. The Phrase, "Use of Unfair Means" include possession of any information or material by the student, talking to other students, copying from other students or from printed or written material, impersonation etc. The invigilator concerned, on finding the use of unfair means by any student may take the answer scripts of the student and the material evidence, if any, and the explanation from the student. The student may also be sent out of the examination hall immediately. The invigilator concerned shall report each case of unfair means directly to the Controller of Examinations immediately with full details of the incident, answer scripts, the available evidence, and explanation of the concerned students, if any. The Controller of Examinations, on receipt of the report, may give an opportunity to the concerned student to represent his/her case. Considering all the available evidence, the Controller of Examinations shall take appropriate action immediately. The penalty shall be as indicated below:

- (a) A student found using unfair means during mid semester examination shall be deemed to have failed in that course.
- (b) A student found using unfair means during semester final examination shall be deemed to have failed in all the courses; he/she has registered in that semester. In such cases, the student shall not be permitted to take the remaining examinations, if any, in that semester.
- (c) The Controller of Examinations shall report each case falling under (a) and (b) above immediately to the Dean after taking appropriate action.
- (d) For using unfair means of a serious nature such as ignoring the repeated instructions of invigilator, or abusing or threatening or assaulting the invigilator, warranting higher penalties than those indicated in clauses (a) and (b) above, the Controller of Examination, besides treating the students as failed in all the courses he/she registered in that semester, may further debar the

students for the succeeding semester and the fact informed to the Dean. If further or more severe punishments felt necessary, the Controller of Examinations shall immediately inform the University about the full details of each together with all the material evidence if any, and his/her recommendation. The explanation representation of the student, if any, may also be sent. The Vice-Chancellor after examining the case, may debar the student for further period or permanently. The decision of the Vice- chancellor is final.

The Parent or the Guardian of the concerned student shall be informed of any punishment awarded to the student and the reason thereof.

8.7 Scrutiny of grades:

The student may apply to the Controller of Examinations of the concerned college within one week after the announcement of the grades for scrutiny of the totalling of marks of the semester final examination or calculation of grade points obtained by him/her advancing sufficient reasons for such a request. The Controller of Examinations shall arrange for recounting of marks. The fee for such scrutiny shall be as prescribed from time to time.

9.0 Academic status and Scholastic deficiencies:

9.1 (a) A student shall get minimum of 50% marks in both final theory and final practical Examinations separately for a pass in the final examination of a course. If a student does not achieve this he/she has to reappear for the final examination in theory /practical or both as the case may be, when next conducted for such course(s).

(b) A student obtaining grade point of 5.0 shall be considered to have passed the course. A student getting less than 5.0 shall be deemed to have failed in the course and 'F' shall be indicated in the grade report. A student who secured grade point below 5.0 or who secures above 5.0 but secures less than 50% marks in semester final theory/Practical examination of the course (or) absent shall be considered to have failed in the course and has to appear for either final theory or practical examination or both (as the case may be).

A student may also have the option to write the Mid-Semester examination of the course in which he/she has failed in the semester final theory or practical in the same semester when he/she next takes the final examination of that particular course. A student shall be permitted for instant examinations only in the last semester of final year, while restricting to two courses only.

In a case where a student has passed the final theory and practical examination of a course but failed to secure grade point of 5.0 (GPA) in those cases he/she shall appear for final theory and

mid-term examination and the marks obtained in the latest examinations i.e. final theory and mid-term will be considered for computing grade point of 5.0.

(c) Whenever a student wants to take re-examination in any course(s) he/she should fill in the particulars in a prescribed application form duly paying the re-exam fee of Rs.250/- (Rupees Two hundred and fifty only) for each course within 30 days from the date of commencement of the subsequent semester.

9.2 A student may be permitted to register next year courses only when he/she successfully completes all the courses except four courses in the year of standing.

Promotion to Second year: A student will automatically be promoted to second year irrespective of the number of backlog courses in the first year.

Promotion to Third year: A candidate should have passed all the courses of the first year and should not have more than four courses of second year as backlog courses.

Promotion to Fourth year: A student shall not be permitted to register for the fourth year (i.e., Student READY Program) unless he/she completes all the courses of first, second and third years, respectively.

