

**Academics Regulations for  
PG & Ph. D. Degree Programmes  
in Agriculture Faculty**



**2014-15**

**राजमाता विजयाराजे सिंधिया कृषि विश्वविद्यालय  
ग्वालियर (म.प्र.)**

**Rajmata Vijayaraje Scindia Krishi Vishwa Vidyalaya,  
Gwalior 474 002 M.P.**

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**Year** : 2014-15  
(As approved by V. V. Board vide notification  
No./Reg./Estt./2014/1500 dated 25-08-2014)

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**Citation** : Academic Regulations for PG & Ph.D.  
Degree Programmes in Agriculture Faculty

**Published by** : Directorate of Instructions  
RVSKVV, Gwalior (M.P.)  
E-mail : dirvskvvgwl@gmail.com  
Phone & Fax : 0751-2462403

**Copies** : 1200

**Printed by** : Welcome Offset Printers  
Lohiya Bazar, Lashkar, Gwalior  
Phone : 2322190, 9425338811

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**Academic Regulations  
for Post Graduate Degree Programmes  
in  
Agriculture Faculty**

**1. ACADEMIC YEAR/ SESSION**

- 1.1 The Academic year/session means two semesters during which a cycle of educational work is completed. It shall commence as per the Academic Calendar/Semester Schedule notified by the Vishwa Vidyalaya (V.V.).
- 1.2 Each semester shall have minimum 110 working days. At least 80% of the scheduled classes must be held in a semester.

**2. ADMISSION OF FRESH ENTRANTS**

- 2.1 Admission of candidates to Masters and Ph.D. degree programmes shall be made on entrance examination/ merit basis. The requirement of minimum OGPA / percentage of marks for admission to Masters and Ph.D. degree programmes will be notified by the V.V.
- 2.2 Admission of nominees of Govt. of Madhya Pradesh / ICAR / Govt. of India/ NRI and V.V. shall be considered by providing additional seats subject to fulfilment of minimum admission requirements.
- 2.3 New entrants after payment of prescribed fees on-line must report in person to the respective Dean of the college on the scheduled date of admission notified by the V.V. for registration and hostel accommodation, etc. No registration in absentia will be permitted.
- 2.4 Admission of in-service candidates to Master / Ph.D. degree programme of the V.V. shall be made with the following guidelines:
  - (i) One candidate from each department will be allowed for PG/Ph.D. programme every academic session



- (ii) Candidates must have served for a minimum period of 3 years in the V.V. and must fulfill minimum requirements as prescribed for regular students
- (iii) Only person borne on the V.V. establishment shall be eligible.
- (iv) Selected candidates shall have to execute a bond to serve the V.V. for 5 years, after completion of their studies. In the event of abandoning the degree programme before its completion, the candidates shall remit 25% of the total salary drawn during the course of degree programme to the V.V.
- (v) A minimum of one calendar year must elapse after completing the course before the research thesis is submitted.
- (vi) Permission to pursue studies can be withdrawn by the V.V. at any time on the recommendation of the Dean Faculty/Director Instruction, if it interferes with the legitimate duties of the scientist/teacher or if the performance of the candidate is unsatisfactory.
- (vii) Maximum permissible period for in-service candidates to complete Master (M.Sc.) and Ph.D. programme **will be 8 and 12 semesters, respectively.**
- (viii) There should be a gap of at least 5 years between Bachelor degree and Master degree programme for in-service candidates.
- (ix) In-service candidates shall be given weightage of 1 point for each year of service rendered to the V.V., subject to the maximum of 10 points. These points will be added to the percentage of the marks secured in qualifying degree programme for working out eligibility.

2.5 The admission to a course shall consist of the following steps

- i. Payment of fees and other dues.
- ii. Submission of medical fitness certificate.
- iii. Registration of courses.
- iv. Migration certificate must be submitted within one month from date of registration.



- 2.6 An identity card bearing Roll No./ID number shall be issued to each enrolled student, which should be carried by him / her at all time and be shown whenever required. The student should always quote the Roll No./ID. No. while making correspondence with College / V.V. The ID card should be renewed every year. In case of loss, a duplicate ID card will be issued by the respective Dean of the college, on payment of Rs. 50 only, after verification of identity of the student.

