

*Atul Gupta P.A.*  
S.V.B.P.U.A. & T., Meerut

**Proceeding of xxi meeting  
of the Academic Council  
held on 29.8.2005**



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S.V.B.P.U.A. & T., Meerut

**Sardar Vallabh Bhai Patel University  
of Agriculture & Technology,  
Meerut – 250 110**

# Sardar Vallabh Bhai Patel University Agriculture & Technology, Meerut – 250 110

## PROCEEDING OF XXI<sup>th</sup> MEETING OF ACADEMIC COUNCIL HELD ON AUGUST 29, 2005

### Following were present

1 Dr. P.P. Singh	Vice-Chancellor/ Chairman
2 Dr. Narendra Sharma	Registrar/ Secretary
3 Sri. N.N. Yadav	Comptroller
4 Dr. Kharag Singh	Prof. & Head (Soil Science) / CPO
5 Dr. Y.P. Singh	Prof. & Head (Animal Science)/ DSW
6 Dr. S.C. Sirohi	Prof. & Head (Horticulture)/ Actg. Dean Ag.
7 Dr. I.B. Singh	Actg. Director Research
8 Dr. O.P. Singh	Actg. Director Extension
9 Dr. Brijendra Singh	Prof. & Head (Agric. Economics & Mgt.)/ DAM
10 Dr. N.S. Rana	Prof. & Head (Agronomy)
11 Dr. C.S. Prasad	Prof. & Head (Entomology)
12 Dr. V.K. Yadav	Prof. & Head (Basic Science)
13 Dr. R.R.P. Chaudhary	C.T.O. / Jt. Director Extension
14 Dr. L.R. Singh	Prof. (Agronomy)
15 Dr. R.L. Singh	Prof. (Agronomy)
16 Dr. R.N. Yadav	Jt. Director Extension
17 Dr. B. Ram	Prof. (Soil Science)
18 Dr. R.D. Sharma	Prof. (Soil Science)
19 Dr. O.D. Sharma	Prof. (Extension)
20 Dr. S.K. Tomar	Prof. (Plant Breeding)
21 Dr. Raghuvir Singh	Prof. (Agronomy)
22 Dr. Ashok kumar	Prof. (Soil Science)
23 Dr. P.L. Saroj	Prof. (Horticulture)
24 Dr. S.A. Kerkhi	Assoc. Prof. (Genetics & Plant Breeding)
25 Sri Om Prakash	SMS (Horticulture)

The Hon'ble Vice-chancellor chaired the meeting and the following agenda were discussed and finalized.

## Agenda

### Agenda 1 Confirmation of minutes of XX<sup>th</sup> Academic Council meeting held on 30<sup>th</sup> June 2005

The Minutes of XX<sup>th</sup> Academic Council meeting held on 30<sup>th</sup> June 2005 were confirmed.

### Agenda 2 Assignment of course number for courses of B. Tech. (Biotechnology) degree programme

Course number mentioned in the agenda 2 as per course programme were approved by the Academic Council which as below.

#### SEMESTER WISE COURSE PROGRAMME

##### B. Tech. (Biotechnology)

Semester I	Course No.	Name of Paper	Credits
	BBB 110	Elementary Biology	3(2,0,1)
	BPM 110	Elementary Mathematics	3(3,2,0)
	APA 110	Elementary Agriculture	3(2,0,1)
	BCP 110	Elementary Physics	2(1,0,1)
	BHE 110	Elementary English	2(2,1,0)
	BPC 110	Elements of Organic Chemistry	3(2,0,1)
	BHE 210	Structural and Spoken English	2(1,1,1)
	BTF 110	Structural Property of Nucleic Acid	2(2,0,0)
	AET 110	Principles of Food Processing	3(2,0,1)
	BTW 110	Work Program	1(0,0,1)
		<b>Total</b>	<b>24</b>
Semester II	BPM 110	Fundamental of Computer	3(2,1,1)
	BPS 210	Elementary Statistics	2(1,1,1)
	BTB 310	Biochemistry -I	3(2,0,1)
	BTM 210	Fundamental of Genetics	4(3,0,1)
	BTC 110	Organic Evaluation of Life & molecules	2(2,0,0)
	AET 120	Fluid Mechanics	3(2,1,1)
		<b>Total</b>	<b>17</b>
Semester III	BTM 220	Principles of Molecular Genetics	3(2,0,1)
	BTB 320	Biochemistry - II	3(2,0,1)
	BTP 310	Microbiology	3(2,0,1)
	BTC 310	Cell & Molecular Biology	4(3,0,1)
	BPM 220	Information Technology	2(2,1,0)
		<b>Total</b>	<b>15</b>
Semester IV	BTR 310	Introductory to RDT Technology	3(2,0,1)
	AET 210	Solid Mechanics	3(2,1,1)
	AET 220	Thermodynamics	2(2,1,0)
	BTC 320	Protein Synthesis	3(3,0,0)
	BTC 330	Metabolism	3(3,0,0)
	BTB 330	Biophysical Chemistry	4(3,0,1)
		<b>Total</b>	<b>18</b>

<b>Semester V</b>	BPM 310	Data Management	2(2,1,0)
	AET 340	Basics of Electronics	3(2,1,1)
	BTI 310	Immunology	3(2,0,1)
	AET 350	Basics of Instrumentation	3(2,0,1)
	BTM 320	Gene Regulation	3(2,0,1)
	BTP 410	Industrial Microbiology	3(2,0,1)
		<b>Total</b>	<b>17</b>
<b>Semester VI</b>	BPM 320	Computer Graphics	3(2,1,1)
	AET 360	Heat Transfer Operation	3(2,0,1)
	BTB 340	Enzymology	3(2,0,1)
	BTO 310	Fermentation Technology	4(3,0,1)
	BTR 410	Genomics & Functional Genomics	2(2,1,0)
	BTR 320	Bioinformatics	2(2,1,0)
		<b>Total</b>	<b>17</b>
<b>Semester VII</b>	ACD 330	Communication Skills	3(2,0,1)
	BTO 320	Bioseparation & Downstream Process	3(2,0,1)
	BTM 330	Principles & Application of Genetic Engineering	4(3,0,1)
	BTO 330	Bioprocess Engineering	3(2,0,1)
	BTB 350	Enzyme Kinetics	3(2,0,1)
	BTS 110	Seminar	1(0,0,1)
	BTJ 110	Project	5
		<b>Total</b>	<b>22</b>
<b>Semester VIII</b>	BTO 340	IPR, Bioethics & Biosafety	2(2,0,0)
	BTO 210	Tissue Culture Technology	3(2,0,1)
	BTC 310	Environmental Biotechnology	3(2,0,1)
	BTI 320/BTF 310	Animal Biotechnology / Plant Biotechnology	3(2,0,1)
	BTJ 120	Project	10
		<b>Total</b>	<b>21</b>
		<b>Grand Total</b>	<b>151</b>

#### Pre -requisite Course Structure for B. Tech. Programme

<b>For Group - A (Biology)</b>	Elementary Mathematics, Elementary Agriculture, Elementary English
<b>For Group - B (Maths)</b>	Elementary Agriculture, Elementary Biology, Elementary English
<b>For Group - C (Agriculture)</b>	Elementary Mathematics, Elements of Organic Chemistry, Elementary Physics, Elementary English

### Agenda 3 Creation of new Department of Vegetable Science

Actg. Dean/HOD Horticulture submitted a proposal for creation of a new department Vegetable Science by bifurcation of department of Horticulture. The proposal was approved by the Academic Council. HOD Horticulture was asked to prepare a detail programme consisting of justification, extra staff and other faculties, if required. It has also been advised that the HOD Horticulture should finalize the list of courses with credits for B.Sc. Ag. Programme. If these courses should be of Vegetable Science department and the teaching staff required to teach these courses. All these information should be submitted to secretary AC within 10 days. After that this agenda will be put up in the Board of Management for approval.

The proposal is as below

#### Post Graduate Programme

1. M. Sc. Ag. (Vegetable Sciences)
2. Ph. D. (Vegetable Science)

#### 1 Master Degree Programme in M. Sc. (Ag.) Vegetable Science

Courses Name	Credit Hours
A. Core Courses	16
B. Basic supporting Courses	6
C. Optional Courses	8
D. Thesis	15
<b>Total Credit Hours required for Degree</b>	<b>45</b>

#### A. Core Courses

#### Credit Hours

APV-502	Principle of Vegetable Production	3(2 + 1)
APV-514	Production of Summer Vegetable crops	4(3 + 1)
APV- 512	Production of Winter Vegetable Crops	3(2 + 1)
APV- 522	Spices and Condiments	2(1 + 1)
APV-503	Breeding in vegetable crops	3(2 + 1)
APV- 610	Seminar	1

#### B. Basic supporting Courses

#### Credit Hours

BPM-502	Introduction to computer and Programming	2(1 + 1)
ES-661	Experimental Statistics	4(3 + 1)

#### C. Optional Courses / minor package

#### Credit Hours

APV-512	Tuber crops	3 (2 + 1)
APV- 524	Vegetable Seed Production	3 (2 + 1)
APV- 620	Special Problem	2

#### D. Thesis

#### Credit Hours

APV-690	Thesis Research	15
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## 2 Ph.D. Degree Programme in Vegetable Science

<b>Courses Name</b>	<b>Credit Hours</b>
<b>A Core Courses</b>	12
B Basic Supporting Courses	7
C Optional Courses	10
Minor Package	7
E Thesis Research	30
<b>Total Credit Hours required for Degree</b>	<b>60</b>
<b>A Core Courses</b>	<b>Credit Hours</b>
APV- 702 Advances Vegetable Breeding	4(3+1)
APV-704 Protected Cultivation of Vegetables	3(2+1)
APV-711 Advances in Vegetable Production Technology	3(2+1)
APV-610 Seminar	2 (1+1)
<b>B Basic Supporting Courses</b>	<b>Credit Hours</b>
BPS-662 Advanced Experimental Design	3(2+1)
BBC- 502 General Biochemistry	4(3+1)
<b>C Optional Courses</b>	<b>Credit Hours</b>
APV-620 Special Problem	2
<b>D Minor Package for other Department Students</b>	<b>Credit Hours</b>
APV- 503 Breeding in Vegetable crops	3(2+1)
APV-512 Production of Winter vegetable crops	3(2+1)
APB-514 Production of Summer vegetable crops	4(3+1)
<b>E Thesis</b>	<b>Credit Hours</b>
APV-790 Thesis Research	30

### Syllabus

- 1 Principles of Vegetable Production (APV-502) 3(2+1)**  
 Definition of Vegetables; economic, nutritive and aesthetic value of vegetables, area, production and productivity in India. Methods of classification of vegetables and their relative merits and demerits; types of vegetable growing and vegetable forcing structures, effect of temperatures, photo-period, light, relative humidity on vegetable production; organic farming, nutrients essential for plant growth, chemical and bio-fertilizers and their response; irrigation and water requirements; crop rotation, crop succession, inter and mixed cropping, weed control, different pests, diseases and their control measures, role of plant growth substances, vegetable seed production, harvesting, storage, grading and marketing of vegetables.
- Practical**  
 Treatment of seed and seed beds, aftercare of nursery, hardening of seedlings, methods of sowing and transplanting Characteristics of improved vegetable varieties, chemical weedicides, fertilizers and their applications, stages/maturity for harvesting, grading and packaging. Layout of nutrition/kitchen gardening.
- 2 Production of summer vegetable crops (APV-514) 3(2+1)**  
 Importance, origin, history, area, distribution, productivity, taxonomy, climatic and soil requirement, commercial varieties and hybrids, nutritional requirements, irrigation interculture, weed control, mulching, plant protection and other cultural practices of warm season crops. Harvesting, grading, packaging, storage.

economics of production of warm season vegetable crops such as solanaceous fruit vegetables, okra, cucurbits, Marif onion, early cauliflower.

**Practical**

Preparation of cropping scheme for commercial farms. Botanical description of important crops, study of important varieties and hybrids; Experiments to demonstrate the role of mineral elements physiological disorders; plant growth substances and herbicides, seed extraction techniques, identification of important pest and diseases and their control, maturity standard and economics of warm season vegetable crops.