No conditional promotions shall be allowed to any student to register the course(s).

9.3 Year of Standing:

The year of standing of a student shall be determined solely on the basis of his/her completion of certain number credit hours as prescribed by the Academic Council.

10.0 Graduation requirements:

10.1 The student shall satisfy minimum residential requirements as below: Eight Semesters (4 Academic Years)

The maximum duration of Degree programme is 14 semesters (7 Academic years) beyond which the admission of student automatically stands cancelled.

10.2 A student undergoing courses of study leading to award of the Bachelor's degree viz. B.Sc. (Hons) Forestry shall pass courses and complete the minimum number of credit hours prescribed therefore by the Academic Council from time to time by obtaining minimum OGPA of 5.0 in the 10 - point scale.

A student undergoing instructions in U.G. courses of study leading to the award of B.Sc. (Hons) in Forestry shall have to complete satisfactorily the student READY Programme/Internship during the final year of the course as prescribed from time to time.

10.3 Classification of successful candidates:

The successful candidates after completion of graduation requirements who secured an OGPA of 5.0 or more in the 10 point scale shall be classified as under:

Pass: 5.000 to 5.999

Second Division: 6.000 to 6.999

First Division: 7.000 to 7.999

First Division with Distinction: 8.000 and above

Declaration of division should also be mentioned in all the degree certificates (Provisional degree certificate and Transcript of marks) as a footnote.

11.0 Student responsibility:

All under graduate students are expected to know the requirements for the award of Bachelor's Degree and general academic requirements and assume full responsibility for meeting them. They are expected to constantly keep in touch with their advisors so that the latter may watch their progress and guide them along right lines. In no case will a regulation be waived or exception made simply because a student pleads ignorance of it.

12.0 Record of courses:

To ensure that requirements for the award of degree have been completed by a student, the College/University shall keep a record of courses completed by the students. A copy of the same shall be maintained by the UG Coordinator, Controller of Examinations and Dean of the concerned college.

13.0 Approval of results and issue of pass certificates, transcripts etc.:

The Vice-Chancellor shall approve the results on the recommendation of the Dean of the faculty and Registrar shall issue the Provisional Pass Certificates, transcripts etc., to the candidates.

14.0 Award of Degree Certificate:

A degree certificate under the seal of the University and duly signed by the officers authorized in this behalf shall be presented at a convocation to each candidate who has successfully completed the graduation requirements for the awarded of degree. Degree certificates of the candidates who have successfully completed the graduation requirements for the award of degree and are admitted "IN ABSENTIA" to a degree at convocation, shall be sent by post. The degree shall have the name of the candidate, mother's name, father's name, degree, month and year of successful completion of the graduation requirements etc.

15.0 Amending or cancellation of result:

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

If it is found that the result of a candidate has been vitiated by malpractices, fraud or other improper conduct whereby he has been benefited and that he/she 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 the power at any time, notwithstanding the award of the degree, diploma or the Certificate or the Prize or a Scholarship, to amend the result of such candidate and to make such declaration as the Vice – Chancellor may deem necessary in that behalf, including debarring of the candidate from the University for such a period as the Vice-Chancellor may decide.

16.0 No Regulation made by the Academic Council, governing the under graduate courses of study shall be construed to limit or abridge the powers of the Academic Council to deal with any case or cases of any student or students of the under graduate courses in such manner as it may appear to it to be just and equitable.

Student evaluation and examinations for PG programmes at FCRI (in accordance with regulations of Sri Konda Laxman Telangana State Horticultural University):

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 student laboratory, library or field work. The student 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 midterm examination and final theory and practical 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	50
One mid-term examination	30	Final examination	50
Semester final examination of 2-3 h duration	50		
Total	100	Total	100

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 M.Sc./Ph.D. student should secure a minimum of 50% of marks in both theory and practical in semester final examinations.

9.2 Normal schedules for mid-term examination and semester final examination shall be indicated in the academic calendar 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:

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i) Mid – term examination after about 50 days from the commencement of the semester, provided 50% of the syllabus is completed.

ii) Semester final examination at the end of the semester.

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.

9.4 The Dean / Heads of Departments shall constantly exercise supervision and control to see that syllabus listed under each course is adequately covered and assessment of student is done strictly in accordance with the regulations.

