

**REGULATION
ON
RESIDENT INSTRUCTION FOR
POST-GRADUATE DEGREE PROGRAMME**



**OFFICE OF THE REGISTRAR
BIHAR AGRICULTURAL UNIVERSITY
SABOUR - 813 210 (BHAGALPUR)**



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2019



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FOREWORD

Bihar Agricultural University (BAU) has completed over nine years of service to the nation and as a vibrant organization, continues to generate technologies for sustained agricultural development in the country. “To reach out to the last farmland and equip them with the best cultivation methods” and “to work towards a technology-led path for development of agriculture and prosperity for the farming community”, BAU integrates the responsibility of Agricultural education, research, extension and training.

Agriculture as the main component of the primary sector of the economy, both at national and state level, still provides livelihood support to the majority of the population living in rural areas. As an important sector of the economy, it has a direct bearing on the overall growth, income levels and the well being of the people.

As we know that science-led growth in agriculture is a necessary condition for inclusive growth. Taking leads from this, the BAU is contemplating a number of initiatives such as Student READY, Attracting Retaining Youth in Agriculture (ARYA), Consortia Research Platforms and extra-mural funding to enrich agricultural research and education through innovation and integration.

Agriculture sector is witnessing radical changes and challenges at state and national level.

The emerging challenges and opportunities call for a paradigm shift in the innovation-driven agricultural Education and research system to connect inventions with all the stakeholders in the entire food supply chain.

The agricultural education and research at BAU has grown remarkably by addition of several colleges, research stations, KVKs and Centres of Excellence. It has also grown qualitatively adding, restructuring and rewriting the curriculum of almost all the under post graduate programmes. During last nine years, BAU has played a pivotal role in steering the agriculture growth in the state

This Regulation highlights the rules and regulations concepts to develop and promote innovative academic atmosphere.

In order to sustain, diversify and realize the potential of agriculture sectors, it is necessary to develop skilled human resources. Agricultural human resource development is a continuous process undertaken by these Universities.

This regulation aims at providing, on a regular basis, a comprehensive set of information on post graduate teaching and research carried out in the university.

(A. K. Singh)
Vice Chancellor
B.A.U., Sabour

ACKNOWLEDGEMENT

India, predominantly an agricultural country, has significantly improved the well-being of its people in recent decades. Agricultural education and research have been instrumental in ushering in a Green Revolution in the country. Agricultural education has been an essential factor in the success of agricultural development.

Education in present context largely aims at meeting global standard and making the student competent enough to face the challenges of global market. Education system in India has witnessed a substantial change in due course of time. In this era of globalization education is viewed as an instrument to develop cognitive qualities, tolerance and understanding of people, it should prepare younger generation to understand and face the realities of globalization

India's biggest assets is its young population with agricultural background and became a role model for embody the momentum of the future. Hence, agricultural education is to be attractive enough for acceptance. Education may be a tool for knowledge revolution but it is the agricultural education that may bring inclusive growth and development which will bring nations progress, human empowerment and social change in real sense. Therefore, agricultural education will be a determining factors of growth in future. Agricultural education enables us to earn our livelihood.

The agricultural education system, to remain purposeful, must be vigilant, proactive and respond in time to the changing social, economic and technical environment. The quality, technical skill and management of agricultural manpower must improve to suit the rapidly changing needs of our society. If agricultural teaching/learning is not tuned to the current and future realities, the whole agricultural sector will be adversely affected despite large investment in infrastructure, extension network and scientific institutions.

To achieve the goal of excellence in agricultural education the present structure of agricultural education needs to be practical oriented, self-employment generating, production oriented, end users friendly, innovative in approach, commercial and industry based.

The syllabus has designed to enhance the knowledge, skill and personality of the students to motivate students towards innovative thinking and also to inculcate the students towards the entrepreneurship.

I hope that this manual will be useful to the students of post graduate programme to acquaint themselves in understanding the emerging trend of Agricultural education and research.

I congratulate and express my deep sense of thanks to all the university officials, Assoc.-Dean-cum-Principals ,Chairmen and Head of the Departments for their valuable suggestions in developing the course curriculum for the Post Graduate courses in the faculty of Agriculture.

Thanks are also due to all the members of the Registrar Office for their concerted efforts in making the final shape of the regulation. My special thanks to Dr. M. K. Wadhvani, Chairman, Deptt. of Agril. Economics, Dr. Amrendra Kumar, Dy. Registrar, Dr. Sangeeta Shree, Asstt.Prof.-cum-Jr. Scientist, Dr. Shweta Shambhavi, Academic In charge, Mr. Sunil Kumar, Asstt. Registrar for their valuable inputs in shaping the regulation. Thanks to Mr. Kumar Pradip for his pain taking efforts in designing the manuscript.

I wish all the best to all the students who will undergo the post Graduate Courses.

(M.Haque)
Registrar, BAU, Sabour

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DEFINITIONS AND TERMINOLOGY

- “**Academic Year**” means a twelve months period from July to June consisting of two consecutive semesters including inter semester breaks as announced by the University.
- “**Semester**” means an Academic Term of approximately 20 weeks, containing a minimum of 115 working days notified by the University in an Academic Calendar with actual date of commencement and termination.
- “**Advisor**” means a faculty member allotted for guiding a M.Sc. (Ag.) or a Ph.D. student.
- “**Advisory Committee**” means a Committee of faculty members constituted to supervise a M.Sc. (Ag.) or a Ph.D. student
- “**Course**” means a unit of instruction or a segment of subject matter carrying a specific number of credits and discussions, assignments, practical and work experience in class room, laboratory and field as may be determined by the University authorities from time to time.
- “**Course Grade**” means measure of performance of work done in a course. It is a numerical designation of the standard of proficiency, a student has achieved in the course.
- “**Credit Load**” means the quantum of credit hours a student may undertake in one semester.
- “**Academic Council**” means the Academic Council of the University.
- “**Board of Management**” means the Board of Management of the University
- “**Course Catalogue**” means a list of approved courses for a particular Degree Programme where in each course, is identified with a specific symbol and catalogue number giving title of the course and credit assigned to each course.
- “**Course Lecture Schedule**” means detailed lecture schedule covering the whole course content as prescribed in course catalogue provided therein the number of lectures for each segment of the course, in a semester.
- “**Credit**” means the weekly unit of work assigned to any particular course as per course catalogue issued by the University. Normally one credit shall mean one lecture class of one hour or a practical class of 2 hours duration per week.
- “**Curriculum**” means a series of courses selected and designed to provide training to meet requirement for fulfilment of the Degree Programme.
- “**Dean**” mean the Dean of the concerned faculty. Dean PGS mean the Dean of the Post Graduate Faculty.
- “**Department**” means a Department in the College/Faculty as notified in the Statute of the University.
- “**Optional Courses**” means the courses of choice required for study under specific Degree programme, listed under a concerned discipline.
- “**Grade Point**” means numerical equivalent of grades *i.e.* grade multiplied by credit hours allotted to a particular course.
- “**Grade Point Average (G.P.A.)**” means the numerical value of the sum total of grade point divided by credit hours studied in a particular semester by a student.

- **“Overall Grade Point Average (O.G.P.A.)”** means the quotient of the total credit points (credit hours of each course multiplied by the grade points of the grades secured in that course including 'F' Grade), obtained by a student in all the courses taken/completed by him from the beginning of first semester divided by the total credit hours taken/completed by the student up-to the completion of requirement of the Degree Programme.
- **“Pre-requisite Courses”** means course/s which the student must have completed prior to studying an advanced course.
- **“Registrar”** means Registrar of Bihar Agricultural University, Sabour, Bhagalpur.
- **“Registration”** means registration of the student in the University as a student including registration of prescribed courses along with repeat courses, if any.
- **“Re-examination of Course/s”** means re-examinations of course/s for improvement of grade point, in which the student had appeared in final examination/s and secured 'F' grade/s.
- **“Repeat Course/s”** means course/s which a student is required to repeat in order to improve the grade point secured in course/s or the course/s which the student has withdrawn earlier.
- **“Statute”** means the statute made under Bihar Agricultural University Act, 2010.
- **“Teacher”** means a teacher as defined in Bihar Agricultural University Act, 2010 and Statute.
- **“Transcript”** means the consolidated report of grade secured by the student during a particular Degree Programme.
- **“University”** means Bihar Agricultural University, Sabour, Bhagalpur.
- **“Student”** means a student undergoing Under-graduate/Post-graduate Programme offered by the University. The studentship commences on the day of admission and registration in the courses after payment of fee during first semester and ends on the last day of final semester in which he/she completes the prescribed requirement for the award of a particular Degree. The studentship will remain suspended during the period of temporary discontinuance and shall not be entitled for any right enjoyed by normal student.
- **“Joint Training Programme”** means a programme carried out by the University in collaboration with other institutions of repute recognized by the Academic Council for the purpose where course work is carried out to the extent of 75% or more by other institutions and the research work at this University, and the degree awarded by either of the two as may be and mutually agreed upon.
- **“Master's”** means Master of Science Degree in Agriculture in the concerned discipline as approved by the Academic Council from time to time.
- **“Ph.D.”** means Doctor of Philosophy Degree in concerned discipline as approved by the Academic Council from time to time.
- **“Post-Graduate Faculty”** means faculty responsible for academic programme of Master and Doctoral students under the executive control of the Dean, Post-graduate Studies (PGS). Post-graduate Programme means Master and Doctoral level degree Programme.
- **“Board of Studies”** means academic affairs committee of the faculty.
- **“Chancellor”** means the Chancellor of the University.
- **“Vice-Chancellor”** means the Vice-Chancellor of the University.

1.1 Date of Enforcement

These Regulations shall come into force with effect from the Academic Session 2019-20 as approved by the Academic Council in its 24th meeting held on 04th February 2019.

1.2 Extent of Application

The Regulation provided herein shall apply to the students admitted to all the Post Graduate Degree Programmes offered by Bihar Agricultural University, Sabour, Bhagalpur - 813 210.

1.3 Interpretation

Subject to such advice as may be given by the Chancellor, the decision of the Vice Chancellor shall be final and no suit, application, petition, revision or appeal shall lie in a Court of Law or any authority outside the University in respect of interpretation of these regulations.

1.4 Academic Year

1.4.1 The Academic year shall be from the month of July of current year to June month of following year which will be divided in two academic terms known as semesters each being of about 20 weeks duration.

1.4.2 Each term shall be known, as 'semester' and first semester beginning from July shall be designated as 'Monsoon Semester' whereas second semester beginning from January shall be known as 'Winter Semester'. Each Semester shall consist of a minimum of 115 actual working days including midterm and final examination. A study leave for a period, maximum of seven days inclusive of Sundays and holidays will be provided before the final examinations.

1.4.3 A break of approximately 15 days shall ordinarily be allowed between two consecutive semesters. A longer inter semester break normally known as summer break may be allowed between two semesters, which will be normally be in the month of June-July every year.

1.4.4 The date of commencement and termination of semesters as well as the date of examinations and inter semester breaks shall be announced by the Registrar in semester calendar.

1.5 Degree Awarded

The following Degree shall be awarded by the University in the concerned disciplines of Post-Graduate Faculty:-

- (i) M. Sc. (Agriculture)
- (ii) Ph. D.

1.5.1 M.Sc. Agriculture (Department-wise) Degree in the following subjects will be awarded to those holding B.Sc.(Agriculture)/B.Sc. (Honours) Agriculture and B.Sc. (Horticulture)/ B. Sc. (Honours) Horticulture Degree;

Sl. No.	Name of the Department	Subject in which degree is to be awarded	Subject Code
1.	Department of Agricultural Economics	Agricultural Economics	AGEC
2.	Department of Agronomy	Agronomy	AGRO
3.	Department of Extension Education	Extension Education	EXTN
4.	Department of Plant Breeding & Genetics	Plant Breeding and Genetics	PBGE
5.	Department of Entomology	Entomology	ENTO
6.	Department of Horticulture (Fruits and Fruit Technology)	Horticulture (Fruit Science)	HFSC
7.	Department of Horticulture (Vegetable and Floriculture)	Horticulture (Vegetable Science)	HVSC
		Horticulture (Floriculture & Landscaping)	HFLA
8.	Department of Plant Pathology	Plant Pathology	PATH
9.	Department of Food Science & Post Harvest Technology	Horticulture (Post-Harvest Technology)	HPHT
10.	Department of Molecular Biology and Genetic Engineering	Agricultural Biotechnology	AGBT
11.	Department of Plant Physiology and Biochemistry	Plant Physiology	PLPH
12.	Department of Seed Science and Technology	Seed Science and Technology	SSTH
13.	Department of Soil Science and Agricultural Chemistry	Soil Science and Agricultural Chemistry	SSAC
14.	Department of Statistics, Mathematic & Computer Application	Agricultural Statistics	AGST

- 1.5.2 Department-wise Ph.D. Degree based on course and research work will be awarded in the following subjects:

Sl. No.	Name of the Department	Subject in which degree is to be awarded
1.	Department of Agricultural Economics	Agricultural Economics
2.	Department of Agronomy	Agronomy
3.	Department of Extension Education	Extension Education
4.	Department of Plant Breeding & Genetics	Plant Breeding & Genetics
5.	Department of Entomology	Entomology
6.	Department of Horticulture (Fruits and Fruit Technology)	Horticulture (Fruit Science)
7.	Department of Horticulture (Vegetable and Floriculture)	Horticulture (Vegetable Science)
8.	Department of Plant Pathology	Plant Pathology
9.	Department of Soil Science and Agricultural Chemistry	Soil Science and Agricultural Chemistry

NOTE:

Master's Degree and Ph.D. Degree Programme in the other disciplines shall be started as and when faculty and other requirements are fulfilled by the respective departments after approval of the Academic Council.

1.6 Duration of Degree Programmes

Sl. No.	Degree Programme	Duration of the course	
		Minimum	Maximum
1.	M.Sc. Agriculture	4 Semesters	8 Semesters
2.	Ph.D.	6 Semesters	12 Semesters

NOTE:

The minimum residential requirement would be four semesters for Master's Degree Programme and six semesters for Ph.D. Degree Programme.

- 1.6.1 There may be inter-campus movement of post graduate students for one or more semester for specialized training and research as decided by the University from time to time and approved by DRI-cum-Dean PGS on the recommendations of Advisory Committee.

- 1.6.2 The University also reserves the right to change the number of seats in any department of the University depending upon its convenience but not detrimental to the institution and the State.
- 1.6.3 In case where a student joins another degree programme within the University, he shall have to take full credit requirement for the fresh degree programme. No allowance will be given for the credit covered in the earlier programme.
- 1.6.4 The number of students to be admitted each year to the various academic programmes shall be fixed in advance by the Academic Council.
- 1.6.5 No M.Sc. or Ph.D. student shall be allowed to discontinue the academic programme without completing comprehensive examination in normal circumstances.

1.7 Reservation of Seats Subject to the eligibility criteria prescribed for admission to all the programmes of study, the following reservation of seat shall be made for the various categories of candidates.

- 1.7.1 Seventy five (75) per cent of seats in each discipline for the Master Degree Programme will remain reserved for the resident/domicile of the State of Bihar. Remaining 25% seats will be filled up by the candidates allotted by ICAR, New Delhi on the basis of All India Entrance Examination.
- 1.7.2 The Govt. of India nominee(s) from foreign countries, Union Territories and the States (other than State of Bihar) shall be admitted as per agreement between the ICAR, New Delhi and the State Government. They would not have to appear in the entrance Examination of the BAU, Sabour.
- 1.7.3 Reservation of seats for admission would be as per State Government rules.
- 1.7.4 A maximum of two additional seats for candidates sponsored by the ICAR/CSIR/other SAUs or other National Agencies fellowship/stipend holders may be created in any subject at the discretion of the Vice-Chancellor provided the candidate fulfils minimum eligibility criteria for admission.

1.8 Admission in M.Sc. (Ag.) and Ph.D. Programme

1.8.1 M.Sc. Agriculture Degree Programme

A Eligibility Requirement

- (a) A candidate should possess at least 60% marks in aggregate or 6.0/10.0 in Bachelor's Degree in Agriculture/ Horticulture and in the case of SC/ST, 55% marks in aggregate or 5.5/10.0 OGPA.
- (b) The Candidate appearing for the Bachelor Degree Examination is also eligible to apply provisionally for admission and appear in the Competitive Test. However, he/she must have to produce final result with required CGPA (Provisional Degree Certificate and Transcript) on or before the date of 1st counselling or at the time of admission.
- (c) Admission to Master Degree Programme is open for Domicile of Bihar only.

B. Selection Criteria

- (a) Selection will be made on the basis of Competitive Entrance Examination. The willing

Candidates have to appear in Competitive Entrance Test conducted by the University. The Counselling and Admission will be allowed in the subject applied for admission on the basis of merit, seat availability and reservation policy of Bihar Government.

- (b) Merit list shall be prepared on the basis of marks obtained in Competitive Entrance Examination.
- (c) Cut off marks for SC/ST candidate is 40% and 45% for all other categories in the merit list of Competitive Entrance Examination of the University.
- (d) In case of a tie of marks secured in competitive examination then the age of candidates will determine the priority.

1.8.2 Ph.D. Degree Programme

A. Eligibility Requirement

- (a) A candidate should possess at least 70 percent marks in aggregate or 7.0/10.0 in Master's Degree Programme and in case of SC/ST candidate, 65% marks in aggregate or 6.5/10.00 OGPA.
- (b) The Candidate appearing in the Master Degree Examination is also eligible to apply provisionally for admission and appear in the Competitive Examination for admission in Ph.D. Degree Programme. However, he/she will have to submit final result with required CGPA (Provisional Degree Certificate and Transcript) on or before the date of 1st Counselling/admission.
- (c) Admission to Ph.D. Degree Programme is open for all eligible candidates.
- (d) A candidate can apply for admission to only one subject. No change would be allowed thereafter.