**3. Production of winter season vegetable crops (APV-512) 3(2+1)**

Introduction, origin, history, distribution, area, production and productivity in India. Climatic and soil requirements, nursery techniques, sowing planting methods, nutritional requirements, irrigation interculture, weed control, plant protection, harvesting, grading, packaging, storage, economics of production of important cool season vegetables such as cole crops, root crops, bulb crops, potato, pea, broad bean and leafy vegetables.

**Practical**

Preparation of cropping scheme for commercial farms, botanical description of important crops, study of improved varieties and hybrids. Experiments to demonstrate the role of mineral elements, plant growth substances and herbicides, study of physiological disorder, seed extraction techniques, identification of major pests and diseases and their control measures, economics of crop production.

**4. Spices and condiments (APV-522) 2(1+1)**

Introduction, origin, history, distribution, economic importance, taxonomy classification, climate and soil requirements, varieties, production and nursery management, crop physiology, crop improvements, plant protection, chemical constituents and processing of annual spices such as chili, coriander, fenugreek, fennel, cumin, ajawain, nigella, turmeric, ginger, garlic etc.

**Practical**

Studies on botanical characteristics of varieties and plant types. Propagation, nursery raising, field lay out and method of planting techniques. Harvesting, drying, storage, packaging, processing, value addition. Visit of important spice growing institutes and industry.

**5 Breeding in Vegetable Crops (APV-503) 3(2+1)**

Origin, distribution, breeding objective and breeding methods used for improvement in vegetable crops viz. tomato, brinjal, okra, capsicum, garden pea, French bean, cowpea, cluster bean, lettuce, Methi and cucurbits.

**Practical**

Evaluation of germplasm and segregating material for quantitative and qualitative traits in vegetable and spices. Selfing and crossing technique in vegetable crops.

**6 Tuber Crops (APV-512) 3(2+1)**

Importance of tuber crops interms of nutrients, yield and energy production per unit area and in national economy, factors affecting the yield and quality of the crops viz. temperature, light, humidity, soil, varieties and other cultural practices, crop rotations, inter-cropping system and their economics. History, origin, taxonomy, breeding, insect pests diseases and their control and cultural practices of important crops such as potato, sweet potato, colocassia, yam, elephant foot etc.

**Practical**

Study on botanical characteristics of varieties and plants, Role of mineral elements physiological disorder plant crops substance and herbicide , Identification of pest and diseases and their control, Maturity standard and economics of tuber crops

**7 Vegetable Seed Production (APV- 524) 3(2+1)**

History, importance and present status of vegetable seed industries in India. Principles of seed Production. Definition of seed and its quality production and maintenance of nucleus, foundation and certified seed. Role of environmental factors in vegetable seed production. Agro-techniques for seed production in solonaceous vegetable, cucurbits, leguminous vegetable, cole crops, bulb crops, leaf vegetable, Salad vegetable, Okra, Vegetatively propagated vegetable crops.

**Practical**

Floral of tomato, capsicum, cauliflower, cabbage cucumber. Pea , Onion, carrot, method of seed production in cole crops, bulb crops, solanaceous vegetables, cucurbits leaf vegetables. Roguing of off-types. Field trips

seed production area. Testing of vegetable seeds for germination, use of chemical for improving germination. Study of variety. Isolation distance for different crops. Seed extraction techniques of vegetable.

**8 Breeding in Vegetable Crops (APV702) 3(2+1)**

Origin, brief botany selfing and crossing, genetic variability, gene action for importance characters, distribution, breeding objective and breeding methods used for improvement in vegetable crops viz. tomato, brinjal, okra, capsicum, garden pea, French bean, cowpea, cluster bean, lettuce, Methi and cucurbits.

**Practical**

Evaluation of germplasm and segregating material for quantitative and qualitative traits in vegetable and species. Selfing and crossing technique in vegetable crops.

**9 Protected cultivation of vegetables (APV-704) 3(2+1)**

Objectives, importance and scope of protected cultivation of vegetable crops. Principles used in protected cultivation. Regulatory structures/system used in green house and glass houses. Effect of different factors such as temperature, light, CO<sub>2</sub> and humidity on growth of different vegetables.

Fertigation, nursery raising under protected structures like polyhouse/ polytunnels. Regulation of flowering and fruiting in vegetables crops. Types of green houses, glass houses, hot beds, cold frames, poly houses, different media for growing nursery under cover. Specific technology for raising tomato, sweet pepper, cucumber and other vegetables, in green house. Insect and diseases management in green house. Economics of protected cultivation, types of benches and containers, training and staking in green houses. Soil less culture (hydroponics). Manipulation of CO<sub>2</sub> light and temperature for timing vegetable crops production, problems of growing vegetable under green house and their remedies, suitability of crops and varieties/ genotypes for growing under green house and polyhouses. Use of glass house/green house for seed production. Practical uses of growing vegetables under forced conditions.

**Practical**

Study of various types of structures, methods to control temperature, CO<sub>2</sub> light demonstration for sanitation, media, hydroponics, maintenance of parental lines and hybrid seed production in the glass houses, fertigation and nutrient management, control of diseases and insect-pest in glass houses. Visit to established green houses in the region.

**10. Advances in vegetable production technology (APV-711) 3(2 + 1)**

In present scenario and prospects of vegetable cultivation in India, recent advances in crop production practices, climate and soil as critical factors in vegetable production, nursery management, rapid multiplication techniques, plant geometry and density, seed techniques, choice of varieties hybrids, multiple cropping system, crop growth regulation, mineral nutrition and integrated nutrient management, bio-fertilizers use, herbicide application, mulching, water management, mechanization, glass and plastic house production, hydroponics, nutrients film technique (NFT), processing and export oriented problems in relation to vegetable production, use of integrated pest management in vegetable crops. Special techniques in vegetable farming.

**Practical**

Group discussion and class seminars, diagnosis of nutritional and physiological assessing nutrient status of plants, use of plant growth substances. Practices in herbicides application, estimating water requirements in relation to crop growth stages, maturity indices, market survey and quality analysis.

**Agenda 4 Accreditation of Staff Members for Post- Graduate Teaching / Research**

The proposal for accreditation for Post-Graduate Teaching/ Research was put up by the secretary, AC for considered and approval. The following rules for accreditation were approved.

1. A teacher shall not teach or guide research at the level beyond which he had no experience as a student. However, this condition will not apply in case of a Professor
2. All teachers in the rank of Professor shall be accredited for post- graduate teaching and research up to Ph.D. level, automatically
3. All teachers in the rank of Associate Professor will be automatically accredited for post- graduate teaching and Master's research.



- 4 All teachers at the level of Assistant Professor and Assoc. Professor will be accredited for guiding the Ph.D. students provided he/she has five years experience in the scale of Assistant Professor and three research paper published in referred Journal.
- 5 Those teachers who did not have thesis programme in their M.Sc. degree would guide the M.Sc. students provided he/she has two years experience and two research papers published in referred Journals or five research papers in referred Journal. But those teachers who are Ph.D. or have thesis programme in his/her M.Sc. degree can guide the M.Sc. students.
- 6 Those teachers who are going to retire within three years they should not be given Ph.D. students to guide and in case of M.Sc. students the limit would be 2 years.
- 7 For accreditation, a staff member will have to make an application to Dean, PGS through concerned HOD by submitting 10 copies of his/her Bio-data. This will be considered by the Accreditation Committee consisting of Deans of colleges, Registrar and Head of the concerned Department. The Dean, PGS will be Convener of this committee.
- 8 The Board of Faculty of P.G. Studies will consider the recommendations of the Accreditation Committee.
- 9 The recommendation of the Board of Faculty of Post Graduate Studies will be considered by the Academic Council.
- 10 The decision of the Academic council will be communicated to the concerned staff and HOD by the Dean, Post- Graduate Studies.
- 11 Accreditation of a teacher can be withdrawn at any stage, if it were found that the teacher concerned has not been found worthy of task entrusted to him. The following procedure shall be followed in this concern.
 

Where a HOD finds or has reasons to believe or Dean of respective college/ Dean, College of Post – Graduate Studies / Vice- Chancellor, Registrar has report or reasons to believe that an accredited staff member is not performing the studies of an Advisor or member of the Advisory Committee of Post- Graduate student satisfactorily, the matter shall be referred to the Dean, College of Post –Graduate Studies for withdrawal of the Accreditation of the concerned staff member. The Dean PGS will provide opportunity to the concerned staff member to defend his case. The matter will then be placed before the Accreditation Committee and then, if necessary, to P.G. Faculty. The recommendation of the P.G. Faculty will be placed before the Academic Council.

## **Agenda 5 Approval of rules & regulations for the award of post graduate degree**

The proposal for approval of rules and regulations for the award of Post graduate degree was put up by Secretary AC and approved as proposed.

### **1 Advisor**

Every student on admission to the college of Post–Graduate Studies shall be assigned to an advisor. An Advisor must be specialist in the field of studies of the student and shall be:

- a A statutory member of the Board of Post Graduate Faculty
- b Staff of the University accredited for appropriate Post-Graduate level of research
- c Staff at the other institution in case of joint training programme who are given honorary membership of Post-Graduate Faculty

The HOD concerned shall propose an advisor for each and every student in the department according to guidelines, if any, within one month of the date of registration of the student and submit the proposal to the Dean of the College concerned. The Dean of the College concerned may, at his discretion; either endorses the proposal submitted by the HOD or proposes change in the proposal submitted by the HOD and forward the final proposal to the Dean Post- Graduate Studies normally within fifteen days of the receipt of the proposal from the HOD. The reasons for not accepting the proposals of HOD shall be recorded in writing by the Dean concerned with a copy to the HOD concerned. In case there is difference of opinion between Dean of the college and Dean, Post Graduate Studies, the matter shall be referred to the Vice-Chancellor whose decision shall be final. The Dean Post- Graduate Studies shall

- All teachers at the level of Assistant Professor and Assoc. Professor will be accredited for guiding the Ph.D. students provided he/she has five years experience in the scale of Assistant Professor and three research paper published in referred Journal.
- Those teachers who did not have thesis programme in their M.Sc. degree would guide the M.Sc. students provided he/she has two years experience and two research papers published in referred Journals or five research papers in referred Journal. But those teachers who are Ph.D. or have thesis programme in his/her M.Sc. degree can guide the M.Sc. students.
- 6 Those teachers who are going to retire within three years they should not be given Ph.D. students to guide and in case of M.Sc. students the limit would be 2 years.
- 7 For accreditation, a staff member will have to make an application to Dean, PGS through concerned HOD by submitting 10 copies of his/her Bio-data. This will be considered by the Accreditation Committee consisting of Deans of colleges, Registrar and Head of the concerned Department. The Dean, PGS will be Convener of this committee.
- The Board of Faculty of P.G. Studies will consider the recommendations of the Accreditation Committee.
- The recommendation of the Board of Faculty of Post Graduate Studies will be considered by the Academic Council.
- The decision of the Academic council will be communicated to the concerned staff and HOD by the Dean, Post- Graduate Studies.
- Accreditation of a teacher can be withdrawn at any stage, if it were found that the teacher concerned has not been found worthy of task entrusted to him. The following procedure shall be followed in this concern.
- Where a HOD finds or has reasons to believe or Dean of respective college/ Dean, College of Post – Graduate Studies / Vice- Chancellor, Registrar has report or reasons to believe that an accredited staff member is not performing the studies of an Advisor or member of the Advisory Committee of Post- Graduate student satisfactorily, the matter shall be referred to the Dean, College of Post –Graduate Studies for withdrawal of the Accreditation of the concerned staff member. The Dean PGS will provide opportunity to the concerned staff member to defend his case. The matter will then be placed before the Accreditation Committee and then, if necessary, to P.G. Faculty. The recommendation of the P.G. Faculty will be placed before the Academic Council.