9.5 All midterm examination answer scripts 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.

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 of absence shall be given in the case of midterm 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 midterm 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 College/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 College/University directive. In all such cases, make-up examinations/tests may be given for the missed examinations /tests (except semester final examinations) 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 The M.Sc./Ph.D. 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.

However, he/she may not be required to study that course by repetition but he/she may appear for all test 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 course be conducted in the next semester even though the said course is not offered in the next semester. Whenever re-examination in a course is conducted, the students of other departments who have registered for such course may also be permitted for the examination. In case of students who have successfully completed all courses except failed course, the Controller of Examinations may permit re-examination during final semester (4th semester for M.Sc. students/6th semester for Ph.D. students) in consultation with the concerned teacher and the Head of the Department.

9.10 In case of students referred to in the clause (9), the credits of the courses(s) shall be counted only once for the graduation requirement 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-examinations/tests, in that course(s) shall be taken into consideration. However, both the grades shall be mentioned in the semester reports and permanent record with a letter "R" written for the above 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 course. Absence up to 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 examinations 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 the course, in his/her Semester Report/Transcript.

10.2 Notwithstanding anything in clause (10.1), the minimum limit of attendance prescribed shall be reckoned for theory and practical's, separately.

10.3 If a fulltime student is absent for the registered courses including research credits or falls short of attendance in the registered courses including research credits, he/she should re-register such course/research credits.

Note: During the first two semesters of study, M.Sc./Ph.D students shall register a minimum of 8 course credits per semester, maintain prescribed attendance (75%) and OGPA prescribed under relevant regulations, failing which the admission shall stand cancelled.

11 Unfair means in examinations: A M.Sc./Ph.D. student found using unfair means in the examinations shall be withdrawn from the university.

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 up to one decimal place.

13 Academic Status & Scholastic Probation

13.1 In order to pass, a 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 The M.Sc./Ph.D. student who secured GPA/OGPA between 6.00 and 6.49 in particular semester, shall be placed on Scholastic probation during the subsequent semester. If a M.Sc./Ph.D 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. M.Sc./Ph.D 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 M.Sc./Ph.D. student fails to secure a minimum GPA of 6.0/10.00 at the end of I semester or OGPA 6.5/10.00 during subsequent semesters, his/her admission shall stand cancelled and the student 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 though a maximum of 15 credits are prescribed for each semester.

14.2 The 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 shall 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 of PGS shall be treated as Audit course and grade shall not be computed for such courses.

15. Qualifying (Comprehensive)Examinations for Ph.D. students:

15.1 After Completion of all core courses (for Ph.D. students) and 75% of approved credit load, a qualifying/ comprehensive examination comprising of both written and oral components may be conducted. In order to be eligible to appear for the comprehensive/qualifying examinations, the student should have secured an OGPA of 6.50.

15.2 The Head of the Department shall act 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, except Seminar.

15.3 The written qualifying examination for Ph.D. 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.

15.4 In respect of Ph.D. students, the written qualifying examination shall consist of two papers each 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 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.

15.5 The qualifying examination shall be written and oral, the written test to precede the oral. 70% at Ph.D. level (Separately in Major and Minor subjects) shall be the minimum marks for passing

the written qualifying examination. The oral examination shall be held only after the student has successfully completed the written examination.

16 Master's Degree Thesis:

16.1 A student shall submit his thesis for Master's Degree after he/she completed his/her course work requirement, the required number of research credits. 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.

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

16.2 In M.Sc. thesis, students must demonstrate familiarity with the tools of research, scholastic in their major field and ability to present the results of their investigation effectively.

16.3 After approval by the Advisory Committee, the thesis submitted by the student shall be sent to Dean of PG Studies who in turn shall send it 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.

The Advisory Committee while conducting the examination, shall duly consider the remarks of the external examiner and may suggest changes if any to be made in the thesis. A certificate regarding performance of the candidate in the final viva-voce examination on the thesis in the form prescribed, duly signed by all 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. After the certificate is sent, the thesis shall be bound as specified after incorporating 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.

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 second time shall not continue as student in the University.

In case if the External Examiner suggests major modifications 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 authorized 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.