B. Selection Criteria

- (a) Selection will be made on the basis of Competitive Entrance Examination. The willing Candidates have to appear in Competitive Entrance Test conducted by the University. The Counselling and Admission will be allowed in the subject applied for admission on the basis of merit, seat availability and reservation policy of Bihar Government.
- (b) Merit list shall be prepared on the basis of marks obtained in Competitive Entrance Examination of the University.
- (c) Cut off marks for SC/ST candidate is 40% and 45% for all other categories in the merit list of Competitive Entrance Examination of the University.
- (d) In case of a tie of marks secured in competitive examination then the age of candidates will determine the priority.

1.8.3 Certificates required at the time of admission

- (i) Certificate of having passed the qualifying examination together with copy of the marksheet/transcript of all the examinations passed.
- (ii) Matriculation certificate as proof of age.
- (iii) Certificate of Character from the Head of the Institution last attended and also another

one from a Gazetted Officer or a College or University teacher not related, but intimately known to the candidate.

- (iv) Certificate of Physical fitness from a Registered Medical Practitioner.
- (v) Caste Certificate in case student claims reservation duly issued by the competent authority as applicable in Bihar State Government.
- (vi) A Migration and/or Transfer Certificate in case of the candidate migrating from a University or Board of Secondary Education other than Bihar Agricultural University, Sabour, Bhagalpur.
- (vii) For the grounds on which preferential claims for admission or for scholarships or free ship are made, certificate from appropriate authorities should invariably be enclosed.

1.8.4 Notification of Merit List for Selection

Merit list of the candidate for admission will be notified on the notice board of the University and also to be uploaded in the University website communicated by post to the selected candidates by the Registrar. A candidate who fails to report within the stipulated period will lose the seat. The University bears no responsibility in the event of non-receipt of information due to postal delay.

1.8.5 Counselling of Student

The selected candidates shall report for counselling on the date fixed by the University.

NOTE:

- (i) Admission to all PG Programmes in the University shall be made by the Registrar. The concerned Chairman shall arrange registration of the selected candidates after payment of prescribed fee. If it is found at any stage that a candidate has obtained admission to a programme by mis-representation and concealing the facts or a candidate is admitted due to an error. On report of the Chairman, the Dean, PGS shall cancel the admission with intimation to the Registrar. The University shall in no case be held responsible for any loss whatsoever in this connection.
- (ii) The Vice-Chancellor reserves the right of refusing admission to any of the candidate, even though he/she fulfils the academic requirements for admission, on the basis of the criteria laid down in this regulation for reasons recorded in writing, whose admission in the opinion of the Vice-Chancellor shall not be in the interest of the University.

1.8.6 Admission on production of false or forged certificate and mis-presentation of facts

- (i) If at any stage after admission, it is detected that the student has managed to get himself/herself admitted by producing false or forged certificate of any kind or by mis-presentation of facts, he/she shall be rusticated from this University at his/her cost and risk and his/her admission and registration from this University shall be cancelled retrospectively on getting report from the Dean/Associate Dean-cum-Principal of the College and he/she shall be declared to be a person not fit to be admitted in any of the programme of this University in future.
- (ii) If it is detected even after publication of result and award of degree to the student at any

stage that he/she had managed to get himself/herself admitted in this University by producing false/forged certificate or making false declaration and mis-presentation of facts even then the student shall be treated to have been rusticated and his/her admission and registration shall be treated as to have been cancelled retrospectively and the Degree awarded to him/her shall be withdrawn and the student shall also be declared to be a person not fit to be admitted in any of the programme of this University in future. This fact shall be notified to all Universities of the country as well as in press to avoid mis-utilization of Degree or Certificate issued in his/her name.

1.8.7 Other conditions for Admission

Apart from merit, the Vice-Chancellor shall consider the past record of conduct and character of a candidate in this University and elsewhere. The University may refuse admission to a candidate if there be suspicion of his/her involvement in an act of indiscipline or subversive activity anywhere. The decision of the Vice-Chancellor in such cases shall be final. Admission shall not be granted to candidates dropped/expelled from any University/Institution for act of indiscipline.

1.9 Number of Seats

A. Subject-wise seats (M.Sc. Agriculture)

Sl. No	Subject	Number of Seats		
		BAU	ICAR	Total
A. Agriculture Faculty				
1.	Agricultural Biotechnology	4	1	5
2.	Agricultural Economics	4	1	5
3.	Agricultural Statistics	3	1	4
4.	Agronomy	9	3	12
5.	Plant Physiology	2	1	3
6.	Entomology	4	2	6
7.	Extension Education	4	1	5
8.	Horticulture (Fruit Science)	9	3	12
9.	Horticulture (Post Harvest Technology)	3	1	4
10.	Horticulture (Vegetable Science)	9	2	11
11.	Plant Breeding & Genetics	9	3	12
12.	Plant Pathology	6	2	8
13.	Seed Science & Technology	2	0	2
14.	Soil Science & Agricultural Chemistry	9	3	12

B. Department/Subject -wise number of seats (Ph.D.)

Sl. No	Subject	Number of Seats			Eligibility Criteria
		BAU	ICAR	Total	
A. Agriculture Faculty					
1.	Agronomy	3	1	4	M. Sc. (Ag) in Agronomy.
2.	Agricultural Economics	2	0	2	M. Sc. (Ag) in Agricultural Economics.
3.	Entomology	2	0	2	M. Sc. (Ag) in Entomology.
4.	Extension Education	1	1	2	M. Sc. (Ag) in Agricultural Extension/Extension Education.
5.	Horticulture (Vegetable Science)	3	1	4	M. Sc.(Ag) in Olericulture/Vegetable Sciences/Horticulture/Horticulture with specialization in Vegetable Sciences/Horticulture with specialization in Post Harvest Technology.
6.	Horticulture (Fruit Science)	3	1	4	M. Sc. (Ag) in Pomology/Horticulture /Horticulture with specialization in Fruit Sciences/Horticulture with specialization in Post Harvest Technology.
7.	Plant Breeding & Genetics	2	1	3	M. Sc.(Ag) in Plant Breeding/Genetics /Genetics and Plant Breeding/Plant Breeding & Genetics.
8.	Plant Pathology	2	0	2	M. Sc. (Ag) in Plant Pathology.
9.	Soil Science & Agricultural Chemistry	4	2	6	M. Sc.(Ag) in Soil Science & Agricultural Chemistry/Soil Sciences/Agricultural Chemistry/Agricultural Physics /Soil Microbiology/Soil Chemistry/ Water Science and Technology/Soil & Water Conservation.

NOTE:

- (i) The numbers of seats in M.Sc. (Ag) and Ph.D. Degree Programmes will be announced every year as decided by the Academic Council.
- (ii) The University reserves the right to make addition or deletion in number of seats without any notice.

1.10 Admission of Foreign Student

Foreign students seeking admission shall submit their application through Government of India/ICAR and their candidature will be considered only if sponsored by the Government of India/ICAR.

1.10.1 Eligibility

Foreign student will be exempted from appearing in the competitive test and interview/counselling. All applications of foreign nationals received from Government of India/ICAR shall be forwarded to the department concerned for scrutiny of the bio-data by a committee of the department consisting of Chairman/Head, Academic in-charge and senior faculty member. Chairman/Head shall forward the recommendation based on past degree, nature of courses studied, compatibility of the past courses with the University's Programme etc.

1.10.2 Admission

Foreign students should arrive at the University a week prior to the date of registration to get acquainted with the University system and locality. They should contact the Registrar upon arrival, who will arrange for their guidance on registration procedure, campus location etc.

1.11 Time and Procedure for Admission and Registration

- 1.11.1 Admission to M.Sc. (Ag.) Degree and Ph.D. Degree Programme of the University shall normally be made in the beginning of the first semester of the academic year only. However, the University with the approval of the Academic Council may commence a Programme from the beginning of any semester. Admission to a Programme includes selection as per University Regulation, payment of prescribed fees, advisement and registration of courses. In any case no fresh admission of students in second semester of a Degree Programme will be allowed in any circumstances.
- 1.11.2 If a candidate fails to report for admission on the prescribed date, he/she will forfeit his/her claim for the admission. However, late admission till 7th working day from the date of first admission may be permitted by the Dean/Associate Dean/Chairman of the department concerned on being satisfied with the genuinity of the case. In such cases the student shall be required to pay a fine @ Rs. 100/- per day.
- 1.11.3 Late admission till 15th working day from the date of first admission may be permitted by the Vice-Chancellor on recommendation of the Dean/Associate Dean/Chairman of the Department concerned on payment of a fine of Rs. 100/- per day under special circumstances.
- 1.11.4 On admission, the student shall be assigned a Registration No. which will consist of four components i.e. Code of Degree Programme (M for Master's and D for Doctoral Programme)/4 digit abbreviated name of the major subject (as per clause no. 1.5.1)/ Roll No.(5 digit)/Academic Year of admission. For example a student admitted in M.Sc. (Ag.) in the Plant Breeding and Genetics subject in the academic year 2018-19 would be allotted Registration no. as M/PBGE/00001/2018-19.
- 1.11.5 At the time of admission a personal file of the student shall be prepared by the Registrar

office containing two photocopy each of the of different certificates along with a copy of check-slip duly signed by the members of verification committee. The file shall contain a duly attested photograph of the student. All these files containing detailed information about the student shall be sent to the Office of the Associate Dean-cum-Principal/DRI-cum-Dean PGS for maintenance of students' record.

- 1.11.6 An admission register shall also be maintained in the College/Department concerned wherein the bio-data of the student as furnished by the University after each year of admission shall be entered. In addition personal file of the student containing the record of academic performance semester wise as also the relevant information shall also be maintained both in the Faculty/College/Department as well as in the Office of the Registrar. All information related to issue of transfer certificates, conduct certificate etc and that also regarding issue of transcript etc from the Office of the Registrar shall invariably be recorded.
- 1.11.7 After assigning Admission/Registration No. to students the Faculty/College concerned shall issue Identity Card to each of the student containing photo of the student duly attested by the Dean/Associate Dean. The Identity Card so made available to the student shall have to be retained by the student throughout the tenure of study in the College/Department and shall be required to be produced to any authority as and when required for verification. Such identity card shall have to be returned to the College /Department at the time of leaving the College/Institution and College Leaving /Transfer Certificate can be issued only after surrender/cancellation of the identity card and the same to be returned to concerned student.

1.12 Course Registration

- 1.12.1 A selected candidate shall pay his/her fee for admission and get himself/herself registered in the prescribed courses at the constituent Colleges/Institutes/Departments or the place notified by the Registrar latest by the prescribed date. Such dates will be shown in the University Calendar as notified by the Registrar.
- 1.12.2 A candidate shall be enrolled only when he/she has paid all the prescribed fees and other dues and registered for the courses by the concerned authorities in the prescribed manner. For this purpose registration cards will be signed by the concerned course teachers, Chairman of the Departments, accounts representative for fees and Warden for seats in the hostel.
- 1.12.3 If a student got him/her registered by depositing the required fee but could not get registered in the prescribed courses on the date fixed for the purpose shall have to get registered by depositing late fee/fine up to the date prescribed. Late course registration till 7th working day from the date of first admission may be permitted by the Dean/Associate Dean-cum-Principal/Chairman of the department concerned on being satisfied with the genuinity of the case. In such cases the student shall be required to pay a fine @ Rs. 100/- per day.
- 1.12.4 Late course registration till 15th working day from the date of first admission may be permitted by the Vice-Chancellor on recommendation of the Deans/Associate Dean-cumPrincipal/Chairman of the Department concerned on payment of a fine of Rs. 100/- per day under special circumstances.

1.12.5 Late Registration after 15th day from the date of first admission shall not be permissible under any circumstances.

1.13 Registration in the University

Every student admitted in any of the Degree Programme of this University shall be required to get himself/herself registered in the University on payment of prescribed fee for which he/she shall be required to submit an application in the prescribed form to the Registrar duly forwarded and recommended by the Dean/Associate Dean-cum-Principal of the College/Chairman of the Post-graduate Department concerned in which he/she is admitted along with the migration certificate issued by the University/Institution where he/she was studying before his/her admission in this University.

1.14 Payment of Fee

- (i) The Semester and other fee shall be as prescribed by the Academic Council from time to time.
- (ii) All students are required to pay the prescribed fees for each semester in advance at the time of registration, failing which; they will not be accepted on the rolls of the College/Department. The Dean/Associate Dean-cum-Principal/Chairman may, in certain genuine cases as per rules quoted above, may permit such registration on an additional payment of late fee of Rs. 100/- each day up to the prescribed date of late admission shown in calendar.
- (iii) Hostel fee for occupation of rooms are payable in advance for the full semester at the time of registration, as per schedule prescribed for the purpose.

1.15 Refund of Fee

The fee once paid are non-refundable except the caution money which shall be refunded on leaving the hostel after completion of degree programme after deduction of outstanding dues, if any. The student will be required to produce a No Dues Certificate in the prescribed Performa of the College/ Department.

1.16 Advisement of Courses and Orientation

Advisement of courses to be registered and orientation shall be made on the prescribed dates which shall be one or two days prior to the commencement of instruction. Such dates shall be mentioned in the University Calendar.

1.17 Cancellation/Suspension of Registration

(i) Cancellation of Registration

The Vice-Chancellor may summarily cancel the registration of any students or group/batch/classes of students who indulges in acts of in discipline, misconduct or violation of rules and regulation of the university, strikes, absents from the classes without permission or without any valid reason or in whose case the Vice-Chancellor has reason to believe that their continuance in the university would not be in the best interest of the university.

(ii) Suspension of Registration

The registration of a student may also be suspended by the Vice-Chancellor or the

Associate Dean-cum-Principal of the college concerned or the Director Student Welfare either of his discretion or on the recommendation of the Disciplinary Committee pending enquiry or on the receipt of a report from the warden or a faculty member alleging that the student concerned has committed an act of indiscipline as defined under the regulation. A student whose registration has been suspended as above may also be ordered to vacate the hostel and leave the campus if such a measure is deemed necessary by the authority passing the order of suspension in the interest of the academic discipline and peace in the campus. The period of suspension under this regulation shall not exceed 15 days except in cases in which the Vice-Chancellor deems it necessary for discipline and peace in the campus.

1.18 Student's Continuance

- 1.18.1 Every enrolled student shall be required to register at the beginning of each semester till the completion of his/her degree requirements unless otherwise permitted by the DRI-cum-Dean, PGS on the recommendation of the Chairman of the P.G. Department concerned, failing which his/her enrolment shall be cancelled.
- 1.18.2 Permission to withdraw from the University for one or more semester shall be accorded on the following grounds:-
- (i) Student has been ill and his/her application has been supported by a Medical Certificate.
 - (ii) In case of an accident where by a student has been disabled temporarily to attend his/her classes.
 - (iii) In the event of death of parents/guardian/spouse/child/brother/sister/blood relative.
 - (iv) Any other unforeseen circumstances which, in the opinion of the Vice-Chancellor, are fit reason for allowing student to drop one semester.
- 1.18.3 Permission to withdraw from the University for a semester shall not be granted unless the application is made through their Advisor and Chairman of the Department to the DRI-cum-Dean, PGS at least 15 days before the commencement of the final examination of that semester.
- 1.18.4 In exceptional circumstances, where the Advisor and DRI-cum-Dean, PGS are satisfied that the application could not be made within the period specified under clause 1.18.2 Special permission may be granted by the Vice-Chancellor on the recommendation of the DRI-cum-Dean, PGS.
- 1.18.5 If a student has withdrawn from the University to join Armed Forces during the period of emergency and has attended classes and test for at least six weeks in the last semester of his/her study in the University, the grades in course for which he/she has registered in the semester shall be deferred.

1.19 Credit Requirements

1.19.1 Minimum Credit requirements in M.Sc. (Ag.) and Ph.D Programme

Subject	M.Sc.(Ag.)	Ph.D.
A. Course Work		
Major Subject	20	15
Minor Subject	09	08
Supporting Subject	05	05
Non- Credit Compulsory Course	06 (NC)	-
Seminar	01	02
Total (A)	35+06 (NC)	30
B. Comprehensive Examination	Non-Credit	Non-Credit
C. Thesis (Master/Doctoral Research)	20	45
Total (A+C)	55	75

NOTE:

- The minimum credit requirements, for M.Sc. (Ag.) and Ph.D. Degree Programmes shall be as prescribed by the Academic Council from time to time.
- Major Subject: The subject (department/ discipline) in which a student takes admission.
- Minor Subject: The subject closely related to a student's major subject. In case a student opts for split minor, he/she will have to take at least 5 credits from each minor subject.
- Supporting Subject: The subject not related to the major subject. It could be any subject considered relevant for student's research work or necessary for building his/her overall competence.

1.19.2 Non-Credit Compulsory Courses

Six courses (PGS 501 to PGS 506) of general nature are compulsory for M.Sc. (Ag.) and Ph.D. Programme. The Ph.D. students may be exempted from these courses if already cleared during M.Sc. (Ag.) degree. These courses are as follows:-

CODE	COURSE TITLE	CREDITS
PGS-501	Library and Information Services	0+1
PGS-502	Technical Writing and Communications	0+1
PGS-503 (e-Course)	Intellectual Property and Its Management in	1+0
PGS-504	Basic Concepts in Laboratory Techniques	0+1
PGS-505(e-Course)	Agricultural Research, Research Ethics and Rural Development Programmes	1+0
PGS-506 (e-Course)	Disaster Management	1+0

1.19.3 Optional Non-Credit Courses

CODE	COURSE TITLE	CREDITS	PROGRAMME
PGS-507	Soft skills	0+1	M.Sc. (Ag)
PGS-508	Teaching skills	0+1	Ph.D.

NOTE:

University may introduce one extra compulsory non-credit seminar at Master's and Ph.D. Degree Programme.