### 3. REGISTRATION BY CONTINUING STUDENTS

- 3.1 Students on roll of the V.V. should pay the requisite fees online prescribed for a semester and report and register the prescribed courses online and must report physically to the Dean of the college/concerned course teacher on the scheduled date.
- 3.2 Late payment of fees and registration of course shall be permitted by the Dean of the college up to six working days following the prescribed date of registration. Late registration fee shall be Rs. 50 for each subsequent day. However, the Dean of the concerned Faculty / Director Instruction may permit late registration up to 10 working days after the prescribed date on special grounds with late fees.
- 3.3 Registration card should be prepared in 5 copies i.e. for student, student advisor, HD/HS, Dean and Registrar, respectively.

### 4. CHANGE OF CAMPUS

- 4.1 Deleted
- 4.2 Change of campus by continuing students at the end of first semester shall be allowed by the Director Instruction on reasonable ground subject to availability of seats and consent of both relieving and receiving Deans.
- 4.3 Similarly, in the event of transfer of employees of Govt./ autonomous body/ RVSKVV their sons/daughters shall be permitted for change of campus at the end of first semester to the campus of nearby campus where their posting has been made.



4.4 Deleted

4.5 Deleted

4.6 Deleted

## 5. ADVISORY SYSTEM

5.1 (a) Every student admitted to Masters degree programme shall have a minimum of 3 members in Advisory Committee consisting of an Advisor and a co-Advisor (from the field of specialization/department) and one member from minor subject.

(b) The advisory committee of a Ph.D. student should be constituted with a minimum of 4 members by including an Major Advisor and co-Advisor (from major subject), one member each from minor and supporting subjects.

(c) If the thesis research is under joint programme of RVSKVV and other collaborating Institute, a scientist/ teacher of collaborating Institute fulfilling the academic qualification may be appointed as co-Advisor.

5.2 The Advisory Committee of each student should be constituted by HD/HS and the proposal should be submitted through the Dean for final approval to the Director Instruction within one month from the date of registration or within first semester.

5.3 The programme of work of the student should be planned by the Advisory committee and submitted to the Director Instruction in triplicate for final approval within first semester. HD/HS concerned will maintain up to date academic record of each student.

5.4 Advisory committee may be revised subject to retirement/ transfer of the chairman/ co-advisors/ members or under any other justifiable reasons /circumstances which should be approved by Director Instructions.

5.5 All correspondence related to the students should be routed through proper channel including the student's advisor.



## 6. CREDIT, CURRICULUM AND PROGRAMME OF STUDY

- 6.1 Credit means the contact time per week devoted by a student in class, laboratory, field work and library, etc. Accordingly, credits for each course are distributed into theories and practical, separately. Normally, 1 credit means 60 minutes contact time per week in case of theory and minimum 120 minutes contact time per week in case of practical.
- 6.2 Course means a series of classes and work experience extending over a semester.
- 6.3 The students admitted in the V.V. should follow the course curriculum prescribed from time to time. A copy of the course curriculum prepared by V. V. will be issued to new entrants at the time of registration, by the Dean of the respective college. The course curriculum may also be made available on RVSKVV website [www.rvskvv.net](http://www.rvskvv.net).
- 6.4 Deleted
- 6.5 (a) Credit requirement.

S.No.	Courses	Masters Degree (Ag./Hort.)	Ph.D. Degree (Ag./Hort.)
i.	Major subjects	20	15
ii	Minor subjects	09	08
iii	Supporting subjects	05	05
iv	Seminar	01	02
<b>Total</b>		<b>35</b>	<b>30</b>
v	Non-credit compulsory courses	-	-
vi	Comprehensive exam	Non- credit	Non- credit
vii	Thesis	20	45

**Note :** In addition to the above credit courses there will be six non-credit courses (PGS series) at PG/ Ph.D. level. The non-credit courses, if already offered at PG level, will not be registered at Ph.D. level.





(b) The maximum permissible course work load per semester for master and Ph.D. programmes shall be 18 credits.

6.6 (a) Students admitted to M.Sc. (Ag) degree programme from non-agricultural streams shall have to take a number of prescribed deficiency courses for which they shall not earn credit points. These deficiency courses shall be taken before regular courses of major and minor disciplines are offered. The minimum passing marks for a deficiency course shall be 60%.

(b) Students from non-agricultural streams/B.Sc. (Forestry) admitted to M.Sc.(Ag.) degree programme are required to complete deficiency courses as prescribed by V.V. for total 9 credit hours in 1<sup>st</sup> semester and 10 credit hours in 2<sup>nd</sup> semester. They shall complete these deficiency courses along with other regular courses as scheduled by V.V. for which they shall not earn credit points. The minimum passing marks for a deficiency course shall be 60%.