M.Sc/Ph.D 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 3 months, the candidate should resubmit thesis within six months thereafter i.e. between 3 and 9 months from the date of issue of orders by the University.

17. Ph.D. Degree Thesis

17.1 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 and after its approval in pre-colloquium. The thesis shall be type written and temporarily bound and submitted in quadruplicate.

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.

17.2 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 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.

17.3 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.

17.4 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 along with post-colloquium 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. 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 authorized to appoint an alternate examiner from the panel of examiners, 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.

17.5 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 unfavorable 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.

17.6 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 at least six months.

After the student's thesis for the Ph.D. degree is evaluated as indicate 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. Ph.D. 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 candidate 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.

17.7 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 candidate shall defend the thesis submitted by him at the examination.

17.8 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 and Associate Dean of the college in the prescribed proforma which shall be signed by all members of the committee.

17.9 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 Studies of Sri Konda Laxman Telangana State Horticultural University.

18. Eligibility for Degree

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

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

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

18.2 The student of Ph.D. programme shall be eligible for the award of the degree after he/she

- successfully completes the course requirements with a minimum OGPA of 6.5 or above

b) completes the qualifying examination and final oral (thesis) examination satisfactorily

19. Approval of Results and Issue of Certificates: 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.

20. Award of Degree: A degree 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.

The candidate admitted 'In absentia' at a Convocation, shall be sent by post. The degree shall set forth the name of the candidate, father's name, degree, month and year of successful completion of the graduation requirements, etc.

21. Amendment or Cancellation of Result

21.1 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.

21.2 If it is found that the result of a candidate has been vitiated by malpractice, fraud or other improper conduct whereby he has been benefitted and that he has, in the option 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 degree or a certificate or a prize or a scholarship, to amend the result of such candidate and to make such declaration as he/she 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/she may decide.

22. Convocation:

22.1 A Convocation for conferring degree shall be held once a year and at other times as directed by the Chancellor.

22.2 The Registrar shall issue a notification every year prescribing the last date for receiving applications for conferment of degrees during ensuing convocation from the graduating candidates who have completed their degree programme by that year.

22.3 If a candidate who had applied for a particular convocation to receive the degree" IN PERSON" fails to attend the convocation, he / she shall pay a penal fee of Rs. 500/- in addition to

the prescribed fees and get the certificates as “IN ABSENTIA” from the office of the Registrar after the convocation. Such students shall give an undertaking (indicating the reason of absence) to the office of the Registrar.

22.4 Name of the students in OGPA cards, provisional certificates and degree certificates shall be as spelt in the qualifying degree certificate.

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: Inservice 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 advisory may be allotted from research station.
- In advisory committee of PG student, Scientists from other organizations may be limited to only one candidate.
- In case of Scientists from other organizations, only Scientists in Professor cadre/Associate Professor 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 station, 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 sanction 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 /foreign tour/any unavoidable circumstances etc.

Allotment of M.Sc./ Ph.D. Students: The Heads of Departments are requested to allot some students

to accredited teachers of the colleges in their region. All Heads of the Departments of Colleges where PG programmes are offered are requested to allot the students to accredited teachers / scientists in consultation with the University Heads of the concerned Departments. It is also informed to avoid delays, it is desirable to obtain the approval of University Head / Associate Dean before submitting the synopsis to the Dean of PG Studies, or the University Head of 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 scrutinize the evaluation, totaling 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, number of classes held and

dates of examinations etc., are to be sent by Head of departments to the Associate Dean who will send a consolidated list to Dean PGS at the end of each semester.

Submission of PG forms: In order to enable the students to pay the re-examination fee (PG Form 16)

within time, result should be declared before the commencement of next semester. In cases where PG forms for change of courses etc., cannot 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 at least 15 days in advance of the commencement of the concerned semester so as to avoid last minute inconvenience to students.

Mid – term examination: 40% weightage may be given to objective type questions in mid term examination.

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 fee of Rs.500/ within 25 days from the commencement of that semester.

The students should make a request in PG Form 16 to the Associate Dean 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 35 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 examination (Comprehensive): The 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 Form 4 immediately after conducting the oral examination.

Qualifying Examination (Oral): It is desirable to examine 4-5 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 six, may be examined making sure that sufficient time is provided for the students in all aspects.