1.19.4 Maximum Permissible Course Workload per Semester

(i) M.Sc. (Ag.) Programme -18 credits

(ii) Ph.D. Programme -18 credits

Note:

- (i) Research credit hours may be split from second semester onwards as per requirement of the thesis research project. At least 9 credit hours should be left for thesis submission either as a part of minimum credit requirement or additional requirement as per recommendation of the Advisory Committee.
- (ii) If the student has earned minimum credit hours as prescribed and has completed the minimum semesters required (4 for Master Degree and 6 for Ph.D. Degree) for award of the degree, the Major Advisor may submit the grade sheet any time for submission of thesis.
- (iii) In case a student not able to submit his/her thesis in the minimum semester required though has completed minimum credit hours, shall be permitted to register in the next semester with mention of "submission of thesis" only.
- (iv) A student admitted to the Master's Programme may be required to take some deficiency courses, if any, prescribed by the Chairman and Advisory Committee, in addition to the courses required as per regulation.

1.20 Minimum Class Attendance.

1.20.1 Each student shall be regular in attending classes and shall be required to have a minimum of 85% attendance in each course in each semester failing which he/she shall be awarded failure grade in the course unless withdrawal of the course is permitted by the Dean PGS on the recommendation of the Course Instructor and Academic In-Charge/the Associate Dean of the college.

1.20.2 For this purpose, the number of lectures/practical scheduled/delivered should not be less than 90% of lectures/practical which should have been offered as per course credits during a semester, excluding holidays and approved closures. In case 90% of the scheduled lectures/practical are not conducted, then the course will be treated as incomplete & shall be withdrawn on the recommendation of Instructor in consultation with Chairman and Dean, PGS.

1.20.3 Each instructor shall maintain a record of the student attendance in each course taught by him/her in each semester.

- 1.20.4 The Dean concerned may, on the recommendation of the Instructor/Advisor, condone shortage in attendance up to 10% in a course (s) in exceptional circumstances and allow students with an attendance of 75% or more to appear in the final examination.
- 1.20.5 Where the absence of a student is on account of his/her having been sent out by the Director, Students' Welfare with the prior concurrence of the Dean/Associate Dean-cum- Principal/Chairman of the PG Department to represent the University in sports or inter University debates, declamations and other contests he/she will be given the benefit of attendance for the classes held during each days of absence provided that:
- (i) The maximum number of days of such absence shall not exceed 15 days during a semester.
 - (ii) Dean/Associate Dean-cum-Principal/Chairman of the PG Department shall to the extent that is administratively possible arrange for special coaching/lectures/practical for the classes they have missed on account of such participation.

1.21 Re-admission of Post-Graduate Students Other than on Scholastic Probation

If a student of good standing, for certain compelling reasons has to leave the University with the permission of the DRI-cum-Dean, PGS in the midstream or so, he/she may be permitted for re-admission by the Dean, PGS on the recommendation of the Chairman of the concerned Department within a period of two years of his/her leaving the University.

1.22 Procedure for Withdrawal

- (i) No student shall be deemed to have withdrawn from the University unless he/she obtains a clearance certificate from the Dean/Associate Dean-cum-Principal/Chairman of the Department.
- (ii) Unless a Student has obtained a clearance certificate from the University/College, no refund of the amount due to him/her shall be allowed nor shall the transcript and any other documents would be issued to him/her.
- (iii) The "No Dues Certificate" may be obtained by a student himself/herself immediately after completion of his/her degree or at the time of his/ her being permitted to withdraw from the University.
- (iv) It shall be the responsibility of the concerned Sectional Heads, i.e. the Warden, the Librarian, Heads of the Departments and the Chairman of PG Department to report to the Dean/Associate Dean-cum- Principal at the end of each semester the dues, if any, outstanding against any student.
- (v) It shall be the duty of the Assoc. Dean-cum-Principal/Chairman of the Department/ Course coordinator to prepare and maintain up-to-date statement of dues outstanding against students and also to furnish a copy of the statement to the Registrar and Dean, PGS within three weeks from the date of the commencement of the semester break of each semester.
- (vi) The Registrar shall check the report furnished by the Chairman of the Department /Associate Dean-cum-Principal/Dean and, if no dues are shown against a candidate in the same list, will be issued the transcript and any other document which can be issued to a candidate after withdrawal from the University provided that no application for issue of document shall be held up beyond three weeks for want of a report.

2.1 Type of Examination

All students shall have to take examination given by the instructors in courses registered by them in a particular semester. The types of examination and weightage attached to each will be announced by the instructor at the beginning of the semester.

2.1.1 The examination or evaluation of a student's achievement in a course shall be based on his/her performance in various kinds of tests and assignments, as given below.

(i) Quiz

Quiz /Short Test of 10-15minutes duration which may consist of questions requiring brief answers. There may or may not be previous announcement for a quiz.

(ii) Mid-Term Examination

Near about the middle of a semester, the Instructor(s) shall hold a mid-term examination during the regular class period. This examination shall be held during the period announced in the semester calendar by the Registrar.

(iii) Term Paper/Assignment

As decided by the instructor (s), student will have to submit and present term paper on topic 0.5 (s) assigned.

(iv) Final Examination

Towards the end of the Semester, there shall be one examination in each course covering a period of 2 hours and shall cover the entire subject matter of the course. The dates of holding such an examination will be announced in the semester calendar, as notified by the Registrar.

(v) Practical Examination

Practical examination of all courses maybe completed in the last practical class of the course before the commencement of final examination.

2.1.2 Make-up Examination

(i) If a student misses an examination other than quiz on account of illness or some other valid reason, he/she may submit a petition through the Instructor/Advisor to the concerned Chairman within 6 days from the completion of that examination for permission to appear in the make-up examination.

(ii) If the Chairman is satisfied that the student was prevented from appearing at the examination for valid reasons, he/she may direct the teacher to hold special make-up examination for the student on payment of fee of Rs. 100/- for each course in which make-up examination is sought and endorse a copy of this order to the DRI-cum-Dean, PGS and the Registrar for record in the student's personal file. No fee would be payable if he/she was sent out to represent the University.

- (iii) Provision of make-up examination will be normally available **only once in an** academic year. The students may be permitted for make-up examination on the following grounds:
- If he/she falls seriously ill, he/she will have to submit a certificate of the University or Government Medical Officer, regarding his/her hospitalization.
 - If he/she has taken leave on account of the death of his/her father, mother, brother or sister, spouse, child or grandparent.
 - If he/she is sent out to represent the University in games or co-curricular activities, subject to the provisions of rules related to attendance.
 - Results of make-up examination will be counted along with the previous performance of the student during the term forwarding the final grade in the course concerned. It will be the responsibility of the student to get in touch with the teacher and have a date fixed for the make-up examination in the manner prescribed below:
 - In the case of all examinations, except the quiz and final examination of the semester, the student will be required to take the make-up examination within 7 days of his/her return from the event where he/she has represented the University.
 - In case of the final examination of the semester, the make-up examination will be taken by the student within 2 weeks from the date of his registration for the following semester.

2.2 Weightage to Various Types of Examinations

The weightage in determining the course grade will be approximately as follows:

Sl. No.	Type of Examinations	Courses involving Practical (%)	Courses involving no practical (%)	Courses having practical only
1.	Quiz	10	10	10
2.	Mid-Term Examination	25	30	10
3.	Final Examination	40	50	-
4.	Practical Examination	25	-	50
5.	Assignment		-	20
6.	Viva-voce		10	10
Total		100	100	100

Note:

Mid-Term and Final Examination may include theoretical questions based on practical. The Viva-Voce Examination may cover both theory and practical.

2.3 Change/Addition/Withdrawal of Course

- Application for the change of course, including any addition or withdrawal shall be made in the prescribed Performa (PGF IX) along with a fee of Rs.100/- only. However, exemption from this fee may be, granted by the DRI-cum-Dean, PGS as the case may be when the change of course is necessitated on administrative consideration. The change including addition/withdrawal of courses will be allowed by concerned Chairman with intimation to the Registrar for record.

- (ii) The last date for adding a course shall be the expiry of 10 days from the date instructions started in a semester.
- (iii) The last date for withdrawal from the course shall be one week immediately after the completion of mid-term examination in that particular course. If the student has not withdrawn but failed to attend course after the date prescribed in the Academic Calendar, he/she will be deemed to have failed in that course and shall be awarded 'F' grade. The student has to apply for same in the prescribed Performa (PGF X).

Note:

Both addition and withdrawal of course will be communicated by the Chairman concerned to the Advisor/Instructor.

2.4 Award of Grade

- (i) At the end of each semester, the instructor in each course shall grade the student on the basis of the cumulative results of different kinds of tests, examinations and on the basis of performance of the student in the laboratory and the library assignments, special problems, seminars and other types of examinations.
- (ii) The instructor concerned shall submit the grades (in the prescribed Performa) through the Chairman of the Department/Assoc. Dean-cum-Principal/DRI-cum-Dean, PGS to the Registrar.

2.5 Grading of Student

2.5.1 The student will be graded by Instructor (s) on a 10 point scale. The Instructor (s) shall award grade point to the student for different type of examination in respect of each course as detailed in clause 2.2 of this Regulation.

2.5.2 The Percentage of total marks obtained by the student in a particular subject shall be the total of the marks obtained by him/her in different types of examinations held during the semester as per clause 2.2 of this Regulation.

2.5.3 Grade Point

Percentage of total marks obtained divided by ten & corrected up to one decimal point shall be the grade point for that particular course. A student securing a total 81 marks out of 100 marks allotted to the course for different examinations will have a grade point in that subject as $81/100 = 8.1$. The 81.4 marks will be converted as grade 8.1 and 81.5 marks and above as 8.2.

2.5.4 Credit Point

Grade point earned by a student in a course multiplied to by total credit hours of the particular course shall be the credit point for that course. As for example, in the case cited above if the course studied by the student is of 3 credit hours, then the credit point of the student will be $8.1 \times 3 = 24.3$, but in case of student who failed in that course he/she shall be awarded 'F' grade and the grade point shall be zero, however the credit point shall be counted for calculation of GPA as well as OGPA.

2.5.5 Grade Point Average (G.P.A.)

The sum total of credit points registered by a student in a particular semester divided by actual number of the credit hours of courses studied, corrected up to two decimal points

during the semester shall be the grade point average of the student for that semester.

Example: The grade point average is obtained by adding up the credit points achieved in the different courses and dividing by total credit hours which all the courses carry.

2.5.6 Overall Grade Point Average (O.G.P.A.)

The sum total of credit points registered in all the semester of a programme divided by total credit hours of the courses studied during the programme corrected up to three decimal points shall be the Overall Grade Point Average (OGPA) of the student. The following example may explain:-

Semester	Course Credit hours	Credit points earned	OGPA
1 st Semester	13	99.3	=755.7/99 =7.633
2 nd Semester	17	144.5	
3 rd Semester	16	113.7	
4 th Semester	21	156.3	
5 th Semester	19	123.2	
6 th Semester	13	118.7	
Total	99	755.7	

2.5.7 Significance of O.G.P.A.

- (i) 8.5 and above : 1st Class with Honours
- (ii) 7.5 and less than 8.5 : 1st Class
- (iii) 6.5 to 7.499 : 2nd Class

NOTE:

- (i) Minimum passing grade for both Master's and Ph.D. students in a course: 6.000.
- (ii) Minimum OGPA to continue and to obtain degree for both Master's and Ph.D. students: 6.500.
- (iii) However, if a P.G. student obtains a Grade Point Average below 6.000 in a particular course he/she shall be deemed to have failed in that course and will have to repeat the course in subsequent semester when the course is offered.
- (iv) No class or Division shall be awarded in Ph. D. but 6.5 shall be the minimum OGPA for award of Ph. D. degree.

2.5.8 Other Grade

- F : Fail (G.P. below 6.0)
- S : Satisfactory.
- US : Un-satisfactory.
- I : Incomplete when student applies for make-up.
- W : In case courses are withdrawn.
- NC : In case the course is non-credit.

NOTE:-

- (i) S or US shall be awarded in case of Research credit, special problem, preliminary examination, comprehensive written examination, viva-voice examination and non-credit courses.
- (ii) For computation of G.P.A./O.G.P.A., F grade shall be counted as zero grade point.
- (iii) If a student gets grade 'F' in a particular course, he/she shall be required to repeat course in a subsequent semester when the department offers that course. All attempts made for repetition of the course, however, shall be recorded on the transcript.
- (iv) An instructor shall award 'F' or 'I' grade to the student as permitted under the regulations.
- (v) If required, the student will have to repeat the course, and grade obtained in such repeat course(s) shall be counted towards computing the Overall Grade Point Average (but Credit Hours in a repeat course cannot be doubly counted towards degree requirement). However, the 'F' grade obtained earlier along with credit hours will not be used in calculation of OGPA.
- (vi) On receipt of the final grade as indicated above, the Registrar shall issue the revised semester report in respect of that student.

2.5.9 Incomplete Grade

- (i) When a student cannot complete a particular examination on account of some valid reason as mentioned under the regulation for make-up examination, the Instructor with permission from Chairman/ may award grade 'I' provided he/she is satisfied that the student's progress in studies, his/her attendance and his/her performance in the other tests and assignments had been satisfactory as per the regulations.
- (ii) When 'I' grade is awarded in a course, the Registrar shall declare the result of the student without taking into account that course. The result in that course shall be kept in abeyance till such time as the Instructor is able to hold make-up test for him/her and return the final grade in accordance with the provision of this regulations.
- (iii) If a student who has been awarded grade 'I' in a course, at the end of a semester, does not remove the deficiency within two weeks of his/her registration in the next semester, and if the final grade is not received in the office of the Registrar within four weeks of such registration, the Registrar shall, *suomoto* issue the revised semester report of the student, showing 'F' grade against the course in which the student was awarded 'I' grade earlier, and compute the Grade Point Average accordingly. The student will be required to repeat that course in order to earn the credit corresponding to that course provided that in exceptional case, if the student was exempted from appearing in the final examination the Instructor may arrange the examination during the semester break, that is before the beginning of the next semester wherein the student has to register on the basis of his/her result in the last semester.

2.6 Transparency in Evaluation

- (i) Answer papers of all tests and examinations shall be shown to the student by the

Instructor within a week of the examination held and collected back by Instructor and kept in safe custody till the end of the next semester and subsequently may be dispensed with.

- (ii) Representation, if any, by the aggrieved examinee, should be made to the concerned Instructor first on the same date on which the answer scripts are shown. Upon this, the Instructor is required to re-examine the matter and record necessary orders in writing to be intimated to the students. If any correction is to be made in the grade, it will be reported to the University as provided in the Regulation on Resident Instruction.
- (iii) If the student is not satisfied, he/she may represent his/her case to the Chairman/Head of the Department, who shall constitute a Departmental Committee to go into the matter. The decision of the Chairman based on the recommendation of the Departmental Committee will be final & communicated to the student accordingly.
- (iv) If the examinee still does not accept the decision he/she may deposit a fee of Rs. 50/- and file last representation to the Head of the Institution/Dean of the concerned Faculty who shall similarly constitute a committee and record the findings and pass necessary order.

2.7 Mistake in Grade Submission

When an instructor finds that he/her has made mistake in reporting the grade achieved by a student, he/she shall immediately bring it to the notice of the concerned Dean/Assoc. Dean-cum-Principal through the Chairman/Head of the Department giving reasons. The Dean/Assoc. Dean-cum-Principal after going through all the documents and satisfying himself/herself that there has been a genuine mistake shall write to the Registrar explaining the circumstances and mentioning the correct grade. Such corrections shall normally be reported to the Registrar within 15 days of the submission of grade sheet by Chairman. The Registrar shall accordingly issue a revised semester report.

2.8 Maintenance of Minimum Overall Grade Point Average (OGPA)

2.8.1 Requirement of Good Standing for Post-Graduation

The minimum Overall Grade Point Average required at the Post-Graduate (Master's as well as Ph.D.) level shall be 6.500 out of 10.000.

2.8.2 Scholastic Probation

If a student fails, at the end of a semester to achieve the minimum standard prescribed above he/she shall be placed on Scholastic Probation during the next semester and will be allowed to register for a maximum of 9 credits in subsequent semester.

2.9 Repeating Course in Order to Fulfil the Minimum Requirement

Post-graduate student, who is on good standing but gets “F” grade in a particular course, will have to repeat the course.

2.10 Dropping a Student or Extension of the Period of Scholastic Probation

- 2.10.1 If at the end of the semester on Scholastic Probation, student's Overall Grade Point Average is 6.000 or above, he/she is removed from probation. If his/her Overall Grade

Point Average is below the applicable minimum, he/she ceases to be a student of the University. Such a student, however, is given chance to appeal in writing within a period of seven days to the Registrar for re-admission which does not in any way guarantee the same. In all cases, the Registrar will refer the matter to the concerned Chairman of P.G. Departments. The Chairman of the P.G. Department shall consult the Committee appointed for the purpose by the DRI-cum-Dean, PGS whether the student may be allowed to continue on scholastic probation for one more semester or should be delisted. A student's progress made in previous semester, aptitude and general behaviour are the few of such points which the Committee will keep in mind while considering any student for extension of scholastic probation or re-admission. The recommendation of the Committee appointed will be forwarded to the DRI-cum-Dean, PGS. The decision of the DRI-cum-Dean, PGS subject to the approval of the Vice-Chancellor will be final and will not be reopened thereafter. The Committee while reviewing such cases will keep the following fact that in view:

“If he/she gets GPA below 5.000 at the end of the first semester, he/she shall be dropped from the University by the Registrar automatically and such student will have no right to petition for re-admission”.

2.10.2 Extension of scholastic probation for a maximum of one semester can be given provided his/her OGPA is not below 5.500.

Explanation:-

- (a) If at the end of a semester a Post-graduate student obtains OGPA less than 6.000. He/she shall be placed on Scholastic Probation.
- (b) If a student obtains OGPA 6.000 at the end of the semester in which he/she was placed on scholastic probation under section 2.8.2. He/she shall be released from the scholastic probation.
- (c) If a student fails to obtain OGPA of 6.000 at the end of the semester in which he/she was placed on scholastic probation. He/she shall be dropped from the University (He/she may, however, be given another chance to continue on scholastic probation on appeal. Such dropped students have the right to appeal for re-admission within 7 days from the date of declaration of results. No guarantee can be given for their re-admission on the appeal to the Registrar who will process the case as mentioned above.