6.7 On the recommendation of the Advisory Committee, the M.Sc.(Ag./Hort.)/Ph.D. (Ag./Hort.) degree students may also be required to take additional courses for which they will earn credits.

## 7. REQUIREMENTS FOR THE AWARD OF MASTER / Ph.D. DEGREE PROGRAMME

7.1 In order to become eligible for Masters and Ph.D. degree programmes, a student should have passed a minimum credit load of course work as per clause 6.5 above, comprehensive examination and research work with a minimum OGPA 6.50 out of 10.00 scale.

S.No.	Degree Programme	Min Credit load	Thesis credits	Min OGPA
1.	Masters degree	35	20	6.50
2.	Ph.D. degree	30	45	6.50



## 8. RESIDENTIAL REQUIREMENT AND MAXIMUM PERMISSIBLE TIME LIMIT FOR COMPLETION OF DEGREE PROGRAMME

8.1 (a) A student admitted to Master / Ph.D. degree programme is required to fulfill the residential requirement as given below for each degree programme. The maximum time limit for completion of a degree programme has also been indicated.

Degree programme	For regular Students		For In-service candidates	
	Residential Requirement (Semester)	Maximum Time limit (Semester)	Residential Requirement (Semester)	Maximum Time limit (Semester)
M.Sc. (Ag.), M.Sc. (Hort.),	4	8	6	8
M.Sc. (Ag) after B.Sc.	6	8	-	-
M.Sc. (Ag) after B.Sc.(Forestry))	5	8	-	-
Ph.D. (Ag./Hort.)	6	12	8	12

In case a student fails to complete his/her degree requirement including submission of thesis within the maximum time limit, then one additional semester can be permitted by the Director Instruction on recommendation of the major Advisor, the HD/HS and the Dean of the college. Intimation of such permission will be sent to the Registrar/Dean/HD/HS.

(b) A student of master degree may submit his / her thesis / report during IV<sup>th</sup> semester. The last date of submission of thesis for PG students will be one day before start of the new academic session or as notified by the V.V. in academic calendar. Similarly, Ph.D. students will submit the thesis during VI<sup>th</sup> semester, subject to completion of all academic and residential requirements. The date for submission for thesis on the day of start of 2<sup>nd</sup> semester final theory examination for each academic session. The degree may be awarded subject to fulfilling of minimum residential requirement.



- 8.2 (a) A semester washed out on account of withdrawal, dropping by student of his own failure to register in time shall not be counted towards the residential requirement.
- (b) The semesters washed out on account of use of unfair means, indiscipline etc. shall be counted towards residential requirement.
- 8.3 A student whose semester(s) has been washed out can resume his / her studies in the subsequent year in the semester in which he /she left his / her studies provided that -
- (a) He / she has completed at least one semester as a regular student.
- (b) The total period of gap during the study period shall not exceed 4 semesters during study period including the semester in which he / she left his / her studies. During the gap no fee will be charged from the student and a permission of the gap shall be obtained from the Director Instruction.

8.4 Deleted

9. Deleted

#### 10. SEMINAR REQUIREMENT

10.1 (a) A student admitted to master degree programme shall register for one credit seminar in third semester and a scholar for Ph.D. degree programme shall register two seminars of one credit each during third and fourth semester. In addition to this, a student has to deliver a synopsis seminar also. The synopsis seminar shall be held before the approval of synopsis of research work. The modification, if any, as suggested during the seminar and accepted by the Advisory Committee will have to be incorporated in the synopsis prior to submission. A certificate to this effect will have to be submitted along with synopsis. Credit seminar of M.Sc. (Ag./Hort.)/Ph.D.(Ag./Hort.) students can be conducted in 3<sup>rd</sup> and 4<sup>th</sup> semesters of the degree programme.

(b) Deleted



- 10.2 Master and Ph.D. students are required to present their research findings before the Advisory Committee and staff of the department before submission of thesis for evaluation. The report of the same may be sent to the Director Instruction.
- 10.3 Submission of thesis of outgoing M.Sc.(Ag) students: If any student fails in any subject and appears in the failed subject examination, he / she can not be permitted to submit the thesis till the declaration of the result. If he / she clears the subject, can submit the thesis, or if fails, can register for the next semester within 3 days from the declaration of result from the college or in the semester when the course is offered.
- 10.4 Similarly, if a student fails in any course, he / she may apply for re-valuation and if passes, can be permitted to submit the thesis within three days, but if fails he / she has to register the course within three days or in the semester when the course is offered.