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The HOD concerned shall propose an advisor for each and every student in the department according to guidelines, if any, within one month of the date of registration of the student and submit the proposal to the Dean of the College concerned. The Dean of the College concerned may, at his discretion; either endorses the proposal submitted by the HOD or proposes change in the proposal submitted by the HOD and forward the final proposal to the Dean Post- Graduate Studies normally within fifteen days of the receipt of the proposal from the HOD. The reasons for not accepting the proposals of HOD shall be recorded in writing by the Dean concerned with a copy to the HOD concerned. In case there is difference of opinion between Dean of the college and Dean, Post Graduate Studies, the matter shall be referred to the Vice-Chancellor whose decision shall be final. The Dean Post- Graduate Studies shall

intimate the final approval on the proposal normally within fifteen days of the receipt of the proposal from the Dean of the College concerned

The allotment of PG students shall preferably be made to those accredited faculty members who have research project (funded by outside agencies like ICAR/CSIR/ AICTE etc.) in their name as Project Leader/Co-Project Leader. While allotting the PG students to the faculty members, a Committee of 3-5 members (consisting of HOD, senior faculty members) 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 given time will be 5, M. Sc. & Ph.D. both

e 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 is unable to function as an Advisor or in any other circumstance where the Dean of the college of Post Graduate Studies is convinced or has reasons to believe that the change of Advisor has become imminent, the Dean, PGS may after consultation with the HOD The Dean of the college concerned, and such member of the Advisory Committee as he deems proper, allow assignment of another Advisor

In all such cases, the circumstance 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 with out detriment to the quality of thesis / research or unduly prolonging the duration of the thesis / research work must be taken into consideration.

f Normally no staff member registered for Ph.D. degree of this University shall be an Advisor and if an Advisor registers himself for a Ph.D. degree of this University, he shall cease to be an Advisor thereafter.

#### **Allotment of Students to the retiring persons**

g Normally, retiring person may not be allotted M.Sc. student if he is left with less than 2 years of service and Ph.D. student if left with less than 3 years of service. However, in special circumstances, permission may be obtained from Dean, P.G.S. by the concerned HOD.

#### **2 Advisory Committee**

a For every student in the college of Post-Graduate Studies, there shall be an Advisory Committee consisting of not fewer than three members in the case of a candidate for Master's degree and four in the case of Ph.D. degree with the Advisor as Chairman. The Advisory Committee should have representative from the major and minor fields

b The Advisor in consultation with the HOD concerned shall within fifteen days of his appointment as Advisor recommend through the Dean of the college concerned to the Dean of the Post- Graduate Studies names of the members of the Advisory Committee from amongst the members of the P.G. Faculty and the staff of the University accredited for appropriate Post- Graduate level research. However, in those departments where qualified staff exists but due to unavoidable reasons post-graduate degree programmes are not existing, the staff having post- graduate teaching experience of three years or more may be included in the Advisory Committee as member representing the minor

c The Dean of the college of the Post- Graduate Studies shall appoint the committee by the end of the semester of student's admission in the P.G. programme after making such changes, as he considers necessary

d The Advisor should convene a meeting of the Advisory Committee atleast once a Semester. The summary record should be communicated to the HOD, Dean of the College concerned, Registrar and Dean, Post-Graduate Studies for information.

#### **3 Staff members on extra ordinary leave or study leave or ex-staff to continue as Advisor**

1 Normally staff members of the University on extra ordinary leave or on study leave or who leave the University service will cease to continue to serve as Advisors of the Post-Graduate Studies of the University. However, the Dean, Post-Graduate Studies may permit them to continue to serve as Advisor subject to the following conditions

- a The concerned staff member must be resident in India and if he agrees to guide research must be available for occasional consultations
- b An application is made by the student concerned and that is duly supported by the Advisory Committee
- c In case of a Ph. D. student, he must have completed his preliminary examination and the research work must be well in progress and it is expected that the student will submit the thesis within a year
- d The HOD and the Dean of the college concerned agree to the proposal
- e The staff member, after leaving the University service is granted the status of honorary faculty's membership by the Vice-Chancellor on the recommendation of the Dean, Post-Graduate Studies for guiding the thesis / theses of the student(s) concerned only.

#### **Staff Member for guiding outside students**

- 2 a Teachers in the University departments where Ph. D. programme do not exist or where there is no likelihood of Ph. D. programmes being started in the near future be permitted to guide research of outside students registered in other University subject to the following conditions
  - i Such permission should be restricted in number
  - ii When a student utilizes the facilities provided for by the University special permission shall have to be obtained and the student shall have to pay for use of such facilities
- b In case of staff members of this University only registered at some other University for Ph.D. degree, a staff member may be permitted by the Vice- Chancellor to guide such students. In case the University where the staff member has been registered for Ph.D. degree requires that a person in the department of this University may act as Co-guide/ Co-supervisor that may also be permitted by the Vice- Chancellor.

#### **4 Requirement for the Master's degree**

- a A minimum of 45 Semester credit hours shall be required for the Master's degree out of which 15 credits may be earned by research and thesis work
- b The remaining Semester credit hours may cover course work in one major field, or the candidate may select a major and one minor with the approval of his Advisory Committee, the concerned HOD, the Dean of the college concerned and the Dean Post- Graduate Studies. Such minor shall carry at least 8 Semester credits in that field
- c As undergraduate pre-requisites required for postgraduate study in his major and minor subjects, a student must have completed such work as the department concerned may require. If a student is deficient in his under graduate pre- requisite, he may remove such deficiency by taking courses for which graduate credit will not be given
- d Full – time staff members registered for Master's degree programme shall be exempted from the formal registration of thesis / research credits for the degree if the Advisory Committee certified that the research carried out by the candidate in the discharge of duties as a member of the staff had been used for thesis and the amount of work put in was equivalent to a minimum of 15 credits as case may be

#### **5 Requirements for the Ph.D. degree**

- a The minimum requirement for course work for Ph.D. after Master's degree shall be 30 Semester credit hours mad up of one major and at least one minor. Not more than two minors shall be permissible
- b The Ph.D. major should carry atleast 20 Semester credits
- c The group of courses to be known as ' Minors' should carry 10 Semester credits and should not be from the same field of study as the major
- d In case of two 'Minors' the course requirements may go up to 40 credit hours instead of 30 credit hours as prescribed in (a) above. If, however, both the 'Minors' are in closely related fields, the course requirement in each minor shall be minimum of 8 semester credit hours
- e The minimum requirement for thesis work for Ph.D. shall be 30 credit hours
- f In the case of full time staff members registered for Ph.D. degree, the maximum credits permissible in a semester would apply only to course work. No formal registration for thesis would be required, if the Advisory Committee certified that the research carried out by the candidate in the discharge of duties

as member of the staff, had been used for thesis and the amount of work put in his equivalent to a minimum of 30 credit hours.

### 6 Programme of Study

- a A detailed programme of studies giving the course requirement of the students admitted to the Master's or Ph. D. degree programme shall be prepared by the respective Advisory Committee and submitted by the Advisors within first fifteen days of the second Semester of the joining of the students through the HOD and Dean of the college concerned to the Dean, P.G.S. for his approval. The Dean, P.G.S. shall issue the approved programme of studies within one month of the receipt of the programme of studies by the Advisors after making such changes, as he may deem necessary
- b The programme of study shall be prepared out of the approved courses and shall be so devised as to ensure the inclusion of the core, major and basic supporting courses prescribed

### **Making core courses of M.Sc. programme of a particular discipline compulsory at Ph.D. level for the students admitted from the related majors**

- c The students admitted to a Ph.D. degree in a discipline from the related area would be required to study the core courses of the Master's degree of that discipline. This will be over and above the requirements of 30 credits

### 7 Courses

- 1 There shall be the following types of courses in each Post-graduate major:
  - a Core Courses
    - i Major These shall consist of courses from the Department concerned, which are compulsory for a particular major
    - ii Supporting Courses These courses shall consist of such basic supporting course from departments, other than the major department, which shall also be invariable components of each individual programme of study of Post- Graduate students taking up a particular major
  - b Open Electives These shall consist of the courses both from the major Department and other department which may be required to be offered by a post -graduate student
- 2 The core and basic supporting courses in each major shall be compulsory for all Post-Graduate students and shall carry credits. If a student has studied the equivalent course(s) the matter may be examined by the Committee consisting of (1) Advisor of the student, (2) Head of the majoring Department concerned, (3) The HOD to which the course belongs, on whose recommendations the Vice- Chancellor may exempt the student from studying the course (s)
- 3 For each Post- Graduate programme the core courses and basic supporting courses shall be defined by the Department concerned and approved by the Academic Council
- 4 Of the total course requirement for the Post-graduate degree the composition of the Core, Basic Supporting courses and open elective shall be as follows:

	Master's degree	Ph.D. degree
a Core & Basic Supporting courses	2/3	1/2
b Open Elective	1/3	1/2

### **Change in the programme of studies**

No change in the programme of studies shall normally be permitted. However, under special circumstances Dean, Post-Graduate Studies may, on the recommendation of the Advisory Committee/ Head(s) of Department(s) and Dean (s) of College(s) concerned, for reasons to be specified, permit a change in the programme of studies comprising of the Open Elective component of the major.

### **Evaluation**

Each student shall be examined in every course from time to time throughout the semester. While examining the students, the Instructor shall mark individual questions in numerical (no rounding off) and then convert the total number of marks obtained into points.

- a The 'Points' earned in a course will be total marks obtained by a student out of 100, divided by 10. The Points secured in course(s) will be 'Points in course(s) X Credit(s) of the course(s)'. The significance of points for undergraduate students shall be as follows

Percentage of Marks	Points
100	10
90-below 100	9-below 10
80- below 90	8-below 9
70-below 80	7-below 8
60-below 70 (Barely Pass)	6-below 7
Below 50 (Fail)	Below 6
e.g., 80.76	8.076
57.25	5.725
43.80	4.380
72.50 (But Shortage of Attendance)	Fail (1 Point)

- b A student shall be eligible for the award of Master's degree only if he maintains an OGPA of 6.500 out of 10.000, in 500 series courses included in the course programme. However, a student shall be eligible for the award of Ph.D. degree only if he maintains an OGPA of 7.250 out of 10.000.

#### 10 Research Thesis

- a Requirements of the Master's degree shall include successful completion of scientific investigation and creditable research reported in the form of a thesis
- b The ability to widen the field of knowledge by distinct original contribution shall be one of the outstanding qualifications for the Ph. D. degree. A candidate must therefore, present satisfactory evidence of such ability by submitting a thesis embodying the results of the research on a creditable problem within the field of his major subject

#### Seminar before writing of the thesis

- c Each Ph.D. student should present seminar on his/her thesis in the department, which will be open to all before submitting his/her thesis.

#### 11 Subject of the thesis

- a The subject of thesis research must be approved by
- 1 Advisory committee of the student
  - 2 The Head of the Department in which the student is majoring
  - 3 The Dean of the College where the research is carried out and
  - 4 The Dean, Post- Graduate Studies
- b The approved problem of research shall be communicated by the Dean, Post- graduate Studies to the Registrar not later than two Semesters from the time of admission of the student. The actual title of the thesis may be communicated later, but it must reach the office of the Registrar at least a month before the date of the submission of the thesis by the candidate
- c No change in the title of the thesis can be made without the prior written permission of the Dean, Post- Graduate Studies

#### 12 Submission of thesis

- a A candidate for Master's or Doctorate degree must present to the Dean, Post Graduate Studies, three typed written copies of the thesis approved by his Advisory Committee and forwarded by the HOD latest by the end of the Semester. In case of fellowship holders the number of copies as prescribed by the Dean, PGS shall be submitted
- b If a candidate fails to submit the thesis before the commencement of the subsequent semester, he shall be required to register himself for the semester and pay the necessary dues
- c The student shall not be required to pay any fee for the period between the submission of thesis and the conduct of the viva-voce examination. For all purposes the student shall be considered to have been enrolled till the end of the month in which the thesis is submitted

#### Submission of research paper alongwith the thesis

- d At least one research paper must be submitted by the Ph.D. students prior to submission of Ph.D. thesis. Further, the Dean PGS will have a certificate from the Advisor to this effect along with the copies of the paper(s) from each Ph.D. students at the time of Ph.D. thesis submission

### **Number of thesis abstracts to be submitted by the Ph.D. students**

- e 10 copies of thesis abstracts must be submitted by a Ph.D. student at the time of submitting the thesis.