2.10.3 Registration of Students on re-admission

A student who is permitted to seek re-admission under rule (a) above shall be allowed to register without any fine for late registration within two days of the passing of the order allowing him/her to be re-admitted or within the last date for registration with late fee which is generally prescribed for all students for that programme, whichever is later. A student, thus re-admitted shall continue to be on scholastic probation for another one semester.

2.11 Unfair means in the Examination

2.11.1 The concerned Dean of the Faculty/Assoc. Dean-cum-Principal of the College /Chairman of the P.G. Department in which the student is registered shall be

responsible for dealing with all cases of use of unfair means in the semester test and examinations.

- 2.11.2 The Instructor concerned shall report to the Dean/Assoc. Dean-cum-Principal through the Chairman/Head of the Department on the day of occurrence of cases of unfair means with full details of the evidence and/or exhibits. An explanation of the student concerned, if possible, shall also be submitted.
- 2.11.3 The Dean/Assoc. Dean-cum-Principal shall take appropriate action after offering full opportunity to the student for his/her defence and the penalty may be as indicated below:
- (i) A student found using unfair means during quiz or short test will be disqualified and given “F” grade for the course in that semester.
 - (ii) A student found using unfair means during a mid-term test will be debarred from the University for the un-expired period of the semester and he/she will be deemed to have failed in all the courses during the semester.
 - (iii) A student found using unfair means during the final examination may be deemed to have failed in all courses in that semester. He/she will be debarred from the University during the subsequent one semester also.
 - (iv) Repetition of such an offense more than twice during the career of a student may disqualify him/ her from being a student in this University and obtaining the degree of the University.
- 2.11.4** The term 'use of unfair means in the examination' or attempt to use unfair means in the examination shall denote the items prescribed by the Academic Council from time to time. The following inter alia shall be deemed to be unfair means:-
- (i) Talking to another candidate or any person, inside or outside the examination hall, during the examination hours without the permission of Invigilator.
 - (ii) Leaving the examination hall without delivering the answer book or continuation sheet, if any, to the Invigilator concerned, and taking away, tearing off or otherwise dispensing off the same or any part thereof.
 - (iii) Writing on blotting paper or any other piece of paper, a question or anything relating to a question or solving a question on anything except the answer-book or the continuation sheet supplied to the candidate.
 - (iv) Using abusive or obscene language in the examination hall or writing the same in the answer book.
 - (v) Making an appeal to the Examiner on the answer book.
 - (vi) Possession by a candidate or having access to the books, notes, paper or any other material, whether written inscribed or engraved or any other device, which could be of help or assistance to him/her in answering any part of the question paper.
 - (vii) Concealing, destroying, disfiguring, rendering, swallowing, running away with causing disappearance of or attempting to do any of these in respect of any book, notes

paper or other material or device including mobile, used or attempted to be used for assistance or help in answering a question or a part thereof.

- (viii) Passing on or attempting to pass on, during the examination hours, a copy of questions or a part thereof or the question paper itself or a part thereof, or solution to a question of a part thereof, to any other candidate or to any other person.
 - (ix) Smuggling into the examination hall, an answer-book or a continuation sheet, to get replaced the answer-book or continuation sheet, during or after the examination with or without the help or connivance of any other person concerned with the examination or through any other agency, whatsoever.
 - (x) Receiving or attempting to receive, with or without the help or connivance of any member of the supervisory or menial staff or any outside agency, a solution to a question or a part thereof.
 - (xi) Approaching or influencing directly an Instructor, Tabulator or any other person, connected with the University examination, with the object, directly or indirectly of inducing him/her to leak out the question paper or any part thereof, or to enhance marks or to favourably evaluate, or to change the award in favour of the candidate.
 - (xii) Undue influence, that is to say, any direct or indirect interference or attempt thereof, on the part of the candidate, or of any person on his/her behalf, with the discharge of the duties of a member of the supervisory or inspecting staff of an examination center before, during and after the examination. Provided that without prejudice to the genuinely of the provision of this clause any such person as is referred to therein who abuses, insults, intimidates, assaults, any member of the supervisory or inspecting staff or other candidate(s) or threatens to do so shall be deemed to have interfered with the duties of the supervisory and the inspecting staff within the meaning of this clause.
 - (xiii) Copying, attempting to copy taking assistance or help from any book, notes, paper or any other material or device, or from any other candidate, or facilitating or rendering any assistance to any other candidate to any of these things.
 - (xiv) Presenting a thesis, dissertation, practical or class-work, note-book wherever required, not prepared or produced by the candidate himself/herself.
 - (xv) Arranging or permitting any person, whosoever he/she may be, to impersonate for the candidate at the examination.
 - (xvi) Forging a document or using a forged document, knowing it to be forged, in any matter relating to the examination.
 - (xvii) The Academic Council may declare by resolution, any other act or omission or commission to be 'unfair means'.
- 2.11.5 Every student shall be required to bring his/her own examination material, such as set squares, scales and the like, as he/she shall not be permitted to borrow any of these materials from fellow students in the examination hall.
- 2.11.6 If any student is found to have used or attempted to use 'unfair means' in any examination, his/her answer book shall be seized by the Investigator/Instructor

forthwith. The student may, however, be permitted to answer the remaining part of the question paper, but on a separate answer book provided by Invigilator.

- 2.11.7 Superintendent (Examination Hall)/Invigilator shall submit a detailed report along with the answer-books(s) of the student and other related material(s), if any, to the Dean concerned immediately after the examination is over.
- 2.11.8 A written statement of the student engaged in the examination shall be obtained by Superintendent (Examination Hall)/Instructor and be forwarded with his report along with recovered material(s) from the student which should be signed by the student concerned in token of the same having been recovered from his/her possession.
- 2.11.9 In case a student refuses to give a statement, he/she shall not be forced to do so but the fact of refusal be recorded by the Invigilator in the presence of Centre Superintendent in the report. The invigilator as well as Centre Superintendent shall sign the report.

3.1 Advisor

- 3.1.1 Every student on admission to the Post–Graduate Programme shall be assigned a Major Advisor from his/ her major discipline. The advisor shall normally be a staff of the University accredited for appropriate post-graduate level research. In case of collaborative degree, if any, staff of other University/Institution may be accredited for guidance.
- 3.1.2 The Chairman/Head of the department concerned shall propose a major advisor for each student in the Department within one month of the date of registration and forward to DRI-cum-Dean PGS through Associate Dean-cum-Principal for approval. DRI-cum-Dean, PGS will intimate the final approval of the proposal normally within fifteen days of the receipt of the proposal from Associate Dean-cum-Principal of the college.
- 3.1.3 The allotment of PG students shall be made to the accredited faculty members. While allotting the PG students to the faculty members, a committee of 3-5 members (consisting of Chairman/Head of the Department, senior faculty members) to be constituted in each department. The said committee shall examine the allotment of students considering the infrastructure/ facilities available in the department/project and also the interest of the candidates for area of their specialization. Further, the maximum number of students with a faculty member at a time will be four (4).
- 3.1.4 An advisor once assigned to a student will normally not be changed. Where the need for the change of Advisor becomes necessary, either because the Advisor has resigned and left or is on long leave or unable to function as an Advisor or in any other circumstance, where the Dean of Post-Graduate Studies is convinced or has reasons to believe the change of Advisor has become imminent, the Dean, PGS may after consultation with the Head of the Department, the Assoc. Dean-cum-Principal of the college concerned, and such members of the Advisory Committee as he/she deems proper, allow assigning of another Advisor. In all such cases, the circumstances under which such a change became unavoidable shall be recorded and intimated to the Registrar. While assigning another advisor, among other things, the stage of the research work/thesis of the student and the guidance required as well as the availability/possibility of the advisor providing the guidance without detriment to the quality of thesis/research or unduly prolonging the duration of the thesis research work must be taken into consideration.
- 3.1.5 Normally *bonafide* staff member of this University shall be the Major Advisor and if the Advisor registers himself/herself for a Ph.D. Degree in any University, he/she shall cease to be the advisor there after.
- 3.1.6 Normally, retiring person may not be allotted P.G. student, if he/she is left with less than two (2) years of service and Ph.D. student, if left less than three (3) years of service. However, in special circumstances, permission may be obtained from Dean, PGS by the concerned Chairman/Head of the Department.

3.1.7 Co-Advisor can be nominated if he/she is a scientist from International or reputed National Research Organization granting Fellowship/Assistantship to M.Sc./Ph.D. programme. The co-advisor must be the Principal Investigator of a project, possesses Ph.D. degree and having at least 5 years of research experience. The nomination proposed by the Director Research through Dean (PGS) will accordingly be approved by the Vice-Chancellor. Thereafter MOU will sign between partnering institutions.

3.2 Professor (Academic)

In every post-graduate department, one of the Professor(s) besides Chairman will be designated as Professor (Academic). The Professor (Academic) will act as in-charge of all academic activities such as co-ordination of teaching activities of the Department, preparation of time table and course schedule.

3.3 Criteria for Selection of Major Advisor

3.3.1 For M.Sc. Programme: A teacher not below the rank of Assistant Professor having a Master's degree in the concerned field of specialization with at least five years independent teaching and/or research experience in the same field as evidenced by publications in reputed journal and working in the Department concerned or a teacher having Ph.D. degree would be eligible to guide a M.Sc. student as his/her Major Advisor.

3.3.2 For Ph.D Programme

An Assistant Professor having a Ph.D. Degree in the field of specialization with at least five years of independent teaching and/or research experience in the same field as evidenced by five publications in the NAAS rated journals and working in the department concerned, and who has guided at least two M.Sc. students, in the past would be eligible to guide a Ph.D. students as the Major Advisor.

3.4 Award of M.Sc. Agriculture Degree

3.4.1 Residential Requirement: Four semesters (2 years) shall be the minimum residential requirement for a Master's Degree for regular students. The maximum time limit for completion of the Master's Programme for a student in the Post-Graduate department will ordinarily be four years i.e. 8 semesters whichever is less from the date of his/her registration as a regular student.

3.4.2 Requirement of Credits: The minimum credit requirement for the M.Sc. Programme shall consist of

(i) Course work: 35 Credit Hours

(a) Major: 20 Credit Hours in Major

(b) Minor: 09 Credit Hours covering a field related to the field of specialization. In case a student opts for split minor, he/she will have to take at least 5 credits from each minor subject.

(c) Supporting subject: 5 Credit Hours

(d) Master's Seminar: 1 Credit Hour

(ii) Research work: 20 Credit Hours

NOTE: One credit for seminar and 20 credits for research work will be completed by a student during the entire Master's programme.

3.4.3 Non-Credit Compulsory Courses

Six courses of general nature are compulsory for Master's Programme. A Ph.D. student may be exempted from these courses, if already studied during Master's degree. These courses are as follows:

CODE	COURSE TITLE	CREDIT HOURS
PGS 501	Library and Information Services	0+1
PGS 502	Technical Writing and Communications Skills	0+1
PGS 503 (e course)	Intellectual Property and its Management in Agriculture	1+0
PGS 504	Basic Concepts in Laboratory Techniques	0+1
PGS 505 (e course)	Agricultural Research, Research Ethics and Rural Developments Programmes	1+0
PGS 506 (e course)	Disaster Management	1+0

NOTE:

- (a) A course in Statistics of 4 credits (STAT 511- Statistical Methods for Applied Sciences) may be treated as a compulsory course within the total requirement of 35 credit hours and it will not count towards minor subjects for the student who offers statistics as minor subject. Not more than 2 credits for seminar will be earned by a student in the courses of his/her studies.
- (b) Special Problems, if offered, will not be counted towards the minimum requirement of prescribed 35 credit hour load.

3.4.4 Constitution of Advisory Committee

- (i) The Advisor (Major) shall be assigned to each post-graduate student by the Chairman of the Department, in consultation with the faculty members of the Department in which the student is doing his/her major work. Besides, there shall also be an Advisory Committee for each student, which shall be approved by the Dean, PGS on the recommendation of the Major Advisor submitted through the Chairman of the Department. The members of the Advisory Committee shall be chosen from the Post-Graduate Faculty. The recommendation for constitution of an Advisory Committee for a post-graduate student shall be submitted in the prescribed form.
- (ii) For a student preparing for the Master's Degree, the Advisory Committee shall consist of two members of the faculty members representing the major subject (including Chairman) and one member of the faculty member representing the minor/supporting subject. The chairman of the Advisory Committee shall be the Major Advisor who shall be one of the members representing the major subject.

The Major Advisor should be allotted within a month of the admission of students in 1st Semester. The Dean, PGS may add one member to represent him/her in the committee. If, however, it is not possible to have two members to represent a major subject, the fact

must be brought to the notice of the Dean, PGS, who may approve the constitution of an Advisory Committee with only one member from the major subject and a second member from an allied field. The Advisory Committee so prepared must be submitted to the Dean, PGS within three months of the 1st semester.

3.4.5 Programme of Study

The programme of study of courses shall be developed in consultation with the student's Advisory Committee and submitted to the Dean, PGS before the end of 1st semester of student's stay. However, before submission of the synopsis of research problem, the student shall deliver a seminar on the research problem in the department. Regular student shall normally be allowed to take up thesis work after he/she has successfully completed the course work. However, depending upon the nature of research problem/thesis work, in special cases, can be started a little earlier as well on the recommendation of Advisory Committee.

3.4.5.1 In the programme of study student may be required to take special course, like seminar, special problem etc. The Advisory Committee should specify the credits for such courses. A special problem should be assigned to the student when there are specific assignments or techniques to be undertaken by him/her during a semester. For such credits, the student should be required to maintain a regular record of the work done and to write a report at end of the project undertaken by him/her, on the basis of the work done and the report written, the student shall be graded 'S' (Satisfactory) or 'US' (Unsatisfactory).

3.4.5.2 The programme of study so drawn up should be followed by the student. Only in exceptional case, the programme of study can be altered by the Advisory Committee and duly approved by DRI-cum-Dean, PGS during the course of his/her studies, to meet the changed scholastic circumstances. The programme should not; however alter to suit the convenience of a student or to facilitate his/her freeing from what he/she considers to be difficult course listed in his/her programme of study.

3.4.6 Synopsis of Research

An outline of the research or synopsis should be prepared by the student soon after selection of topic. Before submission of the synopsis of research topic, the student shall deliver a seminar on the proposed research programme in the department. The Regular student shall normally be allowed to take up thesis work after he/she has successfully completed the course work. However, depending upon the nature of research programme/thesis work, in special cases can be started a little earlier as well on the recommendation of Advisory Committee.

3.4.7 Comprehensive Examination

A candidate for Master's degree must pass the Comprehensive Examination both in the major and minor fields of his/her studies to be arranged by the Chairman of the Department concerned in consultation with the Major Advisor of the student's Advisory Committee. He/she shall not be admitted to the comprehensive examination until-

- (i) He/she has successfully completed at least 75% of the course work prescribed and obtained an OGPA of not less than 6.500 out of 10.000 calculated on the basis of courses taken. The OGPA of repeat courses will be added to work out the OGPA.

- (ii) He/she has completed residence of not less than two semesters. There shall be two written papers each of three hours duration. The written papers would include one of the major subjects and one for the minor subject. In case of students offering split minors, adequate emphasis should be laid on both the minor fields for setting of question papers. The papers shall be of 100 marks each, and for passing a candidate shall have to obtain at least 70% marks. The paper of the major and minor subjects shall be set internally and evaluated by Major Advisor and member of minor subject respectively in consultation with concern Chairman of the Department/course instructor.

3.4.8 Submission & Evaluation of Thesis/Dissertation

- (i) Submission of thesis will be allowed only after satisfactory performance of the student in the comprehensive written examination and thesis seminar.
- (ii) Subject to condition above and not before the last four weeks of the 4th semester thesis can be submitted.
- (iii) Each student submitting a thesis/dissertation must also submit separately, four copies of an abstract of his/her thesis or dissertation not exceeding 400 words, excluding the title.
- (iv) The thesis should be typewritten and bound as specified. Each student would submit four copies (five for ICAR candidate) of the thesis of which one copy would eventually be deposited in the University library, a second in the Department/Library, and the third with the Major Advisor.
- (v) The Chairman of the Department shall send the thesis to the Dean PGS, who in turn will send the same to the external examiner for evaluation. The external examiner will submit a report in the prescribed performa, commenting on the thesis stating whether he/she (examiner) recommends its acceptance or rejection and if recommends acceptance only then will the oral examination be arranged. If the thesis is returned by the external examiner for revision and the Advisory Committee agrees to it, the student will be given one chance to revise the thesis and resubmit it after expiry of three months.
- (vi) If the thesis is rejected, the case will be submitted to the Advisory Committee for decision. If the Advisory Committee agrees with the External Examiner, the thesis shall be rejected. If the Advisory Committee does not agree, the thesis will be re-examined by another external examiner whose decision shall be final. When the thesis is returned for revision, the student will be given one chance to revise the thesis and re-submit it after expiry of at least three months. If the thesis is rejected for second time, he/she will be dropped from the University without any right for re-admission.
- (vii) Hard copy as well as CD of thesis should be submitted in the University library before finally awarding degree to the students.
- (viii) The thesis shall be evaluated by One External Examiner who will be specialist in the student's major field appointed by the Dean (PGS) from the panel of five examiners submitted by the Chairman of the Department.
- (ix) Viva-Voce examination will be conducted by the External Examiner and student's

Advisory Committee.

- (x) The date of successful completion of Master's Degree Programme shall be the date of *viva-voce* and this shall be mentioned in the Degree Certificate and other documents.

Note: In case the corrected copy of thesis duly signed by the Examination Committee is not submitted to the University Library with information to Dean PGS, the final results shall not be published.