Monitoring the progress of M.Sc./Ph.D. Student's work:

Scrutiny of Registration Cards: The Associate Dean shall get the registration cards of all the PG 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 M.Sc./Ph.D. Students: PG Form 17 was prescribed for monitoring the academic progress of M.Sc./Ph.D. 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 M.Sc./Ph.D. Research Credits: All the M.Sc./Ph.D. students who have registered research credits during any semester should furnish the progress of work in the PG Form 11 before last working day of the semester to the Associate Dean 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 M.Sc./Ph.D. students have to re-register the unsatisfactory portion of the research credits during subsequent semesters.

Reporting Progress of M.Sc./Ph.D. Research: The Major Advisors should inform the Associate Dean in (PG Form 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 Associate Dean.

Verification of Course / research Credits: The Heads of Departments have 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 GPA 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 GPA reports verified in the concerned Departments in which the PG students are prosecuting studies. The Heads of Departments may entrust the jobs of checking the GPA reports with reference to Registration Cards and PG Form 11 (for research credits) etc., to the teacher in-charge who is looking after PG Programmes or any other teacher. After verification at the Department level, the GPA report may be sent to the University so that errors can be avoided. But this way delays due to returning the GPA reports for corrections can also be avoided. The GPA reports may be sent to the University in about a month after the concerned semester.

Scrutiny of GPA Reports: The Associate Deans have to get the GPA reports of the M.Sc./Ph.D. students scrutinized and signed by the PG Academic Advisor before they are submitted to the University for Approval.

Monitoring of Academic Progress of M.Sc./Ph.D. Students (PG Form 17): The Heads of the Departments shall 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 sometimes run into more than 10 pages. This may be mainly due to the lack of effective supervision by the Advisory Committee while processing the thesis 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 PG 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 I semester to the end of IV semester for conducting research for thesis submission of M.Sc. programme. After receiving the thesis in PG section, about 40-45 days is needed in case of M.Sc. thesis (2 to 2 ½ 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 pre-occupied with other work. Some students complain that reports of thesis submitted later were received earlier than those who submitted earlier. It depends upon the pre-occupations of the external examiners with their regular work. Such issues are not in control of PG section. Similar to the situation wherein all students who join the course on the same day are not able to submit thesis on the same day due to various reasons.

External examiners from other institutes / universities have their pre-occupations and work pressure. Often they express displeasure that they are busy and sufficient time is not given for evaluation. The examiners are reluctant to accept, if these are sent frequently to the same examiners. Sometimes, the examiners return the theses without evaluation 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 thesis 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. student 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 Chairman and evaluated by the Advisory Committee at the end of each semester and reported to the Associate Dean in PG Form 11 for incorporation in GPA

reports. This helps in ensuring more accountability. Keeping all these practical problems in view, the PG student 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 well in advance.

Colloquium before thesis submission: In order to minimize mistakes and improve quality of thesis, M.Sc./Ph.D. students should present thesis work in a colloquium prior to thesis submission before the Advisory Committee and other staff members of the department. The staff should monitor whether the work is as per approved synopsis. Gross deviations if any will be viewed seriously. For Ph.D. student post thesis 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 remain incomplete. Such student 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 rolls 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 Academic Council decided to grant extension of time to Ph.D. students up to 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 full time students 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 old batch students may not coincide with the date of commencement of semester for later batch, because the academic calendars for Ph.D. students are prepared up to 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. student 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 at least 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 complete 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. student who seek extension should submit their requests at least 3 months in advance of deadline. 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 time 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 thesis within 4 years from the date of admission.

Chairpersons/Heads of Departments / Associate Deans 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.
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. 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.

Copying of thesis: While writing thesis even though the Advisory Committee / Research problem may

be similar to those students, who have obtained their PG degree 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 works, it should be done duly quoting their names.

Copying of thesis / research work of others amounts to malpractice / fraud. As per PG regulation 21.2 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 degree / 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 Committee are requested to impress upon each and 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 have 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 enquires 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 up to 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 8.7), Shortage of Attendance even on medical grounds during first two semesters of study (Regulation 8.3) and failure to maintain the prescribed GPA/OGPA shall lead to cancellation of admission.