### **13 Appointment of External Examiner**

After the receipt of the thesis, the Registrar, in consultation with Dean of Post-Graduate Studies, shall appoint an examiner who shall not be a person on the staff of the University, in the following manner:

- a The Advisor in consultation with the HOD concerned shall suggest for every thesis a panel of atleast three names for being appointed as examiner which shall after the approval of the Dean of the college concerned be submitted to the Registrar the name of the person to be appointed as examiner
- b Where the number of students to be examined in any field of specialization is more than four, additional examiner(s) may be appointed to the panel
- c Normally, no person should be appointed as examiner for more than two years consecutively. After a break of one year or more the same person shall, however, be eligible for re-appointment
- d The Chairman Advisory Committee or in his unavoidable absence the HOD concerned shall act as the Internal Examiner
- e While asking the consent of the examiner for evaluating the thesis, it shall also be indicated to him that the thesis for a master's degree has to be evaluated within 30 days and the thesis for a Ph.D. degree has to be evaluated within 60 days and in case the evaluation of the thesis is provided that viva-voce examination shall not be conducted before 15 days have elapsed from the date of the dispatch of the thesis by the office of the Registrar

### **Evaluation of Thesis**

- a After the Advisory Committee of a Post-Graduate student has been satisfied with the quality and the norms prescribed by the Dean, PGS for the assessment of the thesis, the Chairman, Advisory Committee shall forward the thesis to the HOD

The HOD after being satisfied shall forward the thesis to the Dean, Post-Graduate Studies, who shall forward the same to the Registrar for its evaluation by the examiner appointed for the purpose

- b In case the HOD does not approve the thesis he shall assign reasons for the same and return the thesis to the Chairman of the Advisory Committee for necessary modifications
- c The thesis shall be sent to the external examiner by registered post and the examiner must send the report of the evaluation of the thesis to the Registrar
- d On receipt of a favorable thesis evaluation report from the external examiner, the Registrar shall communicate the same to the advisor along with the date suggested by the external examiner for the conduct of examination. If the external examiner has suggested no date, the Advisor and External Examiner will decide a date and communicate it to the Registrar for approval. The examination may be conducted within 15 days before or after the date approved for the examination without violating the provision of regulation 14(e) In case the examination is not conducted within this period, a fresh date may be requested for by the Advisor and approval obtained. The examination shall be conducted on that, date. The examination conducted without prior approval of the Registrar will not be accepted and re-examination shall be arranged. If any oral examination has been conducted in violation of this regulation, the University shall not be liable to pay TA & DA to the External Examiner. Under exceptional circumstances, however, the decision of the Vice-Chancellor in this regard shall be final

**NOTE** The above procedure shall also apply for oral preliminary examinations (in case of Ph.D. students)

- e In case the thesis is rejected by the External Examiner, a student shall be required to resubmit the thesis after incorporating the changes as required not earlier than three months from the date of rejection of thesis after payment of proper registration fees.  
Provided that a student shall be allowed not more than three chances to modify his thesis after its rejection by the external examiner, and as far as possible same external examiner shall be appointed to evaluate his thesis.

## 15 Preliminary Examination

- a A candidate for the Ph.D. degree of the University shall be required to pass a preliminary examination to be conducted in three phases namely; written examinations in major and minor subjects separately, oral examination by the Advisory Committee and oral examination by the External Examiner along with the Advisory Committee
- b A candidate for the Ph.D. degree of the University shall be required to pass a preliminary examination only after completing the course work with a minimum OGPA of 7.250 in 500 and higher series courses included in the programme of studies. In special cases, however, a student may petition to Dean PGS for relaxation of this regulation provided he has completed at least prescribed courses for the minor and at least 75% of the courses prescribed for the major with the minimum OGPA requirements specified above
- c The preliminary examination shall consist of written and oral tests covering the entire field of study of the candidate for the Ph.D. degree

### Written Preliminary Examinations

- d The written examination in major field of study shall be conducted by the Advisory Committee other than the member from the minor area under the coordination of Advisor. The written examination in each minor field of study shall be conducted by the member of Advisory Committee from the respective minor field of study
- e The student shall be required to secure satisfactory grade (S) by securing not less than 60% marks in the major and minor areas separately. A student securing unsatisfactory (US) grade in major or minor field of studies shall have to appear for written examination after a lapse of not less than one month if he/she fails in one paper and after a lapse of one semester, if he/she fails in both major as well as minor
- f The student shall apply for written preliminary examination to the Registrar through Advisor, HOD and the Dean PGS. The examination shall be conducted only after written approval for the same by the Registrar
- g The result of the written preliminary examination shall be sent by the Advisor/ Examiner of minor field to the Dean PGS and the Registrar through HOD of the major department and that of the oral preliminary examination by the Advisor through the same channel

### Oral Preliminary Examinations

- h After successfully completing the written preliminary examination, each Ph.D. student shall be required to appear for oral preliminary examination to be conducted by the Advisory Committee on approval of the Dean PGS. The result of the examination shall be sent to the Dean PGS by the Advisor and if the student has been cleared by the Advisory Committee, he/she will be allowed to take oral preliminary examination to be conducted by the External Examination along with the Advisory Committee. The student shall be graded Pass or Fail at both the stages of oral preliminary examination
- i If a student fails in oral preliminary exam. conducted by the Advisory Committee, he/she shall not be eligible to re-appear in the exam. before the expiry of one month. If a student fails in an oral preliminary exam. conducted by the Advisory Committee along with the External Examiner, he/she shall not be permitted to re-appear in this preliminary exam. before the expiry of a period of one month
- j No candidate shall be permitted to appear in the written or oral preliminary exam. more than two times. Normally, the same External Examiner shall be associated with the conduct of second oral preliminary exam. However, in special circumstances, another External Examiner can be appointed by the Dean PGS after obtaining a panel of External Examiners from the Advisor and the HOD

**Note** The oral preliminary examinations in respect of Ph.D. programmes may be held by grouping the candidates in the departments, as far as possible, on quarterly basis. For this purpose, a panel of 3 Examiners with their specialization will be submitted by the Advisors/Projects Guides to the HOD, who will communicate the same to the Dean PGS through Dean of the college concerned. The Dean PGS will finally select the Examiners from the list so provided by the HOD for seeking consent as per existing procedure. If M. Sc. student also requires to undergo through these programme.



## 16 Final Viva-voce Examination

- a A Post-Graduate student failing to show 'Satisfactory' performance in his final viva voce examination shall be permitted by the Registrar to take the examination again after expiry of atleast three months from the date of his first viva voce examination
- b In case the student again fails to show 'Satisfactory' performance in the second chance, he shall be given a third chance by the Registrar to take the viva- voce examination after the expiry of atleast one month from the date of his second viva voce examination. No further chance to take the viva voce examination shall be given
- c Normally the same external examiner shall be associated with the conduct of second and third viva voce examination
- d The viva-voce examination in case of Ph.D. student shall be held at College/University level. The Chairman of the Advisory Committee will ensure to notify the venue, time and date of the open thesis defense/viva-voce examination of the student to all PG Departments/Dean/Directors and also make all necessary arrangements for the same
- e For conduct of viva-voce examination at both Master's and Ph.D. level another External Examiner may be invited to conduct the viva-voce examination based on the report of the first External Examiner if he (who evaluated the thesis) has sent his refusal not to conduct the viva-voce examination.

## 17 Additional Requirement for Ph.D. Degree

A postgraduate student may also be required to undertake and complete successfully the additional requirements necessary for the degree he is registered for.

## 18 Remuneration to External Examiners

- a A person not on the staff of the University, who is appointed to examine the thesis and conduct the viva voce examination thereof for the M.Sc. and Ph.D. degree or conduct the oral preliminary examinations shall be paid the remuneration as decided by the Academic Council from time to time. The present rates of remuneration are as follows

Particular	Remuneration per student	
	M. Sc.	Ph.D.
1 To evaluate the thesis and conduct viva voce examination	Rs. 200.00	Rs. 300.00
2 To evaluate the thesis only at each time	Rs. 100.00	Rs. 200.00
3 To conduct viva voce only at each time	Rs. 100.00	Rs. 200.00
4 To conduct oral preliminary exam at each time	-	Rs. 200.00

- b Normally the same external examiner shall be appointed to evaluate the thesis and conduct the viva voce examination at each subsequent time with regard to the same student.

## 19 Collaboration for Ph.D. Degree with other Institutions

- 1 A student may be permitted to complete the course requirement or research work for his degree in full or in part at another institution subject to following conditions
  - a The courses to be taken and the credits to be given shall be determined by the Dean, PGS in consultation with the authorities concerned
  - b The research problem shall also be approved by the Dean, P.G.S. in consultation with the concerned authorities of this University and the co- advisor of the student at the institution where the research work has to be undertaken
- 2 Where a candidate for a post- graduate degree of the University is permitted to complete the course work or research in full or in part at another institution recognized for this purpose, such course or research work may be accepted in fulfillment 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 shall also be exempted from taking the preliminary examination at this University.

## 20 Minimum Class Attendance

- a Each student shall be regular in attending classes and shall be required to have a minimum of 85 per cent attendance in each course in each semester, failing which he/ she be awarded 'D' grade unless withdrawal from the course has been permitted. This however shall not apply to students leaving the University to join the Armed Forces during a period of emergency provided that they attended classes and tests for at least 14 weeks in that semester
- b The percentage of attendance of a student in a course of lectures, practical, tutorials attended by him and those actually held between the date of commencement of instruction and the date of closing of instruction, irrespective of the date of his registration and / or the duration of leave duly granted to him
- c The Vice-Chancellor may on the recommendations of the Instructor/Advisor/ Dean of the college where the department is situated and the Dean, P.G.S., condone shortage in attendance up to ten percent in a course(s) in exceptional circumstances and allow students with an attendance of seventy five percent to appear at the final examination
- d More than ten percent shortage of attendance shall not be condoned under any circumstances.

## 21 Continuance

For continuance in the University a post-graduate student shall maintain a minimum OGPA of 6.500 in case of Master's and 7.250 in case of Ph.D. out of 10.000 in programme in each semester in 500 and higher series of courses included in his/her programme of studies.

## 22 Academic Probation

If at the end of any semester the overall grade point average of any post- graduate student falls bellow 6.500 in case of Master's and 7.250 in case of Ph.D. programme out of 10.000 in 500 and higher series of courses included in his/her programme of studies, he shall be placed on 'Academic Probation' for the duration of the following semester.

## 23 Removal From Academic Probation

If at the end any semester during which a post- graduate student has been on Academic probation the overall grade point average of that student for that semester in 500 and higher series courses is 6.500 for Master's and 7.250 for Ph.D. or above out 10.000 he shall cease to be on 'Academic Probation'.

## 24 Dropping for Poor Academic Performance

- 1 If at the end of any semester during which a postgraduate student has been on Academic probation the Overall Grade Point Average of the student in 500 and higher series courses falls below 6.500 out of 10.000 in case of Master's and 7.250 out of 10.000 in case of Ph.D. programme, he/she shall be dropped from the University for poor academic performance with a right to petition for readmission. However, a student falling in the following categories will be finally dropped from the University with no right to petition for readmission:
  - a A student having an OGPA less than 6.000 in case of Master's and 6.500 in case of Ph.D. programme out of 10.000
  - b A student having 6.000 points in more than 10 credits
- 2 Any postgraduate student failing twice in the same course/examination shall be dropped from the University for poor academic performance. In exceptional circumstances the Vice-Chancellor may permit a third chance to pass the course to the student on the recommendation of the concerned Advisor, HOD and Dean PGS. Any student failing in the same course/examination thrice shall be finally dropped from the University with no right to petition.
- 3 No post-graduate student shall register again in a course, which he/she has already cleared with a passing grade. If he/she registers again a course already passed the subsequent grade shall be ignored.
- 4 A Post-graduate student unable to complete his courses as well as thesis within maximum permissible degree duration with on OGPA of 6.500 in case of Master's and 7.250 in case of Ph.D. programme out of 10.000 will be finally dropped from the University with no right to petition.
- 5 A postgraduate student whose petition has been rejected by the Vice- Chancellor will have no further right to petition for readmission.