3.4.10 Relief for Students

A regular student, who has completed two semesters of residential requirement in the University and has successfully completed written comprehensive examination and also requests to be relieved from studies for accepting employment, may be permitted by the Dean PGS to do so on the special recommendation of the Major Advisor and the Chairman of the Department concerned. Such a candidate may submit his/her application in the prescribed performa (PGF XIII). A candidate, if permitted may re-join the University and complete residential requirement and other requirement like thesis submission within the prescribed maximum limit of 4 years from the date of first registration in the programme.

NOTE: A student can avail this relief only once during the degree programme.

3.5 Award of Ph.D. Degree

3.5.1 Residential requirement: A minimum period of six semesters, i.e. three years shall be required for Ph.D. Degree. A student may require additional period, depending upon the course and the nature of problem assigned to complete the requirements for a Ph.D. degree. All requirements for the degree must be completed within the period of six years/twelve semesters whichever is less from the date of his/her first registration as regular student provided that the Advisory Committee and the respective Chairman of the Department recommend the request of application of student for grant of extension of time and approved by DRI-cum-Dean PGS.

3.5.2 Ph.D. Programme: This programme comprises of three stages as described below:

- (i) The first stage is completed when the candidate has completed at least 75 percent of course work, and obtained an overall grade point average of 6.500 to qualify for preliminary oral examination.
- (ii) The second stage is made up of completion of courses in the Major and Minor fields with a minimum of 30 credit hours and preliminary examination.
- (iii) The third stage consists of research work, preparation of thesis and final examination.

3.5.3 Requirement of Credits: The minimum credit requirements for the Ph.D. programme shall consist of Course work of 30 Credit hours and Research work of 45 Credit hours as follows:-

(i) Course work: 30 Credit Hours

(a) Major: 15 Credit Hours in Major subject

(b) Minor: 8 Credit Hours covering a field related to the field of specialization. In case a student opts for split minor he/she will have to take at least 5 credit hours from each minor subject.

- (c) Supporting subject: 5 Credit Hours
- (d) Doctoral Seminar: 2 credits for seminars (1 credit hour each)
- (ii) Research Work: 45 Credit Hours

3.5.4 Constitution of Advisory Committee for Ph.D. students

The Advisory Committee of a Ph.D. student shall consist of two members of the faculty representing the major subject and one member from the minor subject and one member from the supporting field. One of the members representing the Major subject shall be the Major Advisor; Dean PGS may add one more member to represent him/her in the Advisory Committee. If it is not possible to have two members to represent a major subject, the fact must be brought to the notice of the Dean PGS who may then approve the constitution of the Advisory Committee with only one member from the major subject and a second from an allied field.

3.5.5 Programme of Study

A student's programme shall be planned by his/her Advisory Committee taking into consideration all his/her previous academic training in consultation with his/her Advisory Committee so as to provide a core of subjects in the general field of the student's major specialization and secondary group of courses in the minor and supporting disciplines. The student's Advisory Committee shall be given considerable latitude in the choice of courses in the major field, taking due account of the requirements to provide training for high level scholarship and research in a particular field. While designing programme repetitions of courses already taken in Master's Degree Programme shall be avoided. Such programme shall be forwarded in prescribed Performa for approval of the Dean, PGS before the end of the first semester of student's stay.

3.5.6 Synopsis of Research Work

The synopsis of Programme of research for the student shall be sent for approval of Dean PGS through the Chairman of the Department normally before the end of the second semester. The topic of the research should be so chosen as to advance the knowledge in the area of investigation and should aim at publication of results/finding in journals of repute in the area of specialization.

3.5.7 Examination in Prescribed Courses and Grade Requirement

- (i) All students shall have to take examination in the various courses in the major and minor fields and obtain acceptable grades.
- (ii) The instructor shall be responsible for judging and guiding the student's performance and his/her mastery over the subject matter covered in the various courses by a system of quizzes, term papers, mid-term-examination assignments and final examination on termination of the courses at the end of a semester.
- (iii) If a student gets grade 'F' in a particular course, he/she shall be deemed to have failed in that course and shall be required to repeat that course in a subsequent semester, when that course is offered by the department. When a student gets grade 'F' in a course, the

credits corresponding to that course shall counted for the semester result but the credit shall not be taken into account for computing the Overall Grade Point Average while repeating the course.

- (iv) For the purpose of continuing in a Ph.D. Programme, a student shall have to earn an Overall Grade Point Average of not less than 6.500 out of 10.00 at the end of the semester and maintain this average throughout his/her studies at the University. A student who fails to obtain an Overall Grade Point Average of 6.500 at the end of each semester but obtains instead less than 6.500, he/she may be placed on scholastic probation for the next semester. In case he/she fails to obtain an Overall Grade Point Average of 6.500 even at the end of that semester, he/she shall not be allowed to continue in the University.

3.5.8 Preliminary Examination

A Ph.D. student must pass a preliminary examination to testify that he/she has comprehensive knowledge of his/her major and minor subjects of study. He/she shall not be admitted to the preliminary examination until;

- (i) He/she has satisfactorily completed at least 75% of the prescribed course work and obtained an Overall Grade Point Average of not less than 6.500 calculated on the basis of courses studied. The Grade Point Average of repeat courses will be added to work out the Overall Grade Point Average but such course credits shall be included only once in the total load of prescribed course work for the Degree Programme.
- (ii) He/she has completed residential requirement of not less than 4 (four) semesters.
- (iii) Chairman of the Department in which the student is enrolled shall arrange the written preliminary examination in consultation with his/her Major Advisor and member of advisory committee from minor subject.
- (iv) There shall be two written papers each of three hours duration. The written paper would include one for the major and supporting major and the other for the minor subject. Each of the paper shall be of 100 marks and a candidate shall have to obtain at least 75 percent marks for qualifying in that paper. The paper of the major and supporting subject shall be set and evaluated by the Major Advisor in consultation with concerned instructors and of the other subjects by the concerned member of advisory committee/ instructors. The Comprehensive Oral Examination will be held after the written examination and shall be conducted by the Advisory Committee, with an additional expert from outside the University to be appointed by the Dean, PGS out of a panel of five names submitted by the Major Advisor in consultation with Chairman of the Department.

The additional member shall be a specialist in the student's major subject. The candidate must qualify at the preliminary examination at least nine months before the submission of thesis. If the student fails in the preliminary examination, he/she may be allowed to re-appear at a subsequent examination, to be held in the manner prescribed but not earlier than three months from the date of the first examination. If a student fails for the second time, he/she shall not be allowed to continue as a student in the University or qualify for Ph.D. Degree.

3.5.9 Submission and Evaluation of Thesis

- (i) Submission of thesis will be allowed only after a gap of nine (9) months from the date of completion of Preliminary Oral Examination for Ph.D. Programme.
- (ii) Each student submitting a thesis/dissertation must also submit separately, four copies of an abstract of his/her thesis or dissertation not exceeding 400 words, excluding the title.
- (iii) The date of successful completion of Master's Degree Programme shall be the date of viva-voce examination and this shall be mentioned in the Degree Certificate and other documents.
- (iv) Hard copy as well as CD of thesis should be submitted in the University Library before finally awarding degree to the students.

3.5.10 Thesis

- (i) The thesis shall be on a topic falling within the field of major subject and shall be the result of the student's original work. A certificate to this effect duly endorsed by the Major Advisor shall accompany the thesis.
- (ii) The candidate shall be required to complete and submit his/her thesis to the Chairman of the Department through the Major Advisor at least six weeks in advance of the date of completion of the Ph.D. Programme.
- (iii) The thesis should be typewritten and bound as specified. Each student would submit four copies (five for ICAR candidate) of the thesis of which one copy would eventually be deposited in the University library, a second in the Department/Library, and the third with the Major Advisor.
- (iv) The thesis submitted by a student shall be the property of the University. Whenever an extract or research paper from the thesis is published; a footnote shall always have to be given stating that "the paper relates to a thesis submitted to the Bihar Agricultural University, Sabour in partial fulfilment of the requirements of the Ph.D. Degree".
- (v) Copies of thesis deposited in the University Library shall not be issued on loan for a period of two years from the date of submission.
- (vi) At least 9 months must elapse from the date of preliminary examination before the thesis is submitted.
- (vii) The thesis submitted in partial fulfilment of the Ph.D. degree shall be read and examined by an examination committee appointed by the Dean, PGS. The committee will be headed by the Major Advisor and shall consist of the members of the Advisory Committee and two additional members from outside the university chosen by the Dean, P.G. from a panel of at least seven names of specialists in the particular field, submitted by the concerned Chairman of the Department in the consultation with the Major Advisor. The additional members shall send their reports on the thesis to the Dean PGS. The thesis shall be considered for award of the degree on the unanimous recommendation of the committee.
- (viii) In case of dissenting note from any of the additional members, Dean, PGS may, on the

recommendation of the Advisory Committee through Chairman of the Department refer the thesis for scrutiny and independent judgment to a third additional member, chosen and appointed by the Dean, PGS from the original panel. If the third additional member recommends the thesis for the award of degree, this recommendation may be accepted provided one of the previous additional members also agrees with such recommendation. If not the thesis shall not be accepted and the candidate may be permitted to continue the work, revise the thesis and submit the same after a lapse of at least one semester but not for the third time in any case.

NOTE:

- (i) The thesis must prepared as per “**Guidelines of M.Sc. (Ag) and Ph.D. Thesis**” circulated by the DRI-cum-Dean, PGS, Bihar Agricultural University, Sabour.
- (ii). The thesis must be checked with Plagiarism Software before its submission as per guidelines of university, which can be revised form time to time.
- (iii). In case the corrected copy of thesis duly signed by the Examination Committee is not submitted to the University Library with information to Dean PGS, the final results shall not be published.

3.5.11 Final Oral Examination

- (i) After the credit requirements for research and thesis have been completed and the thesis has been evaluated as satisfactory, the candidate will be admitted to the final oral examination on the recommendation of the Advisory Committee and Dean, PGS. The final oral examination will be conducted by the student's Advisory Committee and one of the above additional members. The final examination shall pertain largely to aspects relating to his thesis and major discipline in which the degree is to be awarded. The candidate would be expected to defend the thesis at the examination and show comprehensive mastery over his/her entire field of specialization.
- (ii) The degree shall be awarded on the unanimous recommendation of the Oral Examination Committee having regard to the thesis itself and the performance of the student in the final Oral Examination. The recommendation of the Committee shall be conveyed by the Chairman of the examination Committee through the Chairman of the Department to the Dean, PGS, in the prescribed form duly signed by all members of the committee. In case the recommendation regarding oral performance is not unanimous the report shall be examined by Dean, PGS to determine the need for another examination.
- (iii) A candidate not receiving unanimous recommendation may be permitted to appear after a lapse of three months before the same committee or a freshly constituted committee.
- (iv) The date of successful completion of Ph.D. programme shall be the date of *viva-voce* and this date shall be mentioned in the degree certificate and other documents.

3.5.12 Relief for Student

A regular student who has completed 4 semesters of residential requirement in the University and has successfully completed comprehensive written and oral

examinations and who requests to be relieved from studies for accepting employment may be permitted by the Dean PGS on the specific recommendation of the Major Advisor and the Chairman of the Department concerned. Such a candidate if permitted may re-join the University and complete his/her residential requirement and other requirement like thesis submission within the prescribed maximum limit of 6 years from the date of first registration in the Programme.

NOTE:

A students can avail this relief only once during the degree Programme.

3.6 Collaborative Thesis Research Work for PG Programme with other Institutions

The University will promote institutional collaboration in PG research for enhancing quality of investigation and exposure of students. Student(s) may be permitted to conduct field experiments and research work and/or course work in approved institutions after taking into account the needs of the student and nature of research problem. The MOU has to be signed to this effect for mutual benefit of both BAU and the identified institute. A student may be permitted to conduct research work at the authorized institute subject to following conditions:

- (i) A member from the institution where the research work has to be carried out will have to be made as Co-Advisor of the student.
- (ii) The courses to be taken and the credits to be given shall be determined by the existing regulations of the university. However, consultation with the Co-Advisor from collaborating institution will be made.
- (iii) The research problem of the student shall also be approved by the Dean, PGS in consultation with the concerned authorities or representative of the collaborating institution.
- (iv) Matters regarding Intellectual Property Rights of the materials developed out of students research will be governed by the rules of the university.
- (v) Where a candidate for a post-graduate degree of this university is permitted to complete the course work or research in full or part at another institution recognized for this purpose, such course or research work may be accepted in fulfilment of the course requirement or may be permitted to be submitted as thesis for the same degree at this university. Further, if the candidate has successfully completed the preliminary examination at the cooperating institution; he/she shall also be exempted from taking the preliminary examination at this university.

3.7 COURSE OF STUDY

The course of study for Post-Graduate Programme shall normally be prepared by Board of Studies/ Faculties and approved by Academic Council.

- (i) No new individual course or group of courses or changes in existing courses will be allowed unless duly approved by Course Committee of the Department, Board of Studies/Faculties and Academic Council with full justification.
- (ii) In case of an emergent need arising out of changes in course, or some unforeseen

situation, a course or group of courses may be substituted in place of required courses, if discontinued by the student which formed part of requirement, on approval of the Vice-Chancellor on the recommendation of Advisor, Chairman of Department, Advisory Committee and the Dean PGS.

3.8 Graduate Research Assistantship (GRA)

Graduate Research Assistantship (GRA) can be granted under the National/ International Externally Funded Research Project to the Post Graduate students pursuing Master's & Ph.D. Degree Programme in the University as per rules framed by the University.

4.1 Availability of Hostel and Hostel Rules

- (i) The Hostels shall be made available to all regular students of the constituent colleges of the University himself/herself with these rules and must observe the same. Ignorance of the rules will not be considered as an excuse.
- (ii) In granting character certificates to the boarders, the opinion of the Warden of college hostels will be given weightage. The Warden will exercise general supervision and control over the hostels through the Superintendent of the Hostel.
- (iii) Boarders must look up the Hostel Notice Board twice a day, as sometimes important notices are put up there.
- (iv) No boarder should see the Associate Dean-cum-Principal for ordinary affairs. Hostel Prefects or Hostel Superintendent are the right persons to be approached for such matters.
- (v) All cases of illness should be reported to the Hostel Superintendent concerned and to the University Medical Officer.
- (vi) No student shall keep any fire-arm, lethal weapon, poison or intoxicant of any kind in the hostel. Any infringement of this rule will entail expulsion of the student.
- (vii) Any meeting to be held in the hostel premises will need to have prior approval of the Associate Dean-cum-Principal concerned or the Warden of the college hostels.
- (viii) The students shall make proper use of common-room, newspapers, magazines and the articles required for indoor games. Hours during which the common-room shall remain open will be fixed by the Hostel Superintendent from time to time. The common-room Secretary and Joint Secretary will be responsible for maintaining the common-room properly.
- (ix) While visiting the Dining Hall, the Common-Room and the Canteen, the students must be properly dressed.
- (x) In each wing of the hostel a senior student of good-standing shall be nominated as a Prefect for the Wing, who will assist the Hostel Superintendent in the administration of hostel affairs.
- (xi) Purchase of newspaper, magazine, indoor games, articles and prizes for hostel competitions, registers; rubber stamp etc will be made as per requirements of the students in consultation with Hostel Superintendent/Warden and approved by the Associate Dean-cum-Principal.
- (xii) Purchase of T.V. and its repair, hostel functions and festivals or any other miscellaneous expenditure which the warden may deem fit to incur shall be made in consultation with the Secretary/Joint Secretary of the Common-Room.

- (xiii) Amendment to these rules can be made by the committee consisting of the Warden of College Hostel, Hostel Superintendent, and Secretary/Joint Secretary of Common-Room subject to the approval of the Dean/Associate Dean-cum-Principal concerned.
- (xiv) The Associate Dean-cum-Principal concerned, on the recommendation of a committee appointed will be competent to declare an article to be purchased out of the hostel fund, as unserviceable and authorize its write off and/or auction.
- (xv) All the boarders shall vacate the hostel rooms before they leave for the summer vacation. All hostel article issued to the students, should be returned to the Hostel Clerk before the students vacate their rooms. They will be held responsible for loss, if any and will be liable to replace the loss.

4.2 Allotment of Hostel

- (i) Primarily the merit & seniority will be taken into consideration at the time of allotment of cubicles as well as dormitories.
- (ii) Students must be personally present at the time of allotment of rooms. Rooms to be allotted will be specified immediately before the allotment is made.
- (iii) Room-mates in dormitories shall preferably be students of the same class. The rules, however does not apply to real brothers and first cousins.
- (iv) No boarder is allowed to change his/her room without permission of the Hostel Superintendent. Change of room will ordinarily be permitted only after the general allotment has been made.

4.3 Furniture and Equipment

- (i) Every boarder will be provided with a chair, a table and a cot and will be responsible for its proper care and maintenance. In no case, the furniture are to be shifted from one room to another. The boarder will ensure that no damage is caused to the hostel property entrusted to him/her. Repair charges for any furniture damaged, intentionally or through negligence, are to be borne by the boarder concerned.
- (ii) Removal of electrical fittings and cot from the room is strictly prohibited.

4.4 Withdrawal and Removal from the University Hostel

- (i) after the general allotment, application for withdrawal from the hostel shall be entertained and must be countersigned by the parent/guardian of the student and submitted to the Associate Dean-cum-Principal concerned through the Hostel Superintendent only after hostel dues have been cleared.
- (ii) Even if the boarder has actually vacated his/her room, he/she will be liable to pay all the hostel dues and fines, if any, standing against his/her name up to the day he/she continues to be on the rolls.
- (iii) In case of post-graduate final year students, the Associate Dean-cum-Principal of the College concerned will either recover from the outstanding dues after adjusting the caution money or report the matter to the concerned Dean under intimation to the Registrar to withhold the result of such defaulting students till the balance of the

outstanding dues has been cleared by them. If a student leaves the University before his/her final examination, he/she shall not be paid back the security money until pending clearance as declared by the Hostel warden through the Hostel Superintendent.