If any M.Sc./Ph.D. student fails to take permission to temporarily discontinue studies within 30 days of discontinuation, he /she may be permitted to discontinue studies thereafter by paying late fee of Rs.1000 per month or part hereof. The 5 months period for taking permission to discontinue studies with late fee may be reckoned after excluding initial 30 days. Discontinuation of studies with late fee may be reckoned after excluding initial 30 days.

Award of Medals/Prizes to M.Sc./Ph.D. 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 up to prescribed date (irrespective of the year of admission) are considered.

Tours to Monitor M.Sc./Ph.D. Student Research: Sometimes 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 Associate Dean/ Head of the Office who will indicate the availability of budget provision under the relevant Head of Account.

Payment of TA/DA to the Major Advisor after Retirement: The Major Advisor of M.Sc./Ph.D. students will continue to be the Chairman of the Advisory Committee and can guide the students up to a period of 4 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 Members. In few cases such examinations are conducted within a period of 4 months after retirement of the Major advisors. In such cases, there is no provision for payment of TA and DA as they are no more in the service.

It is decided to pay TA and DA to the Major Advisors only but not to the other members of the Advisory committee, in connection with the conduct of the Final Viva-voce examination of PG 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.

Payment of TA/DA to External Members of the Advisory Committee: Sometimes 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. 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 outside the state may be paid TA/DA at the rates that are applicable to the University Teachers/ Officials when they perform journeys outside the state.

Processing of results: The final results of the M.Sc./Ph.D. student will be processed after receipt of PG

Form 7 (report of Viva Voce), and PG 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 the officers from PG 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 the PG Section for provisional certificate. 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 M.Sc./Ph.D. students: In order to avoid inconvenience to the student, the Associate Deans are permitted to return the original certificates of previous courses studied by the M.Sc./Ph.D. student after final thesis viva-voce is satisfactorily completed and bound copies of thesis are submitted to the library/other authorities and production of "No Dues certificate" from the Library/Colleges/Hostel etc., 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 Transfer certificate or other certificates may be sent by Registered Post

Fees payable by in-service Ph.D. students while on duty: The in-service candidates of SKLTSHU

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 fees, guidance and evaluation of progress of research) on par with fresh students for registering the research credits and conducting part time research while on duty.

Transfer of advance fee paid by ICAR students at the time of counseling: The advance fee paid by the ICAR student at the time of counseling 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 counseling. 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. 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 nos.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, students 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 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 PG Form 6. 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 prevent unethical practices in publication of articles, etc.

In order to prevent any unethical practices in publications 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, acknowledgment 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/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 Dispatch 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

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 No.2) to be sent in triplicate in PG Form No.2-A to Dean PG Studies. Associate Dean may permit temporary change / withdrawal of an approved course registered during a semester in PG Form 2A and send a copy to the University.

3. End of II Semester (M.Sc.) III Semester (Ph.D.): Synopsis of Research– PG Form No.3. For any subsequent change in title / programme of work in PG Form No.3A (triplicate).

4. During III/IV semester: The Chairman of the Advisory Committee shall submit PG Form No.4 to the Head of the Department for action to conduct qualifying examination. After conduct of the qualifying examination (Written and Oral) PG Form No.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 Form 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)

Colour 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 Abstract of thesis (3 copies & CD's)

8. Within a month from the commencement of the semester:

G.P.A. reports pertaining to the previous Semester. Information regarding the courses handled, number of classes conducted etc., by each teacher to be sent by Heads of Departments to Dean PG Studies through the Associate Dean.

9. Before end of each semester: Proposal for evaluation of Research credits in PG Form No.11 should be submitted to the Associate Dean by all PG Students through the Chairman and Head of the Department.

Other Important Forms

PG Form No.12 : Memo of Associate Dean permitting temporary discontinuation of studies by P.G students.

PG Form No.12A : Request of the PG students for resumption of studies after temporary discontinuation.

PG Form No. 12B : Orders of Associate Dean on the request of student seeking permission to resume studies

Note: Copies of the above forms to be sent to the Dean of PG Studies immediately after each action.

PG Form No. 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 Form No.16 : Proposal for re-examination in failed course (within 25 days of commencement of semester)

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PG Form No.17 : Academic Progress of PG Students
(to be maintained in the department)