## 25 Petition for readmission

Any post-graduate student dropped from the University for poor academic performance shall have the privilege of petitioning to the Vice-Chancellor for readmission.

## 26 Disposal of petitions

Petition for readmission after dropping on academic grounds must be filed within one week from the date of registration for the semester immediately following the semester in which the student has been finally dropped. No petition may be entertained after this date.

All petitions made by the dropped students for readmission shall be examined by a petitions committee appointed by the Vice-Chancellor. The petitions committee shall advise the Vice-Chancellor in respect of each petition whether it may be rejected or accepted subject to such conditions as the committee may deem fit. In case any student has to take make-up examination his performance for the purposes of dropping be judged on the basis of results already available without waiting for make-up examination results. The decision of the Vice-Chancellor in such cases shall be final. Once a petition has been rejected by the Vice-Chancellor no further petition shall be entertained.

## 27 Repetition of Courses

- 1 If a post-graduate student secures a failing in a course included in his programme of studies, he /she shall have to repeat the course and shall be provided one more chance to pass the course. In case, however, he again fails in the course no further chance to repeat the course shall be given and the student shall be dropped from the University.
- 2 In case a post-graduate student obtains a failure grade in a course in the first attempt and repeats the same course, the grade/points secured by the student on repeating the course shall be counted for computation of his overall grade point average though the failure grade secured by the student in the first attempt shall be shown in his transcript.
- 3 The course(s) that form the degree requirements of students are required to be passed. Many a times students also register for course(s) which are in addition to their degree requirements. Such additional courses are taken in all seriousness after full application of mind by the Student/Advisor/Dean of the college concerned. Therefore, a course once registered whether part of degree requirement or not be must cleared through a passing grade.

## Guidelines for Implementation of Regulations Clauses 23 to 27

- a If any course of 300 and higher series is offered in the first semester after admission at the time of registration the Advisor shall clearly indicate whether it is taken for credits or as non-credit course. No change in this shall be permissible
- b The post-graduate faculty should devise ways and means to review grades in post-graduate course after the end of each semester as is being done by other faculties
- c Credits courses in certain majors which carry numbers in series below 300 should for purposes of credit load of graduate student in a particular department who offer such courses for credits, be reconsidered and raised to 500 series or above
- d For purpose of calculating OGPA, the failing grade in a course will be counted for the OGPA till it is repeated after which only repeat grade will be counted.

## 28 Class division

No Division shall be awarded at Ph.D. level. In case of Master's degree, however, equivalent division that is 'First' or 'First Division with Distinction' or 'Second' shall be written in Brackets both in the transcript as well as in the degree certificate.

## 29 Addition or Withdrawal of Courses

- a Subsequent to his registration a student may add or withdraw any course, in the manner prescribed below
  - i Application for addition or withdrawal shall be made in the prescribed 'Change of Course(s) Form' obtainable from the office of the Dean concerned.
  - ii The advisor of the student and the instructor of the course shall give their recommendations with reasons on the form itself.

- iii After completing (ii) above the student shall go to the Dean, College of Post-graduate Studies and obtain his approval for the change.
- iv In the event of the permission for the change being granted by the Dean, Post-graduate Studies the student shall deposit the prescribed fee of Rs. 25.00 in the office of the Comptroller and obtain a receipt there of.
- v After the fees as (iv) above has been deposited, the student shall deposit one copy of the ' Change of Course(s) Form' with his Advisor and the remaining two copies in the office of the Registrar. The Registrar shall inform the Instructors concerned through HOD about the addition or withdrawal of the course(s) by the student and shall also forward a copy of the completed ' Change of Course (s) Form' to the Dean concerned.

vi Until all the procedures mentioned above are completed, the change shall not become effective.

b Course(s) may be added by a student not later than seven days from the date of registration. In exceptional cases exemption from this rule may be given by the Vice-Chancellor on the recommendation of the Dean concerned

c Students may withdraw any course(s) in the manner prescribed without payment of fee up to two weeks from the date of registration. The course(s) withdrawn within the prescribed period shall not be shown on the transcript

d Normally students shall not be permitted to withdraw from courses beyond a period of two weeks specified in clause(c) above. However, under special circumstances to remove genuine difficulties which may arise on account of any one or more of the following reasons, Vice- Chancellor, may on the recommendation of the Dean of the college concerned permit withdrawal of courses beyond two weeks from the date of registration upto six weeks on payment of a Rs.25.00/-.

i Where a student has not been able to adjust clashes in the time- table within a period of two weeks and has to drop either of the two courses.

ii Change of major and / or minor.

iii Wrong advisement by an Advisor. The Advisor will submit a note to the Dean as to how the wrong advisement took place and if approved by the Dean, withdrawal from a course shall be permitted.

e Withdrawal of courses beyond the normal date for withdrawal shall automatically result in failure grade for that course. In case of prolonged absence of a student on account of severe illness certified by the University Medical Officer, the Vice-Chancellor, may on the recommendation of the Advisor and Dean, PGS permit him to withdraw course(s) beyond two weeks from the date of registration on payment of prescribed fee.

### 30 Formula for conversion of OGPA into percentage of marks

The formula for conversion of the Overall Grade Point Average into aggregate percentage of marks is as under

#### Formula

Percentage of marks =  $OGPA \times 100/10$

e.g. if the OGPA is 6.000 then the percentage of marks would be  $6.000 \times 100/10 = 60\%$

### 31 Conversion of Quarter, Trimester and Annual credits

The following shall be applied for purposes of conversion of Quarter, Trimester and Annual Credits into Semester credits.

2 Quarter Credits =1 Semester Credit

1.5 Trimester Credit =1 Semester Credit

One Annual Credit =2 Semester Credit

### 32 Recognition of Institutions For Carrying Out of Research/Course work

All the Agricultural Universities, National Institutes deemed to be Universities, all chartered U. S. Universities and such other institutions as may be approved by the Academic Council by name, are recognized for purposes of clause 6 of the Statutes under Chapter-XXVII reproduced below:

The course work or research for the degree and diplomas of the University may be completed at a University or some other institution approved for this purpose by the Academic Council. Where the requirement are completed at some institution other than the University the credits so earned may be

transferred to the University and counted towards the requirements for the degree or diploma concerned. Where the research has been conducted at some institution other than the University it may be submitted as a thesis to the University in partial fulfillment of the requirements for the degree or diploma concerned.

33 The Indian Veterinary Research Institute, Izatnagar (Bareilly), Indian Agriculture Research Institute (IARI), New Delhi, National Dairy Research Institute (NDRI), Karnal, Central Avian Research Institute (CARI), Izatnagar, Institute of forestry Genetics & Tree Breeding, Coimbatore, Indian Grassland and Fodder Research Institute, Jhansi, Central Food Technology Research Institute, Mysore, International Crop Institute for the Semi-Arid Tropics (ICRISAT), Himachal Pradesh Krishi Vishwavidyalaya, Palampur, all the 5 IITs, Roorkee University, Tata Institute of Fundamental Research, Bombay, Indian Institute of Science, Bangalore, Snow and Avalanche Study Establishment (SASE)/Defence Research & Development organization (DRDO), Regional Engg. College, Kurukshetra, and International Rice Research Institute (IRRI), Manila, Philippines, are recognized for the purpose.

## **Agenda 6 Regulation on conduct of examinations**

The proposal was examined and discussed thoroughly by the members and passed as proposed.

### **1 Date of Enforcement**

These regulations shall come into force with effect from the date of this resolution i.e. 29.8.2005.

### **2 Extent of Application**

These regulations shall apply to all the students already on the rolls of the University as well as those seeking admission to the University or admitted to the University hereafter.

### **3 Interpretation**

Subject to such advice as may be given by the Chancellor, the decision of the Vice- Chancellor about the interpretation of any Regulation (s) shall be final and no suit, application, petition, revision or appeal shall lie in a court of law or any other authority outside the University in respect of interpretation of these Regulations.

### **4 Types of Examinations**

The examinations shall be of the following types

- i Pre- final examinations.
  - a Short quizzes (unannounced)
  - b Hourly examinations
  - c Practical / lab /viva
- ii Semester final examinations
- iii Other examinations:
  - a Preliminary examinations
  - b Proficiency examinations
  - c Make- up examinations
  - d Any other types of examinations as may be prescribed by the Academic Council from time to time.

### **5** There shall be at least two pre- final examinations in each course. The first pre- final examination shall be held in the 6th –7th week and the second in the 12th – 13th week of the Semester.

"As pre- final make – up examination shall be conducted in the 15th week of the Semester, which shall be called make-up for any one of the missed pre-final examinations. No make-up of this examination shall be granted under any circumstances. This pre-final make- up examination shall include the course covered upto the 14th week of the semester".

The distribution of marks for course of normal nature having lectures, laboratory and assignment, would be 40% for final, 40- 50% for pre- final and 10-20% for final lab. examination, viva- voce, assignment etc.

For courses consisting of only lectures, the distribution of marks would be 40% for final and 50% for pre-finals. However, if the instructor decides to conduct more than two pre-final examinations, the distribution of marks would be 40% for final and 60% pre-finals.

No pre-final examination shall carry weightage of more than 25%

There shall be no written semester final examination in purely laboratory type course and courses of special type like P.C.P., Project, Seminar, Special Problem, Clinical Practice, NSS and the like. For such courses distribution of marks will be decided by the Instructor with the approval of HOD. No change in the distribution of marks would be permissible without prior approval of the HOD.

#### **6 Final Lab/ Practical/ Viva-voce Examinations**

All final practical & Viva-voce examinations shall be finished one week before the commencement of Semester final examinations. Practical and viva-voce shall carry 10-20% of marks except for courses of purely practical nature. The make-up of Final Lab./Practical/ Viva-Voce shall be completed before the start of semester final examinations subject to regulations on make-up for final examinations.

#### **7 Semester Final Examinations**

The semester final examination shall be held on the dates notified by the Registrar and shall carry 40% marks except in case of courses of purely theoretical nature where the weightage of marks of final examination may go up to 50%

- a The educational tours may be organized in such a way that it should not disturb the academic programme, i.e. advisement, registration and examination. To utilities the full tour money, students can be paid halting allowance if the funds permit

The Deans / Directors should fix such tours in Semester break or during the summer vacation.

- b The Academic programme must always get preference over any programme including extra-curricular activities, tours etc

#### **Guidelines for preparation of Question paper for semester Final Examinations/Semester Final Make-up Examinations**

In order to strengthening the existing system of examination, the Instructor(s) concerned and one more faculty member of the department will set the paper containing questions two times more than the number of questions to be attempted and should cover the entire syllabus of the course(s). The paper so prepared will be handed over to the HOD concerned in a sealed cover 2-3 days prior to date of examination. The HOD and one more senior faculty member of the department will moderate the question paper and ensure that the entire course contents are covered and get the question paper finalized and hand over to the Instructor concerned for conduct of examination. After the examination is over, the evaluation of the answer-books will be done by the other faculty member of the department. The marks given shall be handed over to the Instructor concerned who shall thereafter submit the grades. However, in the department(s) where there are only 2-3 faculty members available and the course(s) is of highly specialized in nature, the Instructor concerned will set the question paper containing questions three times more than the questions to be attempted and covering the entire course contents and hand over to the HOD 2-3 days prior to date of examination. The HOD after doing moderation will get the question paper finalized and hand over it to the Instructor concerned for conducting the examination. In such cases the Instructor teaching the course(s) will also evaluate the answer-books and submit the grades. In case where HOD is teaching the course(s), the other senior faculty member of the department will moderate the question papers. At the time of showing the answer books to the students, both the Instructor teaching the course and the person evaluated the answer books shall be present.