- (iv) No boarder shall leave the hostel without personally handing over the charge of the room to the clerk concerned. Losses, if any, will be borne by him/her.
- (v) Those Post- graduate students who have submitted the Thesis, but fail to give the Viva-Voce within the same semester, they should pay only Hostel Fee. This may be applicable till the conduct of Viva-Voce in a semester.

4.5 Leave Rules

- (i) Leave granted for absence from the college will not mean leave for absence from the hostel. Leave for absence from the hostel for one or more nights must have the approval of the Hostel Superintendent.
- (ii) Students absenting themselves from the hostel without prior sanction of leave by the Hostel Superintendent will be punished as per rules.

4.6. Night Roll Call

- (i) Night roll call will be under taken by the Block/Hostel Prefect at 9.00 P.M. in winter and 10.00 P.M. in summer. Every boarder must be present in his/her room at the time of roll call.
- (ii) A student absenting at the time of roll call is liable to a fine up to Rs. 100/-. The list of absentees and fines imposed on them will be put up on the notice board at the end of each month.
- (iii) After the roll call, no student is allowed to leave the hostel. However, in a case of emergency, he/she must inform the prefect of his/her block who, in turn will inform the Hostel Superintendent next morning. The Hostel Superintendent, if he/she so likes, will verify the cause of his/her leaving hostel and shall report to the warden.
- (iv) Absence from the hostel for the whole night without prior permission of the Superintendent will be considered as an act of gross indiscipline and misconduct and will call for heavy punishment. Such cases must be brought to the notice of the Associate Dean-cum-Principal concerned by the Warden.

4.7 Guests

- (i) Guests are not, ordinarily, permitted to stay in the hostel except in the case of father/brother, provided that he comes at an odd hour. The name and relationship of the guest so allowed will be entered in the guest register kept in the hostel.
- (ii) Lady guests are not permitted in any case to visit the room and stay in the hostel meant for boys.
- (iii) No guest is allowed to stay in the Girls Hostel in any circumstances.
- (iv) A boarder keeping guest without permission will be liable to the punishment.

4.8 Light

- (i) Lights must be switched off when not in use. The students are advised to use CFL/LED bulbs to save electricity.

- (ii) Use of electric heaters, electric rod and other similar electric appliance is strictly prohibited and punishable.
- (iii) Boarders are warned against tampering with electric installations. For all electric repairs the authorized electrician should be called in.

4.9 Discipline and Complain

- (i) Students are expected to maintain discipline and desired academic atmosphere in the hostel.
- (ii) All kinds of shouting, hooting, violent knocking or any other act or movement or behavior likely to cause disturbance to inmates are strictly prohibited. Ragging of any type will be dealt with severely and may result in expulsion from the University.
- (iii) Maltreating or insulting or abusing the hostel employees and canteen staff is strictly prohibited. In case of a complaint against them, a report should be made in writing to the Hostel Superintendent.
- (iv) Dealings in general and especially with fellow students should be courteous and polite. Students must not take law into their own hands, but must report all quarrels and disputes, not amicably settled to the Hostel Superintendent.
- (v) A boarder found guilty of having committed a breach of rules shall be liable to appropriate punishment by the Associate Dean-cum-Principal concerned or the Warden on report from Hostel Superintendent.

4.10 Lands and Cleanliness

- (i) Students are expected to show a sense of responsibility in the maintenance of hedges, lawns and the hostel landscape. They should avoid crossing the lawns and trampling or damaging the hedge. Plucking of flowers without permission of the Hostel Superintendent will be regarded as a misdemeanor.
- (ii) Cycling in lawns, veranda, corridor, roof etc is prohibited.
- (iii) Wash-basin should not be blocked with any extraneous material. It should be kept clean and should only be used for washing purposes.
- (iv) Splitting at all places is strictly prohibited. Walls, furniture and doors should not be disfigured with pencil, ink, chalk or color marks.
- (v) For proper functioning of the sanitary lavatories, the following instructions must be followed:-
 - (a) Pull the chain gently after use. The cistern will work satisfactorily only when full. Once emptied it takes a few minutes to get filled up.
 - (b) To avoid blockage, please do not throw papers etc in it.

4.11 Maintenance of Discipline

4.11.1 General

Assoc. Dean-cum-Principal/Dean of the Faculty shall be responsible for the

maintenance of discipline among students in their colleges, hostels, playgrounds and any other part of the campus and also among the students going outside the campus in connection with the work of the University.

4.11.2 There shall be a Disciplinary Committee in each College Campus and University level consisting of the following members:-

(A) University Level Committee

An Officer of the University to be nominated by the Vice – Chancellor.	:	Chairman
All Deans and Directors.	:	Member
Director Student's Welfare.	:	Convener

(B) Campus Committee

Associate Dean-cum-Principal of the College.	:	Chairman
Three University Professor-cum-Heads of Departments shall rotate annually as per alphabetical orders of the University Departments, provided that in colleges where there are no University Professors, the membership will rotate among the Head of Departments on the same basis.	:	Member
Where there is more than one college at one Campus, the Principal of the other College shall also be a member.	:	Member
Warden of Hostels.	:	Member Secretary

4.11.3 Awarding punishment for breach of discipline

For minor offenses, black marks should be awarded and a record in this regard be maintained. A student who is given more than 5 black marks is liable to fine or other suitable punishment as below:

- (i) Suspension for not more than one semester.
 - (ii) Rustication of student till the end of session.
 - (iii) Expulsion for one or more academic session.
- (a) In the case of (i) and (ii) above, a report should be sent to the Vice – Chancellor who may examine the enquiry report, and if considered necessary the student may be asked to seek admission in another college.
 - (b) Any organize act of indiscipline observed among a large number of students intended or calculated to cause any disturbance in the normal working of college, department or section of the University, or to adversely affect the reputation of the University, or lowering of standards or excellence in any field of activity of the University, shall be deemed as constituting an organized act of indiscipline.

4.12 Acts of Indiscipline

The following shall constitute the acts of indiscipline:-

- (i) Keeping or using any fire-arm, lethal weapon, knife with a blade of more than four inch length, in the room or outside.
- (ii) Keeping or using intoxicants in any form.
- (iii) Gambling in any form.
- (iv) Ragging, bullying or harassing of students.
- (v) Demonstration in any form including processions and unauthorized meetings.
- (vi) Strike-or-hunger strike.
- (vii) Boycotting of any University function, programme of activity or even classes.
- (viii) Abusing or insulting any teacher or staff member or among students themselves.
- (ix) Recourse to violence, assault, intimidation, rioting etc.
- (x) Showing or causing to show any disrespect to a teacher or staff member of the University.
- (xi) Incitement to commit any act of indiscipline.
- (xii) Any breach of law of the country or the state or the Statutes Regulations or Rules or the University or orders of a competent authority.
- (xiii) Disturbing other students in their studies.
- (xiv) Damaging any University property.
- (xv) Disorderly behaviour in any form.
- (xvi) Attending or organizing meetings in hostel or college premises, other than those authorized by the Warden/Principal, and participation in such meetings.
- (xvii) Displaying notices, leaflets, or posters, not signed or countersigned by the Warden or other University officer authorized by the Vice-Chancellor, at the hostel and University notice boards or other places or distributing such notices or leaflets.
- (xviii) Any act specifically forbidden by the Vice-Chancellor, Dean, Associate Dean-cum-Principal, Warden, and Superintendent, Director Students Welfare or any other of the University competent to pass such an order.
- (xix) Any other act intended or calculated to cause inconvenience, annoyance, injury or damage to any other inmate of the hostel, employee of the University or a resident of the campus, or guest and visitors to the University.

4.13 Grading for Conduct and Discipline

4.13.1 Each student shall be graded in respect of discipline by the Superintendent of the Hostel, in consultation with the Advisor of the student concerned, at the end of each Semester in the following categories:

A	:	Exemplary
B	:	Good
C	:	Fair
D	:	Bad

4.13.2 The grades in conduct and discipline in respect of each student shall be forwarded to the

Associate Dean-cum-Principal with a copy to the Registrar, at the end of each Semester, by the Superintendent of the Hostel concerned through the Warden, who may revise the grade for reasons to be recorded in writing. This should be followed strictly.

4.13.3 The student who secures 'D' grade in conduct and discipline in any semester shall be placed on Conduct Probation.

4.13.4 The numerical value of the grade(s) as for other courses, earned in conduct and discipline in each Semester, shall be averaged and on this basis the final grade for conduct and discipline worked out and it shall be shown in the transcript of the student concerned.

4.14 Powers of Vice-Chancellor for Awarding Punishment for Breach of Discipline

Apart from the punishment prescribed under Regulation elsewhere or any of the following punishments may be imposed by the Vice-Chancellor upon any student after such enquiry as he/she may deem fit.

4.14.1 Monetary fine without any limit

4.14.2 Conduct Probation (CP)

This will consist of placing the student on Conduct Probation with a warning that one or more serious incident might lead to his/her dismissal from the University. The warning shall be noted on the inmate's permanent record and shall go with his/her transcript so long he/she is on such probation, but will not go on outgoing transcript, if he/she completes the period of probation without any further punishment. The inmate will be removed from such probation by the end of semester on satisfactory report of his/her conduct and certification by the Advisor/Warden.

4.14.3 Reprimand on Record

This will consist of warning to be recorded in the student's Personal File.

4.14.4 Suspended Dismissal

The student shall be dismissed from the University for a specific Semester (s) but the dismissal shall be held in abeyance till the end of the Semester to enable the student to complete the semester. This fact shall be entered in the permanent card and shall also go out on transcript of the student till he/she is re-admitted. In case, however, the transcript is issued after re-admission the same should not be entered in the outgoing transcript.

4.14.5 Temporary Dismissal

The student shall be dismissed from the University for a specific semester (s) and required to leave the University immediately. This shall be entered in the permanent record card and shall also go out in the transcript of the student if the same is issued during the period of temporary dismissal. It shall, however, not be mentioned in the outgoing transcript in case the transcript is issued after re-admission.

4.14.6 Permanent Dismissal from the University

The punishment shall be entered in the permanent record card and transcript of the student and he/she shall be debarred from re-admission to the University.

4.14.7 Rustication

The punishment shall be entered in the permanent record card and transcript of the student and he/she shall be debarred from admission to this University as well as other Universities. In all such cases, the names, of the rusticated student(s) would be circulated to other Universities/Deemed Universities of India.

4.14.8 Additional measures in case of organized indiscipline

A part from any punishment that may be imposed by the competent authority under these regulations for any act of indiscipline, in case of organized indiscipline any of the following measures may be taken by the Vice-Chancellor or on being authorized by him/her to the Associate Dean-cum-Principal of the College:

- (i) Closure of the Institutions *sine dies*, with or without prescribing a minimum period or for a specific period.
- (ii) Cancellation of Semester.
- (iii) Suspension or cancellation of any academic programme for any category of students.
- (iv) Vacation of the hostel by closure of the hostel for the institutions as a whole or any particular group or category of students. In all such cases, the students shall vacate the hostel within the prescribed time-limit, failing which they may forcibly be evicted, and/or otherwise suitably punished for disobedience of orders.
- (v) Suspension pending conclusion of the Enquiry: The Vice-Chancellor may in his/her discretion; suspend any student pending the conclusion of enquiry against the student.

4.15 Power of Associate Dean-Cum-Principal of College/ Wardens for Imposing Punishment for Breach of Discipline.

4.15.1 The Associate Dean-cum-Principal of the College may award any of the following punishment:-

- (i) Warning (simple or severe)
- (ii) Monetary fine up to Rs. 2000/-
- (iii) Conduct Probation.
- (iv) Reprimand on record.
- (v) Suspension pending enquiry.

4.15.2 Power of the Warden to impose punishment for breach of discipline:

Warden may give warning (simple or severe) and impose a fine up to Rs. 1000/- at a time or give warning to be noted on the student record.

4.15.3 All actions leading to the punishment will be recorded in the personal file of the student and communicated to his/her guardian.

5.1 FINANCIAL HELPTO STUDENTS

For the students of this University, fellowships, scholarships etc shall be available as decided by the Academic Council and the Board of Management from time to time.

5.2 FELLOWSHIP

- 5.2.1 The amount of BAU fellowship for Master Degree and Ph.D. Degree Programme shall be Rs. 2000/- (two thousand) and Rs. 3000/- (three thousand) per month per student, respectively as per rule of the University. The amount may revised from time to time.
- 5.2.2 The BAU fellowship from Master's and Doctoral Degree Programme shall be permissible to only 75% the total capacity of the department in order of merit and that they have been admitted through competitive entrance list of the university. The merit of the students would be judged the basis aggregate marks obtained by the students in Bachelor's/Master Degree Programme or on the basic marks obtained in competitive test-cum Academic Performance.
- 5.2.3 The fellowship shall be strictly dependent upon the maintenance of good record or merit, conduct, behaviors and minimum prescribed attendance. The merit in this case will mean securing an OGPA of 7.000 out of 10.000 or above in each semester with prescribed course load (9 to 18 credit hours).
- 5.2.4 To draw the fellowship, a student must attend a minimum of 75% classes held in that month as long as he/she maintains 85% average attendance of the total lectures delivered in all the courses offered during semester.
- 5.2.5 Fellowship will be available to such students who are not in receipt of any financial assistance from any source in the form of fellowship or salary.
- 5.2.6 Fellowship shall be tenable for a maximum period of four semesters in case of M.Sc. (Ag.) and six semesters in case of Ph.D. in continuation only from the date of admission. However, in no case fellowship shall be extended beyond 24 and 36 months, respectively.
- 5.2.7 The fellowship once awarded shall be tenable from the start of regular session subject to the students maintaining good conduct and a minimum OGPA of 7.000 out of 10.000. The student will forfeit his/her claim for fellowship if he/she is put on Scholastic Probation or Conduct Probation in any semester. However, if he/she clears his/her scholastic probation and is in good standing, the student may again be allowed the fellowship from subsequent semester.
- 5.2.8 If a student withdraws one or a part of semester on medical ground, he/she may be granted fellowship when he/she rejoins on production of hospitalization certificate but in no case the fellowship shall be granted exceeding 24 months for Masters Programme and 36 months for Ph.D. Programme.
- 5.2.9 In case of fellowship holders, the recipient will have to give an undertaking in the

prescribed form that he/she will not leave the institution without completion of his/her degree requirements or else he/she will refund the amount of fellowship received by him/her.

- 5.2.10 The undertaking to be furnished by the student before sanction of the award should be in the form of an agreement bond on Non-judicial stamped paper of Rs. 100/- only duly signed by the student and countersigned by two sureties with address. The sureties should be persons having independent source of income.

5.3 Best Ph.D. Thesis Award for the Students of BAU, Sabour

All the thesis submitted for award of Ph.D. degree in the University and the result of which has been declared during a calendar year shall be considered for the award.

- (i) There will be only one award during the calendar year.
- (ii) One eminent scientist in the field of Agriculture from outside the State shall be appointed by the Vice-Chancellor every year for comprehensive examination of the theses submitted during the calendar year.
- (iii) The thesis of the student judged best by the Eminent Scientist shall be considered for award by the University.
- (iv) The eminent Scientist appointed for the purpose shall be paid honorarium and TA/ DA as approved/ revised by the Academic Council from time to time.
- (v) In case there is only one thesis submitted during the calendar year there will be no award that year.
- (vi) The award shall be in the form of a plaque and also carry a cash award as approved/ revised by the Academic Council.
- (vii) The award shall be presented to the awarded in a convocation held during the year or on the occasion as decided by the Vice-Chancellor.

5.4 Award of Fellowships/ Scholarship by the Outside Agencies

5.4.1 Donor and Name of the Award :

Any agency/individual/parties who desires to donate the money for the purpose. The Award shall be named after the name of the sponsor/ donor of the money.

5.4.2 Nature of the Award

Award of the value of Rs.in cash or kind or both for sponsored (Best Thesis/Best Student)/ Fellowship/Gold Medal, as the case may be in a particular Department/College as desired by the Donor. The number of award in a year shall be as mutually decided by the University and the Donor.

5.4.3 Purpose of Award

To create awareness amongst the students of the University and to recognize their outstanding achievement in the field of education/research.

5.4.4 Administration of the Award

The University shall have the sole right of selection of the recipients of the award and of the formulation of the rules governing such selection from time to time.

5.4.5 Eligibility of the Award

- (i) All students of the University in a College/ Department for which the award has been created shall be eligible for the award.
- (ii) Candidates shall be judged on the basis of their achievements in the field of education/research duly judged by a Judging Committee to be appointed by the University.

5.4.6 Procedures for the Selection of Candidate

- (i) The Bihar Agricultural University, Sabour, Bhagalpur will invite nominations for the award from the students of the College/ Department for which the award is created.
- (ii) The achievements/bio-data submitted by the students during a calendar year shall be considered for the award and the student found most suitable shall be considered for the award.
- (iii) The achievements/documents received from the students shall be judged by a Judging Committee consisting of the following:- One of the Deans of the faculty to be nominated by the Vice-Chancellor : Chairman, one outside expert in the field to be nominated by the Vice-Chancellor : Member, Director Student Welfare: Member, one of the nominee of the Donor : Member, Registrar : Member Secretary.
- (iv) The expert shall be paid an honorarium and TA/DA as per rules of the University.
- (v) In case, in a year there is only one such application, there will be no award that year.
- (vi) The award shall be in the form of a plaque and shall also carry a cash amount to be decided by the University and Donor from time to time.
- (vii) The award shall be announced after they are approved by the Academic Council of the Bihar Agricultural University, Sabour.
- (viii) The University may not grant any award in a particular year if no suitable candidate is found for the award.
- (ix) When there is a tie among the recommended candidates, the award money shall be equally divided among the candidates recommended.

5.4.7 Presentation of the Award

Award shall be given at a suitable occasion as decided by the University.