#### **8 Adjustment of Examinations dates**

In the event of any break-down or dislocation of the normally academic functioning of the University for whatever reasons, the dates specified as above for pre-final and other examination shall be suitably adjusted by the Dean of the College concerned.

#### **9 Preparation of Examination Schedule**

The final examination schedule shall be prepared by the Registrar and notified to the students and staff ten days before the commencement of the examinations.

The final examinations once fixed shall not be postponed and nobody should issue orders for such postponement and that no major activity would be scheduled during the examination period.

#### 10 Seating Arrangement

The examination shall be conducted in all the colleges for which arrangement shall be made by the Registrar. As far as possible the students of a college shall be allotted examination halls in the same college.

The student shall be seated strictly according to seating plan. Invigilators and the Exam. Superintendents shall enforce this and the Invigilators Incharge shall be supplied with a copy of the seating arrangement chart in each room.

Refusal of a student to occupy the seat allotted to him in the seating plan shall be construed as an attempt to use of unfair means.

#### 11 Supply of Examination Material

Examination material, such as answer- books, twine, drawing papers, log tables, graph paper etc. will be supplied by the Registrar.

#### 12 Duration of Examinations

Courses having less than 3 credits shall have the final examination of at least, one hour and those having 3 credits or more, 2 hours or more.

#### 13 Appearing the Final Examination

Candidates coming late by more than 30 minutes in any examination shall not be allowed to appear in that examination and no examinee shall be allowed to go out of the examination hall for the first 30 minutes.

#### Proficiency Examination

A proficiency examination may be administered in any course that the student has passed before entering the University. The student shall apply to the HOD for proficiency Examination, who would recommend the case to the Dean of the College concerned. All such examinations must have the prior approval of the Registrar.

#### Grades

The grade in Proficiency Examination shall be

- i Satisfactory or
- ii Unsatisfactory

No student shall be given a grade as ' Satisfactory' unless he has made at least 6.000 in the examination. Proficiency examination shall be given under the following restrictions and no official record shall be made of failure in the examinations.

- i They may not be taken only by persons who are in residence.
- ii They may not be taken by students who have received credit for one Semester or more in the subject in advance of the course in which the examination is requested.

A Proficiency Examination may also be administered upto a maximum adjustment of 10+1 credit (i.e. limit remains at 10 credits with marginal adjustment of 1 credits.) of course work subject to the following conditions:

- i Such Proficiency Examination(s) shall be administered at the end of the degree programme.
- ii If a student fails in this proficiency examination he can appear in one more change for a proficiency examination after a lapse of one month. Normally a student shall not be allowed a third chance for proficiency examination except in the following exceptional circumstances:
  - 1 That the student has already cleared all other courses with satisfactory performance and is left with only one course in which he failed twice in the proficiency examination.
  - 2 That he has completed a maximum duration permissible for completion of the degree programme.
- iii The following procedure shall be observed in granting this third proficiency examination under exceptional circumstances
  - a The third time a proficiency examination must be administered after a lapse of two months. The instructor for this proficiency examination should be specifically assigned by Dean

concerned in advance. This Instructor should call the student after a period of one month from the date of earlier proficiency exam. and before administering the final exam. must give him two or three examinations in the nature of hourly examination to judge whether he has studied well and to ensure that he has been paying full attention to the third proficiency examination

- b These periodically administered examinations will not be marked nor will they count towards the proficiency examination
- c It should be made clear to the student in the order sanctioning proficiency examination for the third time that further chance for proficiency examination or re-registration in the course would not be permissible under any circumstances
- iv If a student fails in the second attempt also, he will have to repeat the course.
- v Such Proficiency Examination(s) shall be given out of the entire course, which the student, could not pass because of any reason including the missing or failure in any hourly, quiz and Semester final Exam. or for other reasons where in the opinion of the Dean the student has sufficient exposure to the subject matter of the course.
- vi Such Proficiency Examination (s) shall be given only after the student has a minimum attendance of 50% in that course.
- vii The student shall be awarded grade 'E' in the first instance when he has either failed to appear in the final examination or otherwise obtained the grade 'E' in the course.
- viii The student shall apply to the HOD through the Instructor / Advisor requesting for a Proficiency Examination in the course in which he desires to apply under the above conditions.
- ix The decision on such applications would be taken by the Dean of the College concerned and the Proficiency Examination (s) sanctioned will be administered by the Instructor concerned or by other Instructor who may be nominated by the Dean.

## 17 Exemptions

Exemption in the particular course shall be granted to the student if he has already passed an equivalent examination of the graduate or postgraduate standard. Such cases shall be examined by the Instructor(s) concerned who would recommend the case through the HOD to the Dean of the College in which the course is being taught. The student shall be exempted from such course (s) by the Dean concerned. He shall be given credit (s) without awarding the grade.

## 8 Make up Examinations

**Pre- final Examinations** Out of Pre- Exams. student will be allowed make -up for any one of the Exams. missed by him by the Instructor himself . Under no circumstance a make-up for more than one examinations would be permissible irrespective of the reasons. The make -up examination in lieu of the missed pre- final examination shall be administered in the 15<sup>th</sup> week of the Semester. No make- up of these examinations shall under any circumstances be permissible

**Final Lab Practical / Viva-voce Examinations** Make-up of the final lab practical / viva voce examinations missed by a student shall be completed before the announcement of the Semester final examinations. This make- up will be allowed by the Dean of the college as per regulation for Semester final make- up No make- up of the final lab/ Viva-voce examinations will be admissible after the commencement of the Semester final Examinations

**Final Examinations** Normally no make-up shall be permissible in lieu of the missed final examination(s). However, under special circumstances, make-up examination may be permitted at the discretion of the Dean of the College concerned subject to such directions as may be issued by the Vice- Chancellor from to time on any one or more grounds such as:

- 1 Hospitalization of the student for a period of 72 hours in Govt. Hospital or as per reference of the Medical officer Incharge of the University.

No exemption may be allowed for the diseases for which no clinical examination is possible. In other words, headache, abdomen pain, giddiness etc. shall not be regarded as sufficient justification for make-up examination

- 2 Death of parent(s)



- 3 Attending interview (for final year students, i.e. if his degree is to be completed within next semester only)
- 4 Attendance in court case(s)
- 5 Participation in national level competitions, Debates, Sports & Games etc. organized by various central agencies.

**Note** Question Paper for Semester Final Make-up Examination shall be prepared in accordance with the provisions made under 7(c) above.

#### **Procedure for obtaining the make-up examination**

- 1 If a student failed to appear at any semester final examination for reasons beyond his control, he must file an application on the very day on which the examination is missed.
- 2 The application for make-up examination must be supported with medical certificate and medical examination report and should be routed through the hostel Warden/Advisor /Dean concerned.
- 3 No application for make-up examination shall be considered if received after 72 hours from the expiry of the last date of the semester final examination.
- 4 The application for exemption should be submitted on the date of commencement of sickness itself. The student should be examined by the Advisor/Warden and Chief Warden, besides the Medical Officer.
- 5 Exemption should be granted only if the Chief Warden certifies that he has himself seen the student and found him in a state of sickness to justify the exemption and that the student has been admitted to the hospital.
- 6 The make-up examinations would be held immediately after regular examination as per schedule, notified by the Dean of the college concerned.

#### **19 Restrictions for Student on Academic Probation**

Students on Academic Probation shall not be allowed to represent the University in functions held outside the campus.

#### **20 Instructions for Paper Setter Instructors / Invigilators**

- 1 Normally no staff member shall be assigned to teach a course, conduct of examination, evaluation, invigilation (in the particular exam.) etc. where his/her immediate blood relation may be a student.
- 2 All the paper setters shall reach the college in which their examination has been fixed along with the question papers, to distribute the question paper among the students atleast half-an-hour before the commencement of the exam. concerned. There shall be sufficient extra papers for each room to meet any emergency.
- 3 In case any instructor goes on leave during the final examinations or pre- final examinations or make-up examinations or lab final examinations, he should hand over the question papers to the Dean/Director/ HOD concerned, who will be responsible to make necessary arrangements to hold these examinations on scheduled dates and time.
- 4 In each college, one room shall be earmarked as Examination Office where the examination material shall be available.  
All paper setters shall prepare in advance separate packets of question papers for each room of exam. The number of papers shall be clearly marked on each packet. The student appearing for a particular exam. shall be mentioned in the exam. schedule.
- 6 All invigilators shall come to the examination office at least half an hour before the commencement of the examination. The examination halls shall be opened 15 minutes before the start of examination in the presence of the Instructor I/C.
- 7 All the invigilators will check in each room the identity cards of all the students in their exams. rooms to verify their identity.
- 8 A blank answer book marked 'A' shall be provided to each student in the first instance. Students demanding additional answer book shall be provided with blank answer book marked 'B'.
- 9 Invigilator Incharge shall take attendance of the students 20 minutes after the commencement of each exam. on the attendance sheet to be provided and in the manner required by the Registrar.

- 10 After taking attendance, the invigilators shall check and see that the balance of question papers left over tallies with the attendance.
- 11 At the end of the examination, answer books shall be collected from all the students by the invigilators. The Invigilator Incharge shall deposit blank answer books etc. in the examination office/ immediately after the examination is over and deliver filled up answer books to the Instructor concerned directly.
- 12 The invigilator shall allow only those students in the examination hall as are mentioned in the room chart of the examination hall. In case of omission of the name of any student from the chart, the Invigilator Incharge may exercise his own discretion and notify the fact to the Registrar immediately.
- 13 Invigilator finding any student resorting to unfair means in the examination or creating disturbance or acting in any manner so as to cause any inconvenience to other students in the examination hall, shall report the matter at once to the Registrar and the Dean concerned for suitable action.

#### **21 Examination Superintendent**

The Deans of College or their nominees shall act as Superintendent of Examination for the respective Colleges and shall be responsible for the proper conduct of supervision of the examinations.

#### **22 Flying Squad**

To make surprise inspections at various examination centers during the semester final examination a flying squad consisting of 2 to 4 Professors belonging to other faculties may be constituted by the Registrar. The name of Professor will be obtained from the Dean of the College. The flying Squad will be expected to make inspection of observance of regulations of Conduct examinations and will submit report to the Vice-Chancellor with copies to Dean of the College concerned and Registrar immediately after the final exams. are over.

#### **23 Cyclostyling and Duplicating of Question Papers**

- 1 All the clerks assigned the work of cyclostyling / duplicating shall remain with the Instructors till the commencement of the examination. The teachers may, however type out their own papers, if they know typing.
- 2 One room in each college shall be earmarked as Confidential Room for examination purposes and typing and duplicating work will be done in that room.
- 3 Typing and duplicating work shall be taken a day before the start of each examination in the presence of the Instructor concerned in the confidential room earmarked for the purpose.

#### **24 Preparation of Final Examinations Result**

- 1 Each Instructor shall prepare four copies of Instructor's Result slips (Grade Reports) in the proforma prescribed by the Registrar giving the academic performance of the student in his course
- 2 Each copy of the Instructor's Result slip shall be signed by the Instructor and his HOD
- 3 Each Instructor shall fill the marks obtained in the various examinations in the Semester and final grade obtained by the Student in the prescribed form. In case of over writing or alteration or cutting, the Instructor shall delete the whole line and re- write the whole matter and put his signatures.
- 4 The result slips shall be prepared in four copies. The Instructor, at the end of the course in a Semester, shall send two copies of the result containing the marks of various examinations during the Semester and grades of the students in his course to the Dean through HOD. The Dean shall forward one copy to the Registrar. The third copy shall be sent to the HOD and the fourth copy shall be displayed on the Notice Board for the information of students.
- 5 Each Instructor shall prepare the Result Slip College- wise and I.D. No. wise.
- 6 The Instructor shall submit the grade slips with in 6 days from the date of examination positively.

#### **25 Tabulation of Results**

- 1 Tabulation of the result shall be done from the Instructor's result slip in the office of the Dean and the Registrar separately, simultaneously and independently of each other.
- 2 The tabulation work shall be completed within three days from the last date of the receipt of the grade slips from the Instructors.
- 3 Tabulation sheets shall be supplied by the Registrar and tabulation at both officers shall be done in accordance with the procedure and rules prescribed by the Registrar.

- 4 To assist the Registrar's office in the tabulation & preparation of results, each college shall depute clerk/ typist(s) to the office of the Registrar.
- 5 Each tabulation sheet shall be signed by the Clerk Incharge and the officer concerned.

**26 Checking of Tabulation Sheets**

- 1 After the tabulation sheets in the office of the Dean are ready, he shall send the same to the office of the Registrar, which shall be returned to him after the results are compared.
- 2 The Deans of the College will nominate two pairs of staff members from respective college for comparing the tabulation sheets prepared in two different offices.
- 3 In case any entry does not tally, the teacher deputed for this purpose shall check it from the original result slip registration card adding/withdraw form too, if necessary and recalculate the grade point average whenever found wrong. Each such correction shall be signed and separate entry shall be recorded for such mistakes by the checking officer.

**27 Preparation of Grade Reports**

- 1 After comparison of the rolls by the checking office(s) is completed, the assistants shall transcribe the grades on the individual report cards.
- 2 The teachers deputed for this purpose shall further check the transcribed grade on the student report cards and put up their signatures on the individual report cards.
- 3 The grade reports shall mention specifically both the name of the course and course number.

**28 Accuracy of Tabulation Charts/ Sheets and Grade Reports**

The tabulation clerks shall do their best to bring accuracy on preparation of tabulation charts/ sheets & grade reports. In case of more than three mistakes he shall have to explain therefore.

**29 Mid Term Report**

The Instructor(s) concerned of the different course shall send the mid term reports of the students whose performance is unsatisfactory through the Adviser(s) to the guardian/parent on the prescribed proforma within ten days from the first pre-final exam. The results of the first pre-final exam shall form the basis for the purpose of this clause.

**30 Student Records**

All the student records maintained in the office of the Registrar shall be treated as official and final.

**31 Evaluation and Grading and Significance of Grades**

- 1 Each course offered in the University shall be given a certain number of credit hours in accordance with the amount of work which the student does in the class room, the laboratory and outside study.
- 2 Each student shall be examined in every course from time to time throughout the semester. While examining the students, the Instructor shall mark individual questions in numerical (no rounding off) and then convert the total number of marks obtained into points.  
The 'Points' earned in a course will be total marks obtained by a student out of 100, divided by 10. The Points secured in course(s) will be 'Points in course(s) X Credit(s) of the course(s)'. The significance of points for undergraduate students shall be as follows

Percentage of Marks	Points
100	10
90-below 100	9-below 10
80- below 90	8-below 9
70-below 80	7-below 8
60-below 70	6-below 7
50-below 60 (Barely Pass)	5-below 6
Below 50 (Fail)	Below 5
e.g., 80.76	8.076
57.25	5.725
43.80	4.380
72.50 (But Shortage of Attendance)	Fail (1 Point)

- 3 After the marks obtained by a student at various examination held in a course during a semester including semester final examinations are added up and result awarded.
- 4 Divisions shall also be mentioned on the complete transcripts, and the provisional degree certificates of the graduates of the University along with the overall grade point average on the basis of the following equivalence:

### 32 Calculation of GPA/CGPA/OGPA

- 1 For calculation of Grade Point Average (GPA), Cumulative Grade Point Average (CGPA) and Overall Grade Point Average (OGPA), the following shall be the formula/procedure  
 GPA = Total Points Secured/Total Credits (For I Semester only)  
 CGPA =  $\Sigma$  Total Points Secured /  $\Sigma$  Course Credits  
 OGPA =  $\Sigma$  Total Points earned (after excluding failure points) /  $\Sigma$  Course Credits\*
- 2 The following shall be the formula for conversion of the overall grade point average into aggregate percentage of marks  
**Formula** Percentage of Marks =  $OGPA \times 100/10$   
 e.g. if the OGPA is 6.000 then the percentage of marks would be  $6.000 \times 100/10 = 60\%$
- 3 While converting the credits of the course from Semester to Trimester system anyone of the following alternatives may be followed without any disadvantage to the students
  - i OGPA shall be calculated without any conversion i.e. Trimester credits and points and Semester credits & Point shall be taken as such for calculating the OGPA  
OR
  - ii The Semester credits may be converted into Trimester credits and OGPA may be worked out  
OR
  - iii Trimester credits may be converted into Semester credits
- 4 For purposes of Academic Probation, Dropping, readmission only CGPA will be taken into account.

### Minimum Credit to be completed in a year

- 6 Each undergraduate student must complete a minimum of 24 credits during a year consisting of two semesters.

### 33 Uniformity of Standards for Examinations

- 1 When a course is being taught by more than one Instructor the common course work, evaluation, grading & final marking shall be on a common standard for all the examinations. They shall mutually consult each other and the HOD and the Dean in this regard.
- 2 When more than one Instructor(s) are teaching same subject to the same class in various groups, they shall maintain the uniformity of standards for the same class and for the same course examined at the same time through a common examination conducted by all the Instructors together and grades given on the basis of consensus. If the Instructors are unable to reach the consensus, they shall give marks separately according to their own judgment. The grades shall be based on the average of the marking by all the Instructors.
- 3
  - a If a HOD is satisfied or has reasons to believe that marking / grading in a particular course has been abnormal, he shall submit a detailed report to the Dean of the College concerned recommending re-evaluation or re- assessment of the answer books giving full details of the reasons for his belief that the marking/ grading has been abnormal
  - b On receiving such a report, the Dean, after such an enquiry or checking as he may deem proper, pass necessary orders on the report
  - c In case the Dean is satisfied that there is not a prima facie case and there has been no abnormality in marking / grading of the answer books, he may communicate the same to the HOD and submit a report accordingly to the Vice-Chancellor
  - d In case where the Dean is satisfied that there is a Prime facie case he shall appoint a committee for re-assessment and re-examination of the answer- books with the approval of the Vice-Chancellor. The committee shall consist of 3 to 5 member, the majority of whom shall be of the same specialization in which the answer books are to be re- examined. The committee shall

submit its report within a week from the date of receiving such a reference. Among other things, the committee shall specifically report whether the grading / marking has been uniform or whether there has been any abnormality in marking / grading from student to student and also whether in the opinion of the committee the abnormal variation has been because of negligence or of any malafide intentions

- e If as a result of re-evaluation/ re-exam. of the answer books it is found that the marks awarded by the Instructor are not significantly different, there should be no change in the marks / grades
- f In case, however, it is revealed that the variation in marking / grading as reported by the committee and as done by the Instructor is significant, the marks awarded by the committee shall be treated as final. Consequent change(s) in grades as a result of re-marking of the answer books shall be affected after the approval of the Vice- Chancellor
- g All re-assessment or re-evaluation that may be necessary shall be completed within two weeks of the date of registration in the following semester, except in case of final semester students who are to complete their degree in a particular semester when it should be completed within a week from the date of registration in the following semester after which all such case shall be treated as closed and no re-evaluation shall be done under any circumstances.

### 34 Scrutiny

- 1 a If any student desires scrutiny in any course, he shall be permitted to do so with scrutiny fee of Rs. 100.00 per paper
  - b He shall have to file an application on the prescribed form which can be obtained from the office of the Registrar
  - c After having the approval of the Registrar, he will present the form to the Instructor concerned
- 2 Scrutiny means checking of marks, examination of question(s) left unmarked and reassessment of the question(s) already marked.
- 3 Answer-books of the semester final examinations shall be shown by the Instructor concerned to the students on the day following registration in the following semester.
- 4 Application for scrutiny of results shall be entertained upto seven days after showing the semester final examination answer book to students, after which no such application shall be entertained that is normally after eight days of the start of the semester.
- 5 The result of scrutiny shall be intimated to the Registrar as soon as possible, but in no case later than two weeks from the date of registration. 2/1/06

### 35 Change of Grades as a Result of Scrutiny

After the grade has revised as a result of scrutiny the Instructor will send the grade, with reasons under which grade has been revised, through his HOD to the Dean, who will examine and forward the same to the office of the Registrar. All such grade revised as a result of scrutiny will be forwarded to the Vice-Chancellor after the last date of scrutiny. Necessary correction in the students' report card would be made after the approval of the Vice-Chancellor is received.

### 36 Retention of the Examination Answer Books

- 1 Instructors must retain the answer books with them till at least the last date for revision of the grades was over and show the answer book to the students to understand their mistakes after the commencement of the next semester.
- 2 The Instructors shall announce the date, time and place for showing the semester final examination answer-books to the students, after reopening of the University in the following semester in the last lecture of the class. Any change in the date so fixed shall be notified to the students immediately after reopening of the University in the following semester.
- 3 After the last date for revision of the grades was over and the answer books had been shown to the students, the Instructor may pass on the answer-books to the HOD concerned for disposal.
- 4 Marks obtained by students in pre- final and semester final examinations should be shown to students, explaining the mistakes committed by them and the reasons for deducting marks. In the case of Semester final exams, the Instructors shall retain the answer- books with them till the commencement of the next semester.

### 37 Concession to Student on Joining Armed Forces

In a given semester, if a student has pursued the studies for not less than 14 weeks, he shall, on his readmission be given a proficiency examination for which the grade shall be either 'pass' or 'fail'. No letter grade shall be awarded.

If a student leaves the University for joining the Armed Forces, before complete at least 14 weeks of study, he shall have to repeat a course on his readmission to the University. However, he shall be allowed to drop the course without prejudices.

### 38 Use of unfair Means

- 1 The terms '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, through its resolutions, from time to time. The following items are included in the category:
  - i Possession of any books, notes, chits or such other material and also any note(s) or signs written on any part of the body, furniture or any other material pertaining to the subject- matter or the examination in the examination hall during the exam. hours
  - ii Talking, whispering or signaling in any form in the examination hall or outside the examination hall during the examination hours
  - iii Copying or allowing to copy
  - iv Any other activity, which may give undue advantage in the examination to any student
  - v Any attempt to use any other means which in the opinion of the Vice- Chancellor may be construed to be unfair
- 2 Every student shall be required to bring his own examination material, such as set squares, scales and the like, himself, as he shall not be permitted to borrow any of these material from fellow student in the examination hall
- 3 If any student is found to have used or attempted to use 'Unfair means' in any examination, his answer-book shall be seized by the Invigilator Incharge forthwith. The student may, however, be permitted to answer the remaining part of the question paper but on a separate answer book.
- 4 The Invigilator Incharge shall submit a detailed report along with the answer books of the student and other related material if any, to the examination superintendent (Dean of the College) concerned immediately after exam. is over, with a copy to the Registrar & the Dean of the college concerned
- 5 A written statement of the student, found to use or attempting to use unfair means in the examination hall will be obtained by the Invigilator Incharge and be forwarded with his report along with any other materials found with the student which should be signed by the student concerned in token of the same having been recovered from his possession
- 6 In case the student refuses to give a statement, he shall not be forced to do so but the fact of his refusal recorded by the Invigilator Incharge in his report
- 7 The Examination Superintendent shall forward the report of the Invigilator Incharge to the Student Discipline Committee for detailed investigation, which shall send its report to the Vice-Chancellor with specific recommendations within a week from the date of report
- 8 Student found using or attempting to use unfair means or copying during a pre- final examination shall be debarred from that Semester
- 9 Student found using or attempting to use unfair-means or copying during a Semester Final Examination shall be debarred from the current and the next Semester
- 10 Debarring a student would be treated as having been dropped from the University

### 9 Medium of Examination

The medium of examination shall be the same as prescribed by the Academic Council as the medium of instruction.

### 0 Medium of Instruction

- 1 Hindi/English shall be the medium of Instruction for B.Sc. Ag. Programme.
- 2 Instruction shall also be imparted in English in the above mentioned degree programmes for the facility of foreign students and the students whose mother tongue is other than Hindi and who do not know Hindi provided sufficient number of students are available to comprise one section.