5.4.8 Donation of the Amount

- (i) The donor may donate a minimum amount of Rs. 50,000/- in case the donor likes to give best thesis/best student award. The award money shall be decided mutually by the University and the Donor. However, if the donor desires to give the award for a particular year only, they may do so and pay the amount for that period only.
- (ii) However, if the donor likes to give fellowship to an outstanding student(s) for his/her study period only they may donate the amount on monthly basis (i.e. for Undergraduate-U.G. Degree four years duration and Masters' Degree two years duration and Ph. D. three years duration). Amount of fellowship shall be agreed upon between the University and the donor.

- (iii) The donor may donate the amount for awarding Gold Medal to the brilliant student. They may sponsor the Gold Medal by donating the amount for a particular year or for the number of years they desire to do so.

5.4.9 Operation of the Accounts

- (i) The fund capital received from the Donor shall be deposited in the name of Bihar Agricultural University, Sabour, in any Nationalized Banks as Long Term Fixed Deposit with maximum available rate of interest. On maturity the fixed deposit shall be renewed.
- (ii) This fund capital shall be kept intact in the Bank and shall not be utilized in any event. The capital amount can be included by other source without any claim for change in the name of the award.
- (iii) The interest accruing from the capital fund shall be kept in a separate saving account of the bank in the name of Bihar Agricultural University, Sabour. The cost of the Award shall be met out of the interest earned from the capital amount.
- (iv) The accounts in the bank shall be operated and maintained as per rules of the University. A report will be sent to the Donor every year.

5.5 Award of Gold Medal and Merit Certificate

5.5.1 Gold Medal shall be awarded to students of M.Sc. (Ag.)/Ph.D. Programmes under the following criteria:-

- (i) He /she should not have been on Academic Probation.
- (ii) He /she should not have been on Conduct Probation.
- (iii) He/ she should not have repeated any course of study i.e. he/ she should have cleared all examinations in one attempt.
- (iv) In case of a tie, the Medal shall be awarded to each student securing equal marks.
- (v) The Gold Medal will be awarded batch-wise to the M.Sc. (Ag.) and Ph.D. students who have submitted their thesis in IV and VI Semester respectively.
- (vi) Gold Medal shall not be admissible to such students, who have taken semester withdrawal and got 'F' grade. However, the students who have taken course withdrawal as per regulations shall be eligible for consideration of award of Gold Medal, if otherwise, eligible for the same.
- (vii) Gold Medal shall be awarded to an M.Sc. (Ag.) who tops the list of successful student at the Master's examinations and fulfils the criteria (i), (ii), (iii), (iv), (v), & (vi) and who has obtained an O.G.P.A. of 8.500 and above out of 10.
- (viii) Gold Medal shall be awarded to a Ph.D. student who tops the list of successful students at the Ph. D. examination and fulfils the criteria (i), (ii), (iii), (iv), (v), (vi) & (vii) and who obtains an O.G.P.A. of 8.500 and above out of 10.

6.1 Issue of Transcript

After publication of final result of particular Degree Programme the successful candidates shall be issued Transcript containing details of academic attainment of the student semester wise along with final OGPA and class of division as required on payment of prescribed fee under the signature of the Registrar. Such Transcripts shall be issued on specific recommendation of the Dean/Associate Dean-cum- Principal of the College who in turn recommend for the issue of such certificates after being satisfied that there is nothing due against the student and he/she has vacated the hostel.

6.2 Issue of Provisional Degree Certificate

A Provisional Degree Certificate in the form prescribed shall also be issued to the student on payment of prescribed fee under the signature of the Registrar. This certificate shall also be issued on a specific recommendation of the Dean/ Associate Dean-cum-Principal of the College in the manner as prescribed above.

6.3 Issue of Original Degree Certificate

6.3.1 The candidates so declared successful for the award of a particular Degree and approved by the Academic Council shall be admitted to the said degree and issued the Degree Certificate in an Annual Convocation organized by the University each year. Such Original Degree Certificate shall be both in Hindi and English on the same format as prescribed and will be signed jointly by the Registrar and the Vice- Chancellor.

6.3.2 In case, however, Annual Convocation is not held due to one or the other reason the 5th August of every year which happens to be the Foundation Day of the University shall be treated as deemed date of convocation and the students declared to have completed the requirement for the award of any Degree till 31st of July of the preceding year shall be issued Original Degree Certificate bearing the said date as the date of admission to the said Degree.

6.3.3 Annual Convocation shall be held as and when possible as per procedure prescribed in the Regulation.

6.3.4 Date of *viva voce* shall be the date of award of M.Sc.(Ag.)/Ph.D degree.

6.4 Fee Chargeable for various Certificates

6.4.1 The following fee (Rs.) shall be charged for issue of Provisional Degree Certificate, Transcript and other documents to the students.

S.No.	Item	P.G.	Ph.D.
1.	Provisional Degree Certificate	300	300
2.	Transcript	300	300
3.	Migration Certificate	400	400

S.No.	Item	P.G.	Ph.D.
4.	University Registration	300	300
5.	Original Degree Certificate	1000	1000
6.	Any other Certificate issued under the seal and signature of the Registrar	300	300
7.	Duplicate of the above Certificate		
	(i) Provisional Degree Certificate	600	600
	(ii) Transcript	600	600
	(iii) Migration Certificate	800	800
	(iv) Original Degree Certificate	2000	2000

6.4.2 The Transcript, Provisional Degree Certificate, Migration Certificate, University Registration etc shall also be issued on an urgent basis but the students shall have to pay double of the prescribed fee. In this case above certificate shall be issued within three days of receipt of application from the student.

6.4.2 Above documents shall generally be sent to the students by Registered Post. However, in case of urgency, the same may be given to the genuine student by hand in person.

6.5 Declaration of Result of M.Sc. (Ag.) and Ph. D. Programmes

Date of receipt of result from Dean, PGS Office	Date of declaration of result	Remarks
26 th to 05 th	10 th of the Month	If the date fixed for any event happens to be a holiday, the next working day will be considered as the date for publication of result and issue of degrees.
06 th to 15 th	20 th of the month	
16 th to 25 th	Last date of month	

7.1 Holding of Convocation to Confer Degrees

- 7.1.1 A convocation shall be held for conferring Master's and Doctoral degrees to the successful students declared eligible for the award of the degree by the Academic Council. The programme of the Convocation shall be approved by the Academic Council. Every successful student shall appear in person at the Convocation to receive the degree. In order to be eligible for obtaining the degree in a particular Convocation, the student shall submit the thesis at least two months in advance to the date of convocation or a date to be notified by the university from time to time. The degree may be awarded posthumously to a student if he/she had completed all the requirements for the award of degree including the final viva-voce examination, before his/her death.
- 7.1.2 The University may hold convocation once in a year for the purpose of conferring Degree on a date and place to be fixed by the Chancellor in consultation with the Vice-Chancellor. The proceedings of the convocation shall be conducted in accordance with the Regulations made separately for the purpose. The Chancellor being the Head of the University shall when present, preside at the Convocation of the University.
- 7.1.3 The Chancellor and in his absence the Vice-Chancellor shall preside at the Convocation of the University and confer Degrees and other academic distinctions on persons entitled to receive it. The Vice-Chancellor shall be the Principal Executive Officer of the University and ex-officio Chairman of the Board of Management, Academic Council and other authorities and shall in the absence of the Chancellor preside at the Convocation of the University and confer degrees on persons entitled to receive them.

7.2 Annual Convocation

- 7.2.1 Normally, a convocation shall be held annually on the University campus to confer the degree on such date as may be fixed by the Vice-Chancellor in consultation with the Chancellor and the Chief Guest, unless it is decided that in a particular year formal convocation might not be held for reasons to be specified and that formalities for conferment of degree in absentia be completed by the Members of the Board of Management and the Academic Council in convocation without organizing a formal function or the convocation may not be held at all in that particular year and the degree may be awarded at the next convocation.
- 7.2.2 Every student for a degree must appear in person at the Convocation to receive the degree. Such student should inform the Registrar in writing of his/her intension to be present. No student shall be admitted to the Convocation who has not sent his/her name to the Register within the prescribed time. In exceptional cases, the Vice-Chancellor may permit candidate who have not sent their names to Registrar within the prescribed time, to be admitted to the Convocation, provided their applications are received by the Registrar not later than 48 hours before the time of Convocation and are accompanied

by a fine of Rs. 100/- in each case. No candidate whose application and requisite fee is received later than 48 hours before the time of the Convocation will be allowed to take his/her degree at the convocation.

- 7.2.3 Such candidates who are unable to present themselves in person at the convocation will be supplied their degree direct by the Registrar on application and on payment of a fee of Rs. 1000/-.
- 7.2.4 Candidate must appear in the academic dress at the time of convocation.
- 7.2.5 A rehearsal shall be arranged on or before the day of Convocation during which students receiving degree must be present.
- 7.2.6 Registrar shall issue a notice to each recipient of a degree intimating the convocation programme and the procedure to be observed.
- 7.3 Special Convocation Procedure for Conferment of the Honorary Degree of the University**
- 7.3.1 A special convocation for conferment of the Honorary Degree of the University shall be held on such date and time as may be fixed by the Vice-Chancellor in consultation with the Chancellor.
- 7.3.2 The Academic Procession will be formed in the following order from the place and the time to be notified earlier by the Registrar for the purpose.

REGISTRAR

MEMBERS OF THE ACADEMIC COUNCIL

MEMBERS OF THE BOARD OF MANAGEMENT

MEMBERS OF THE SENATE

VICE-CHANCELLOR AND CHAIRMAN, BOM

HONORARY DEGREE RECIPIENTS (S)

CHANCELLOR

SECRETARY/ADC TO THE CHANCELLOR

- 7.3.3 The Academic Dress for the special Convocation shall be the same as of the Annual Convocation, i.e. as approved by the appropriate authority. The Honorary Degree Recipient shall dress up as per convocation dress code to which they are entitled for the Ph. D degree recipients of the University.
- 7.3.4 The Honorary Degree Recipients shall be seated on the dais as guest.
- 7.3.5 The proceedings of the Special Convocation shall commence with the singing of the University Song.
- 7.3.6 The Chancellor shall declare the special Convocation open.
- 7.3.7 The Registrar shall read out the proposal of the University for the Conferment of the Honorary Degree in the following form:

“The Board of Management of the Bihar Agricultural University, Sabour on the recommendation of the Academic Council and confirmation by the Chancellor, have decided to confer the Honorary Degree of **Doctor of Science (*Honoriscausa*)** on Mr./Dr.....

7.3.8. The Vice-Chancellor will present the Honorary Degree Recipients to the Chancellor in the following form.

“Mr Chancellor, I have the honour to present to you Mr /Dr..... for conferment of the degree of **Doctor of Science (*Honoriscausa*)** for his/her outstanding contribution to the objects of the University.....(read out the citation).

I pray Mr Chancellor that Mr/Dr.....be honoured by conferring the degree of **Doctor of Science (*Honoriscausa*)** of this University” .

7.3.9 The Chancellor will confer the degree in the following form:

“By virtue of the authority vested in me as Chancellor of the Bihar Agricultural University, Sabour. I confer the Honorary Degree of **Doctor of Science (*Honoriscausa*)** on Mr/Dr.....” (The Chancellor will decorate the recipient with hood and present the degree)

7.3.10 In case, the Honorary Degree recipient may not be able to receive the degree in person, formal announcement for the award of the degree shall be made by the Vice-Chancellor in the Annual Convocation or Special Convocation in the following form:

“The Board of Management of the Bihar Agricultural University, Sabour, on the recommendation of the Academic council and confirmation by the Chancellor, has decided to confer the Honorary Degree for **Doctor of Science (*Honoriscausa*)** on Mr/Dr.for his/her outstanding contribution for the objects of the University (read out the citation),

I pray Mr. Chancellor that Mr/Dr.....be honoured by conferring the degree of **Doctor of Science (*Honoriscausa*)** of this University in absentia”.

7.3.11 The Chancellor will confer the degree in the following form:

“By virtue of the authority vested in me as Chancellor of the Bihar Agricultural University, Sabour, I confer the Honorary Degree of **Doctor of Science (*Honoriscausa*)** on Mr./Dr.in absentia”.

7.3.12 Speech by the Honorary Degree Recipient.

7.3.13 Observation by the Chancellor.

7.3.14 Thanks by the Vice-Chancellor

7.3.15 The Chancellor will declare the Special Convocation closed.

7.3.16 Singing of the National Anthem.

7.3.17 The Academic Procession will leave the pandal and the assembly will stand.

7.4 Convocation Procedure

7.4.1. The Chancellor, Vice-Chancellor and Chairman of the Board of Management, Members of the Board of Management, Members of the Academic Council and other distinguished guests shall assemble in the place notified for in the following order to the Convocation Hall. The procession will be led by the Registrar.

REGISTRAR
MEMBERS OF THE ACADEMIC COUNCIL
DEANS OF FACULTIES
MEMBERS OF THE BOARD OF MANAGEMENT
MEMBERS OF THE SENATE
DISTINGUISHED GUESTS
VICE- CHANCELLOR AND CHAIRMAN, BOM
A.D.C.
CHANCELLOR & CHIEF GUEST
SECRETARY OF THE CHANCELLOR

7.4.2 The Chancellor, Chairman of the Board of Management & Vice-Chancellor and Chief Guest shall be seated in the front of the dais and the members of the Board of Management and Academic Council and distinguished guests, if any, in the rear of the dais, as mentioned below:

Vice- Chancellor	Chief Guest	The Chancellor	Guest(s) of Honour
Members of the AC	Members of the BOM	Members of the Senate	

7.4.3 On the procession entering the hall the assembly shall stand and remain standing till the Chief Guest, Chancellor, Chairman Board of Management and Vice-Chancellor, distinguished guests and members of the Academic Council, Board of Management and Senate have taken their seats.

7.4.4 The proceedings of Convocation will commence with the singing of the “*National Anthem*” or “*The University Song*”. Then the Chancellor, if present, will declare the convocation open. When the Chancellor is not present, the Vice-Chancellor will declare the Convocation open.

7.4.5 The Vice-Chancellor shall read out the report.

7.4.6 The Honorary Degree, if any, shall then be presented.

7.4.7 The Registrar will then request the Deans of Faculties to present their students to the Chancellor/Vice-Chancellor for the award of Degree. The Deans shall present their students in the following order:

1. Doctor of Philosophy
2. Master of Science in Agriculture
3. Bachelor of Science (Honours):
 - (i) Agriculture
 - (ii) Horticulture

All the recipients present will stand when the Dean presents them to the Chancellor/Vice-Chancellor for the Degree and will remain standing till admitted to the Degree.

Dean will say,

“Mr. Chancellor/Vice-Chancellor, I present to you candidates who have been examined and found qualified for degree to which I pray may be admitted and on behalf of those who have been permitted to secure their Degree in absentia, I pray that they may also be admitted thereto.”

The Chancellor/Vice-Chancellor will say:

“By the authority vested in me as Chancellor/Vice-Chancellor of Bihar Agricultural University, Sabour, I admit you one and all, to Degree and I charge you that ever in your life and activities you prove yourselves worthy of the same. I admit the other candidates also to the Degree in Absentia.”

7.4.8 After the report of the Vice-Chancellor is over, there will be the exhortations as mentioned below:

कुलपति	मैं दीक्षा देता हूँ-सत्य बोलो, कर्तव्य-पालन करो, अध्ययनशील रहो।
स्नातकगण	मैं प्रतिज्ञा करता हूँ।
कुलपति	स्वस्थ बनो, समृद्ध बनो, उदार बनो।
स्नातकगण	मैं प्रतिज्ञा करता हूँ।
कुलपति	कृषि के विकास के लिए नए-नए अनुसंधान करो, नये ज्ञान का अध्यापन करो, अनुसंधान के परिणामों का प्रसार करो।
स्नातकगण	मैं प्रतिज्ञा करता हूँ।
कुलपति	सत्य से विचलित न होना, कर्तव्य से विचलित न होना, उत्थान कार्य से विचलित न होना, कल्याण कार्य से विचलित न होना ।
स्नातकगण	मैं प्रतिज्ञा करता हूँ।
कुलपति	तुम्हारा जीवन मंगलमय हो।

7.4.9 After the distribution of Degree is over, the Registrar shall call the recipients of University Gold Medal. They shall stand before the Chancellor/Vice-Chancellor who shall present the medals.

7.4.10 The Chancellor/Vice-Chancellor will introduce the Chief Guest and request him to deliver the Convocation Address.

7.4.11 The Chief Guest will then deliver the Convocation Address.

7.4.12 The Chancellor/Vice-Chancellor will then declare the Convocation closed.

7.4.13 Singing of National Anthem.

7.4.14 The procession will leave the Convocation Hall in the following order and the assembly will stand.

NOTE:

In case the Special Convocation is combined with the Regular Annual Convocation, items 7.3.7 to 7.3.12 will be held after 7.4.9 of Regular Annual Convocation.

REGISTRAR
SECRETARY OF THE CHANCELLOR
A.D.C.
CHANCELLOR AND CHIEF GUEST
VICE- CHANCELLOR AND CHAIRMAN, BOM
DISTINGUISHED GUESTS
MEMBERS OF SENATE
MEMBERS OF THE BOARD OF MANAGEMENT
DEANS OF FACULTIES
MEMBERS OF THE ACADEMIC COUNCIL

7.5 No Dues Certificate

The students should be required to produce a “No Dues Certificate” within ten days of their completing the degree requirements and the names of those who fail to do so should not be recommended to the Academic Council for conferment of degree.

7.6 Award of Degrees in Absentia in the Joint Meeting of The Board of Management and the Academic Council

7.6.1 The date of joint meeting of the Board of Management and the Academic Council shall be the date as decided by the Board of Management.

7.6.2 All the degree recipients shall be intimated by the Registrar through a letter that the degrees would be awarded without holding the formal convocation and that they should send the formal application for the same, the draft of which is annexed (Appendix-I).