- 3 The medium of instruction for B. Tech. (Biotech.) / Master's / Ph.D. programme should continue to be English until such time as suitable text books become available.

#### **Allotment of Medium of Instruction**

- 4 The medium of instruction shall be allotted on the basis of performance of students in entrance examination in order of merit and their choice by the Dean of the college. Foreign students and students whose mother tongue is other than Hindi may be allowed English medium provisionally.
- 5 The student who fail to get English medium in the beginning of the first Semester may be permitted to change the medium of instruction from Hindi to English if they secure a grade point average of 7.500 or above at the end of first semester. Such change shall, however, be permitted in order of merit according to the G.P.A. and also subject to the availability of seats in English medium section(s).

#### **41 Proficiency Examination in Hindi (For undergraduate students)**

- 1 All foreign students shall be exempted from the Hindi course. However, foreign students desirous of learning Hindi, with a view to be better conversant with Indian culture shall be allowed to offer the Hindi course(s), and in case they pass course(s), a mention of the same shall be made in their transcripts.
- 2 All undergraduate students who have not passed their High School or equivalent examination with Hindi and who are required to offer Hindi course(s) shall be divided by the instructor concerned in the following two categories on the basis of proficiency examination (oral or written) to be conducted by the Department of Social Sciences & Humanities
  - a Those who are totally unacquainted with Hindi as judged on the basis of proficiency exam.
  - b Those who have some acquaintance with the rudiments of Hindi learning, as judged on the basis of proficiency examination.

The student in the first category shall be required to study Hindi remedials and the students in the second category shall be required to study only one Hindi course.

#### **42 Formula For Conversion of Quarter/ Trimester and Annual Credits**

The following formula shall be applied for purpose of conversion of Quarter, Trimester and Annual credit into Semester credits

2 quarter credits	= 1 semester credit
1.5 trimester credits	= 1 semester credit
1 annual credit	= 2 semester credit

#### **Agenda 6 Student Discipline Committee**

The following committee members were elected to serve on the student discipline committee for a period of three years. The DSW shall be the chairman of this committee.

- 1 The name of Dr. S.C. Sirohi, Actg. Dean College of Agriculture was proposed by Dr. Kharag Singh, HOD Soil Science and was seconded by Dr. Ashok Kumar. Hence Dr. S.C. Sirohi was elected.
- 2 The name of Dr. V.K. Yadav, HOD Basic Science was proposed by Dr. Y.P. Singh and was seconded by Dr. O.P. Singh, Actg. Director Extension. Hence, Dr. V.K. Yadav was elected.
- 3 The name of Dr. P.L. Saroj, Prof. Horticulture was proposed by Dr. N.S. Rana, HOD Agronomy and was seconded by Dr. Brijendra Singh, HOD Agriculture Economics and Management. Hence, Dr P.L. Saroj was elected
- 4 All the wardens will be the members of student discipline committee

#### **Agenda 7 Any other items with the permission of the Chair**

With the permission of chairman, secretary Academic Council proposed for regulations on the conduct of meeting of the Academic Council and formation of Academic Council.

The proposal was approved as below.

## **Regulations on the conduct of meeting of the Academic Council**

- 1 The Secretary, Academic Council (Registrar), shall issue notice for holding of the meeting of the Council on such date/ time/place as the Council had decided in the preceding meeting or on a date which may be fixed by the chairman of the Academic Council inviting list of items for the meeting
- 2 Copies of agenda notes shall be supplied by the faculty /department concerned duly signed, at least 21 days in advance of the date of the meeting to the secretary, Academic Council. Every item must be received with a detailed agenda note regarding different aspects of the item, the earlier decisions and the existing regulations on the subject, the impact, if any, of the proposed changes on existing programmes/courses, and a concrete suggestion or draft of the resolution for approval at the end of the agenda note. No item should be taken up for discussion in the Academic Council without a proper agenda note. The items received without proper agenda note would be returned to the person concerned by the secretary, Academic Council. The agenda notes shall be carefully screened by the Dean, Director/HOD concerned before these are sent to the secretary
- 3 No agenda item (s) received beyond the date as prescribed in (2) above shall be included in the agenda unless specifically permitted by the Vice-Chancellor for doing so under special circumstances
- 4 It shall be obligatory for each member of the Academic Council to attend the meeting, if he is on duty on the campus on the date of meeting. Members who are unable to attend the meeting because of a class at the time or for some other unavoidable reasons, shall inform the secretary about the same, preferably before the meeting. Normally only a bonafide member of the Academic Council shall be allowed to attend a meeting of the Council. However, any other person who may not be a member of the Academic Council may by general or specific order be allowed/invited by the secretary of the Council to attend the meeting(s) with the prior permission of the Chairman (Vice- Chancellor)
- 5 A mention about the presence/absence, of the members with or without intimation, shall be made in the minutes of the meeting concerned
- 6 Items for discussions in the meeting may originate from or with the permission of the Chairman of the Board of faculties, the standing committees of the Council or on a reference/direction of the Board of Management or by an individual member with the prior permission of the Chairman. An item not included in the agenda may be placed before the Council only if permitted by the Chairman to be considered under the item with the permission of the Chair
- 7 The agenda and notice for any regular meeting shall be circulated by the Secretary, Academic Council so as to reach the members at least 5 days before the day of meeting. The agenda and notice for a emergency meeting must normally be issued three days before the meeting. However, decisions taken in an emergency meeting with less notice will not be invalidated because of inadequacy of notice
- 8 A copy of the minutes of each meeting shall be supplied to the members. Copies of the minutes shall also be sent to the Library for the information of students and staff, provided that the Council, through a special resolution decides that minutes of a particular meeting may not be sent to the Library
- 9 Follow-up action on the decisions of a meeting shall be taken by Dean/Directors/Faculty Secretary/sub-committees and a report about the action taken shall be forwarded to the Secretary, Academic Council atleast 10 days in advance, for reporting the same to the Council at the next meeting
- 10 Agenda notes once circulated shall not be circulated again and the members are expected to retain those agenda notes till they are considered by the Academic Council
- 11 On all matters not specifically provided for in these Regulations from clause 1 to 10 about the conduct of meeting of the Academic Council, the decision of the Vice – Chancellor shall be final.

## **Formation of Academic Council**

The Academic Council shall consist of the Deans of the Colleges, Director of the Agricultural Experiment Station, Director of Extension, the HOD, All Professor and two members from each of the categories of Associate Professors and Assistant Professors from each faculty in rotation in order of seniority for a period of two years and one person elected by the Board of each faculty of the University out of the members of the faculty. The term of member elected by the Board of each faculty



shall be one year. Membership on any standing committee of the Academic Council shall be open to a member of a faculty and carries with it the privileges of the floor of the Academic Council including that of voting, so long as such membership continues

2 The following officers of the university shall be ex-officio members of the academic Council

1 Comptroller

2 Dean student welfare

3 Director Extension

4 Director training & placement librarian and such other officers\* as may be recommended by Academic Council and approved by the Board of management

\*5 Librarian and such other officer may be recommended Academic Council and approved by the BOM

3 The Vice- Chancellor shall be the presiding officer of the Academic Council but, in his absence or inability to preside, this function shall be exercised by one of the deans nominated by the Vice-Chancellor

4 The Academic Council shall hold at least four regular meetings during the academic year on dates to be fixed by it. Special meetings of the Academic Council may be called at any time by the Vice-Chancellor

5 A special meeting of the Academic Council shall also be convened upon written requisition of one-third of the membership of the academic Council, and delivered to the secretary of the academic Council, such meeting to occur not later than ten calendar day after receipt of such requisition by the secretary, unless the requisition designate a later date, which shall be the date of the special meeting. Written notice of regular meetings shall be sent to all members at least five days before the meeting. Written notice of special meeting with a list of the subjects to be considered, shall be sent to all members at least three days before the meeting. Only subjects specifically listed in the notice, of a special meeting may be considered at the meeting. A QUORUM for any regular or special meeting of the Academic Council shall consist of one-third of the total membership of the academic Council.

6 Except as otherwise provided in the statutes, the Academic Council shall determine.

i Requirements for admission to the several colleges and other teaching divisions

ii Questions of education policy

iii Relations between colleges, and other teaching divisions

iv Changes in the amount, character or quality of work required for admission to the colleges, and other teaching divisions; and

v The degree and diploma which shall be awarded and the conditions for their award

The Academic Council shall elect a committee on student discipline which may appoint one or more discipline Boards on which, unless the Academic Council determines otherwise, there shall be student representatives

The Academic Council shall recommend candidates for diploma, degrees and certificates to be conferred by the Vice- Chancellor

The Academic Council shall recommend the establishment, amalgamation, division or abolition of faculties or departments

10 All new line of work involving general education policy shall be established upon the approval of the Academic Council except as otherwise provided in the statutes

11 The Academic Council shall elect annually by ballot from its membership a committee on (i) Educational policy (ii) the library and (iii) Student discipline and such other standing committees as it may from time to time authorise.

With the permission of chairman a proposal from the secretary of Board of faculty agriculture regarding the inclusion a course of Principles of Aquaculture - AAF 310 (1-0-1) in B.Sc. Ag. degree programme was allowed for consideration. The proposal was approved by the A.C.

**Justification for addition of course 'Principles of Aquaculture' AAF -310 (1-0-1) in B.Sc. (Ag.) Degree programme.**

- As Fisheries/ Aquaculture is now recognized as an integral and inseparable part of agriculture, the B.Sc. Ag. degree programme is incomplete without any knowledge about aquaculture. Therefore, to complete the degree programme there should be at least one course related to aquaculture also
- The agriculture graduates also prepare and appear for entrance exams for higher degrees and civil services etc. Every year some questions related to aquaculture are asked in these exams. Therefore, a course on fisheries is must to help them prepare better
- The agriculture graduates who are taken up by banks as agriculture officers and field officers or those who go for other field jobs, have to deal with fisheries in the field. So, the addition of this course would be definitely beneficial for our students.
- Fishery Science education has to be developed and strengthened in order to get prepared for the years to come, as fish and related products are going to be most important food for future
- No additional staff will be required for teaching the above-mentioned course, as one SMS/ Asstt. Prof. (Fisheries) is already appointed in the department of entomology
- No additional laboratory infrastructure etc. is needed at present for starting the course.

Name of Course – **Principles of Aquaculture AAF 310**

Credit Hours – **2 (1-0-1)**

**Course Outline**

<b>Topics</b>	<b>No. of lectures</b>
Basic of Aquaculture –definition, scope	1
History of aquaculture-Origin, growth and present global and national scenario	1
Comparison of agriculture with aquaculture	1
System of aquaculture –Pond culture, Pen culture, cage culture, running water culture etc.	2
Extensive, semi intensive and intensive aquaculture	1
Criteria for selection of candidate species for aquaculture	1
Major candidates species for fresh water and marine aquaculture	2
Important management factors – site selection,	1
Water quality management,	2
Nutrition,	2
Health management,	2
Economics	1
Concepts of production, productivity and sustainability in aquaculture	1
Integrated Aquaculture	2
	<b>Total -20</b>

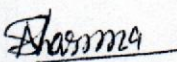
**Practicals**

Preparation of charts of aquaculture production in the country and the world. Study of major cultivable species of finfish and shellfish. Identification of fresh water fishes. Study of different types of aqua-farms and their components. Preparation of models of different types of aqua-farms. Nutrient values of common animal wastes and agro residues as potential manures. Economic analysis of integrated aquaculture practices. Preparation of charts etc. of different types of integrated aquaculture.

The proposal was approved and was decided that this course will start from the batch of 2006 for B.Sc. Ag. degree programme.

Dr. V.K. Yadav with the permission of chairman, proposed that Biochemistry is an important subject so Master degree programme should be started in the college of Agriculture in the Basic Science department. Keeping the importance of the subject in mind it was decided that a detailed proposal should be prepared and put up in the next meeting after getting approval from the board of faculty of agriculture.

The meeting ended with the vote of thanks to the chair.

  
**Registrar/Secretary**  
**Academic Council**