7.6.3 The detailed procedure of the joint meeting of the Board of Management and the Academic Council for conferment of degrees in absentia without holding formal convocation shall be as under:

(i) The Vice-Chancellor, Members of the Board of Management and the Academic Council shall assemble in a place and at the appointed time notified for the purpose.

(ii) The Vice-Chancellor shall declare the joint meeting open.

(iii) The Vice-Chancellor shall read out his report.

(iv) The Registrar shall then request the Deans of the Faculties to present the list of the degree recipients of their faculties for the award of degrees in absentia to the Vice-Chancellor. The Dean shall present the list in the following order:-

(1) Doctor of Philosophy

(2) Master of Science in Agriculture

(3) Bachelor of Science (Honours):-

(i) Agriculture

(ii) Horticulture

The Dean shall say:

“Mr. Vice-Chancellor, I present to you the list of candidates who have been examined and qualified for the award ofdegree to which I pray they may be admitted.

The Vice- Chancellor shall say:

“By the authority vested in me as Vice- Chancellor, Bihar Agricultural University, Sabour, I admit all the candidates who have been examined and found qualified for the.....degree.”

After the award of degrees is over, the Registrar shall present the list of recipients of the various Gold Medals.

The Vice-Chancellor shall then declare the joint meeting closed.

PROFORMA FOR OBTAINING THE DEGREE IN ABSENTIA

(To be sent through Speed/ Registered Post)

To,

Dated.....

**The Registrar
Bihar Agricultural University, Sabour
Bhagalpur-813210**

Sir,

This is to request you to please supply my degree as follows:

1. Name of the Degree.....
2. Full name (in capital letters) as per qualifying examination certificate:

In Hindi.....

In English.....

Regd./Adm. No.....

Present Mailing Address

Bank Draft/Cash Receipt for **Rs. 1000/- (One Thousand)** only as fee for degree in absentia **(To be sent through Speed/Registered Post)** and **Rs. 100/- (One Hundred)** only for the degree mount drawn in favour of the Comptroller, Bihar Agricultural University, Sabour with the following particulars is/are enclosed.

Bank Draft/Cash Receipt No..... dated.....

Amount.....

Note:- The absentia fee of Rs1000/- is compulsory. The cost of degree amount may be sent only if the amount is needed.

Yours faithfully,

Signature of Student

IDENTIFICATION CERTIFICATE

Certified that Sri/Ms.....Adm. No..... who is applying for degree in absentia, is known to me and has signed in my presence. Gazetted officer/MP/MLA/MLC Principal of the Degree College/ University Teacher/ Officer with seal

OFFICE OF THE REGISTRAR

The student has also submitted his/her withdrawal form and no dues are outstanding against his/her name. He/she has also submitted all the documents.

Degree sent vide letter no.....
dated.....

Chief Clerk

BIHAR AGRICULTURAL UNIVERSITY, SABOUR, BHAGALPUR-813 210 (BIHAR)

APPOINTMENT OF ADVISORY COMMITTEE FOR POST-GRADUATE STUDENTS

To,

The Director of Resident Instruction-cum-Dean, Post-Graduate Studies

The following members of the Post-Graduate Faculty are constituted as Advisory Committee to guide the Post-Graduate Study of Mr./Ms. Admission No.....who has been admitted to M.Sc.(Ag.)/Ph.D. Programme in the department of His/her first registration date in the University was..... His/ Her fields of study are:

- 1. Major
2. Supporting
3. Minor

Name and Designation with discipline of Members

- 1. Major advisor
2. Member from Major subject
3. Member from Supporting subject
4. Member from Minor Subject, if any.

Recommended by;

Major Advisor Chairman of the PG Department Assoc. Dean-cum-Principal

Nominee of the Dean, Post-Graduate [if any].....

Director of Resident Instruction-cum-Dean, Post-Graduate Study

Note: This is to be submitted [6 copies] within six weeks of the first registration of a PG student.

PROGRAMME OF WORK FOR POST-GRADUATE STUDY

(To be submitted in 6 copies)

To

The Director Resident Instruction-cum
Dean Post- Graduate Studies

The Advisory Committee of
(Admission no) admitted.....to Master/Ph.D.
Programme in the Department of.....
majoring in..... after a conference with him/ her, submit the
following statement and recommendation.

ACADEMIC QUALIFICATIONS PRIOR TO JOINING THE UNIVERSITY

Examination Passed	Year of Passing and Division	Aggregate percentage of marks or grade point	Board/ University	Major Subject
High School				
Higher Secondary/ Intermediate				
B.Sc. (Agriculture) / B.Sc. (Horticulture)				
M.Sc. (Agriculture)				

UNDER-GRADUATE PREPARATION FOR THE MAJOR AND MINOR/ SUPPORTING SUBJECT

Course or Subject taken	Course No	Credits or Hours spent	Grade

PREVIOUS POSTGRADUATE TRAINING IF ANY, FOR THE MAJOR AND MINOR SUBJECT

Course or Subject taken	Course No	Credits or Hours	Grade

COURSES TO BE COMPLETED BY STUDENT TO MEET GRADUATION REQUIRMENTS:

Classification of Course	Course No	Title of Course	Credits
(i) Deficiencies to be completed			
(ii) Major			
(iii) Supporting			
(iv) Minor			

Signature of the Student

ADDITIONAL INFORMATION:

.....

.....

ADVISORY COMMITTEE (Name & Signature)

Major Advisor & Chairman

Members

- 1.
- 2.
- 3.
- 4.

Forwarded [6 copies] to the Director Resident Instruction-cum-Dean, Post-Graduate Studies through Associate Dean of the college for approval

Chairman of the PG Department

Assoc. Dean-cum-Principal

Director Resident Instruction-cum-Dean PGS

Note:- Study programme is to be submitted by the end of the first Semester of student's stay.

BIHAR AGRICULTURAL UNIVERSITY, SABOUR, BHAGALPUR-813 210 (BIHAR)
SYNOPSIS OF THESIS PROBLEM OF POST GRADUATE STUDENT

Post-Graduate degree programme Master's./Ph.D. in

Department.....

Name of student:.....

Major Subject Admission No./Regd. No.

Major Advisor Minor/Supporting Subject

Title of the research problem:

.....

Objectives of investigation:.....

A brief resume of work done in India and abroad:

Technical programme of work

Collaboration with other departments(specify details)

Bibliography.....

Major Advisor & Chairman (Name & Signature)	
Name & Signature of Members of the Advisory Committee:.....	
1.	
2.	
3.	
4.	

Forwarded [6 copies] to the Director of Resident Instruction-cum-Dean, Post-Graduate Studies for approval.

Chairman of the P.G. Department

Associate Dean-cum-Principal

**Director Resident Instruction-cum-Dean,
Post-Graduate Studies**

Approved/Not Approved

BIHAR AGRICULTURAL UNIVERSITY, SABOUR, BHAGALPUR 813 210 (BIHAR)
PROFORMA FOR RECOMMENDING PANEL OF EXAMINERS

(To be submitted in duplicate after the student has delivered thesis seminar)

1. Name of the student:
2. Admission No:
3. Registration No:.....
4. Programme M.Sc.(Ag.)/Ph.D. in the subject of :.....
5. Nature of the Examination *Thesis evaluation & Viva-Voce/Preliminary/Oral
6. Title of Thesis:
7. Names of the members of the Advisory Committee:
 - (i) Major Advisor:
 - (ii) Member from major subject:
 - (iii) Member from minor subject
 - (iv) Member from supporting subject:
 - (v) Dean, PGS (Nominee):
8. Name and address of the external examiner to be appointed for evaluation of Thesis and conduct of thesis Viva- Voce examination.

Sl. No.	Name & Designation	Full Address with Mob. no.(s) and e-mail ID
1.		
2.		
3.		
4.		
5.		

9. Name & address of the external examination to be appointed for evaluation of thesis and conduct of thesis Viva- voce examination.
10. Suggested dates for holding the examination (while suggesting dates kindly keep in view that it will take about one month in processing the communication, sending them and receipt of the report from examiner after submission of thesis).
11. Certified that during the dates suggested for this, barring unforeseen circumstances, all the members of the advisory Committee will be in the station and will be able to attend.
12. Certified that the student has delivered thesis, seminar and has been approved by the Advisory Committee to submit the same and he/she has completed approved courses, credit hours, residence and other requirements as per University Regulations.
(Strike out which is not applicable)

Major Advisor

Chairman of the P.G. Department

Approved/Not Approved

Director, Resident Instruction-cum- Dean, PGS

BIHAR AGRICULTURAL UNIVERSITY, SABOUR, BHAGALPUR 813 210 (BIHAR)
THESIS EVALUATION REPORT

1. Title of the thesis
2. Name of candidate
majoring in for M.Sc. (Ag.)/ Ph.D. Programme.
3. Name, designation and complete address of the External Examiner
4. Report:
 - (i) Whether the thesis is:
 - (a) Accepted and considered fit enough for conducting the oral examination.
 - (b) Rejected.
 - (c) Required to be re-submitted after revision in the light of the detailed report after the expiry of one Semester.
 - (ii) If the thesis is recommended for acceptance whether:
 - (a) It is fit for publication by the candidate in its original form or in any modified form.
 - (b) The thesis is of such outstanding merit that the University would be justified in publishing it at its own cost.

Dated:

**Signature with Designation
of the External Examiner**

Note:- Detailed Report to be attached separately in the given format

BIHAR AGRICULTURAL UNIVERSITY, SABOUR, BHAGALPUR 813 210 (BIHAR)

CERTIFICATE OF THESIS AND ORAL EXAMINATION FOR POST-GRADUATE

This is to certify that the thesis entitled
.....
.....(in BLOCK letter)
submitted by
Adm. No. S/o / D/o Mr./Ms.to the Bihar
Agricultural University, Sabour in partial fulfilment of the requirement of M.Sc. (Ag.)/Ph.D.
degree in the discipline of has been examined by us. Further the
candidate was examined by us onWe recommend/do not
recommend the acceptance of the thesis His/Her performance in the oral examination has been
found satisfactory/unsatisfactory.

NOTE: In case of Master's degree, Oral Examination will also include comprehension of the student in the discipline.

External Examiner	Major Advisor
Member	Member
Member	Member

Forwarded (in duplicate) to the Director, Resident Instruction-cum-Dean, Post-Graduate Studies.

Chairman of the P.G. Department

Assoc. Dean-cum-Principal

Forwarded to the Registrar, Bihar Agricultural University, Sabour for favour of necessary action.

**Director Resident Instruction-cum-
Dean Post-Graduate Studies**

BIHAR AGRICULTURAL UNIVERSITY, SABOUR, BHAGALPUR 813 210 (BIHAR)

CERTIFICATE OF PRELIMINARY EXAMINATION OF Ph.D. STUDENT

Place:

Date:

This is to certify that Mr./Ms.
Admission No. of the Department of
..... has been examined by us. The Oral Examination
was held on His/Her performance in the examination has been found
satisfactory/unsatisfactory.

Major Advisor..... External Examiner.....
Member Member
Member Member.....

No. Date

Forward (in duplicate) to the DRI-cum-Dean, Post-Graduate Studies, Bihar Agricultural
University, Sabour.

Chairman P.G. Department

Assoc. Dean-cum-Principal

Forwarded to the Registrar, Bihar Agricultural University, Sabour for necessary action.

**Director Resident Instruction-cum-
Dean Post-Graduate Studies**

BIHAR AGRICULTURAL UNIVERSITY, SABOUR, BHAGALPUR 813 210 (BIHAR)

**CERTIFICATE FROM HEAD OF THE DEPARTMENT TO THE DRI-CUM-DEAN PGS
TO ACCOMPANY REPORT OF THE PRELIMINARY EXAMINATION OR
FINAL ORAL EXAMINATION OF A POST-GRADUATE STUDENT**

1. Name of the Student [in BLOCK letters]:
 2. Father's name [in Block letters]:
 3. Admission number and date of admission:
 4. Programme and subjects :
 - (a) Major subject
 - (b) Minor subject.....
 - (c) Supporting subject
 - (d) Field of specialization [Title of Thesis].....
.....
.....
 - (e) New Subject:
 - (i) Major subject
 - (ii) Minor subject
 - (iii) Supporting subject
 - (iv) Field of specialization [Title of Thesis]

.....
.....
5. Approved vide letter no.
6. Names of the members of the Advisory Committee appointed vide
..... dated
- (a) Major Advisor
- (b) Other members proposed by the Major Advisor through the Head of the Department and approved by the Director of Resident Instruction
Major subject
- Minor subject
- Supporting
- (c) Member appointed by Director of Resident Instruction to represent him
-
-
7. Course work and Credit Hours Completed and the OGPA
8. Preliminary Written Examination in Major Subject held on
9. Preliminary Written Examination in Minor/supporting subject held on
by Result

10. Date of submission of thesis
11. Final Oral Examination conducted by
held on
(External Examiner)
-
(Major Advisor)
- Member
- Member
- Member
12. Recommendations of the Examining Committee
13. Change (s) in the membership of the Advisory Committee, if any, with reasons

Original Member	New Member	Date of which change was approved by	Reasons for change

CERTIFICATE

14. It is hereby certified that:-
- (a) The Examination has been conducted strictly in accordance with the Rules & Procedure as laid down by the University.
- (b) The student has fulfilled all the graduation requirements prescribed by the University and he has completed the programme of work prescribed for him by the Advisory Committee & approved by the DRI-cum-Dean, Post-Graduate Studies.
- (c) The Advisory Committee has been constituted strictly in accordance with the rules.
- (d) No change has been made in the Advisory Committee/the above changes have been made in the Advisory Committee & these changes are strictly in accordance with rules.

Major Advisor Chairman of the PG Department Assoc. Dean-cum-Principal
(To be filled by the Registrar's Office)

Certified that the above particulars have been checked from the record maintained in this office and found correct. The above named student has completed all the course requirements and is eligible for being declared to have successfully completed the course and research requirements for the award of Master's Degree of this University.

Dealing Asstt. S.O. Exam. Dy. Registrar Registrar

Director Resident Instruction-cum-Dean Post-Graduate Studies Bihar Agricultural University, Sabour, Bhagalpur.

FORM FOR COURSE ADDITION

Name of student : _____
 Discipline : _____
 Year : _____
 Preparing for (M.Sc. (Ag.)/Ph.D.) : _____
 Admission No. : _____
 Registration No. : _____
 Semester : _____
 Standing (GPA/OGPA) : _____
 Total credits in running Semester : _____
 Total Credit earned up to date : _____

Title of Course Added	Course No.	Credit hrs.	M	T	W	T	F	S

Name of Instructor	Instructors' recommendation with signature

Reasons for adding the course (total credits in running Semester after addition which should not exceed the maximum credit limit prescribed)

Recommendation of
Major Advisor

Approval of Addition
of Course(s)
by Chairman

Fee Paid
Asstt. Comptroller

Change Recorded
by Registrar

P.G. Form X

BIHAR AGRICULTURAL UNIVERSITY, SABOUR, BHAGALPUR 813 210 (BIHAR)

FORM FOR COURSE WITHDRAWAL

Name of student Year

Programme (M.Sc. (Ag.)/Ph.D.).....

Semester.....

Admission No. Standing. (GPA/OGPA)

Registration No.

Name of the Instructor	Title of Course	Course No.	Credit Hrs	Instructor's Recommendation & Signature with reasons for withdrawal Signature

Approval of withdrawal by Chairman of P.G. Department.

Change recorded by Registrar
Signature & Seal

FORM FOR CHANGE OF COURSE

Discipline/Department/College:.....

Name of Student:

Year: Admission/Registration No.....

Programme (M.Sc.(Ag.)/Ph.D.):..... Semester:

Standing (GPA/OGPA):.....

Total credits in current Semester:.....

Total Credits earned up to date:

Title of Course Added	Course No.	Credit hrs.	M	T	W	T	F	S

Reasons for adding the course	Total credits in running Semester after addition which should not exceed the maximum period

Recommendation of
Major Advisor

Approval of Chairman
of P.G. Department

Fee paid
Asstt. Comptroller

Change recorded
Addition by Registrar

P.G. Form XII

BIHAR AGRICULTURAL UNIVERSITY, SABOUR, BHAGALPUR-813 210 (BIHAR)
FORM FOR CHANGE IN THE MEMBER (S) OF THE ADVISORY COMMITTEE

To,

The DRI-Cum-Dean,
Post Graduate Studies

The following Change(s) are being recommended in the Member (s) of the Advisory Committee of Mr/Ms _____ M.Sc. (Ag)/Ph.D. student of the department of _____

Original Member (s)	New Member (s)	Reasons for change
1.	1.	
2.	2.	

Recommended by:-

Chairman

Major Advisor

Assoc. Dean-cum-Principal

Approved/Not approved

DRI-cum-Dean PG Studies

BIHAR AGRICULTURAL UNIVERSITY, SABOUR, BHAGALPUR 813 210 (BIHAR)

FORM FOR RELIEF FOR STUDENTS

1. Name of the Student [in BLOCK letters]:
2. Date of Admission:
3. Registration Number:
4. Programme and subjects:
 - (a) Programme (M.Sc. (Ag.)/Ph.D.)
 - (b) Major subject
 - (c) Minor subject
5. Date of passing of Comprehensive Examination:
 - (a) Major subject
 - (b) Minor subject
6. Date of passing Oral Examination (in case of Ph.D. student)
7. Number of semesters completed
8. Number of semester in which presently enrolled
7. Course work and Credit Hours Completed and the OGPA
9. Research credit completed
10. Name and amount of fellowship availing, if any
11. Purpose of relief (attested copy of relevant document to be attached).....
.....
12. Name of the Major Advisor
13. Specific recommendation of the Major Advisor
-
Signature of Major Advisor
14. Recommendations of the Chairman, PG Department
- Signature of Chairman

(NOTE: A student can avail relief from studies only once during an Academic Programme.)

Approved/Not approved... ..

Director Resident Instruction-cum Dean Post-Graduate Studies



OFFICE OF THE REGISTRAR
Bihar Agricultural University
Sabour - 813 210 (Bhagalpur) - 2019