#### 11. MEDIUM OF INSTRUCTION

Medium of instruction for all Master and Ph.D. degree programmes in both the Faculties shall be English. The thesis / project work to be submitted for partial fulfilment of the degree programme shall have to be written in English only and shall have to follow the thesis manual issued by the Director Instruction.

#### 12. ATTENDANCE REQUIREMENT

- 12.1 Students are expected to attend all the lectures and laboratory/field practical scheduled during the semester. Attendance of a student in a course should be at least 75% of the scheduled classes in a semester, failing which he/she will be debarred from appearing in the final examination. For this purpose, theory and practical classes will be counted separately.
- 12.2 If all the students of a class remain absent enmass from the classes for a period exceeding 10 working days continuously in a semester, the entire semester shall be treated as cancelled and the fee, etc., paid by the students shall be forfeited.



- 12.3 The Dean of the college may condone the shortage of attendance up to 5% of the scheduled classes on valid grounds. Additional condonation of 5% shall be permitted by the Director Instruction.
- 12.4 If a student falls short of attendance in any course(s), theory or practical(s), he / she shall not be allowed to appear in the final examination and he / she will be treated as fail in that course. If the student is declared fail due to short of attendance then he/she will have to attend the regular classes in the semester in which he/she registers that course again.
- 12.5 Teaching shall commence from next day of registration and attendance shall be counted from that day till 7 days preceding the date of commencement of final examination. Students who could not attend classes due to their participation in sports, athletic and other extracurricular activities at inter-collegiate, inter-university, inter-state or National level competitions, etc. shall be treated as present. However, they will have to submit relevant certificate from the Sports Officer / In-charge Sports Officer of the college.
- 12.6 Students who have been registered only for clearing course(s) in which they failed [repeat course(s)] are not required to attend classes.
- 12.7 The Deans of the colleges shall notify the eligibility of students to appear in the final theory or practical examination, seven days in advance of the examination. A notice to this effect shall be displayed on the college notice board.
- 12.8 A student who has fulfilled attendance requirement but fails to appear in the theory or practical or both shall be treated as fail in theory or practical or both as the case may be.



### 13. MAXIMUM CREDIT LOAD, WITHDRAWAL, DROPPING AND SUBSTITUTION OF COURSES

- 13.1 A student admitted to Master / Ph.D. degree programme shall normally be permitted to register a maximum course workload in a semester as given below.

S.No.	Degree programme	Maximum credit load
1.	M.Sc. (Ag.) / M.Sc. (Hort.)	18
4.	Ph.D. (Ag./Hort.)	18

- 13.2 Not more than 50% of the permissible credit hour load in each semester will be offered to in-service candidates.
- 13.3 Registration of failed courses with credit load not exceeding 10 credits shall, however, be allowed in addition to the regular courses in a semester.
- 13.4 Withdrawal and substitution of course(s) shall be permitted by the Director Instruction on sound justification. A student has to apply for the same through his / her Major Advisor, the IID / IIS and the Dean of the concerned college.

### 14. EXAMINATION AND EVALUATION

- 14.1 The academic performance of a student shall be assessed through theory and practical examinations conducted during an academic session. Comprehensive examination of qualifying nature will be conducted for eligible candidates.
- 14.2 (a) Total marks assigned to a course will be 150, it will be distributed as
- |                          |   |    |
|--------------------------|---|----|
| Mid-term examination     | - | 20 |
| Practical examination    | - | 50 |
| Final theory examination | - | 80 |

In case of courses having only practical credit load the total marks will be 50.



- (b) Mid-term examination of a course will be conducted in the middle of each semester. The questions asked shall cover approximately 50% of the course contents. The question paper shall be of objective type. A student not appearing in mid-term examination will be marked absent and shall be awarded zero marks. The schedule of the mid-term examination will be decided by the Dean of the college as per V.V. academic calendar.
- (c) Mid-term examination for repeat / fail students of any of the courses shall be arranged along with the regular students.
- (d) Final theory examination of all courses will be conducted by the respective Deans as per scheduled announced by the V.V. The question papers will be made available by the Registrar or Professor In-charge, Examination Cell.
- (e) Practical examinations of all courses will be conducted prior to final theory examinations as scheduled / notified by the Dean or Professor & Head of the Department concerned.
- (f) If a student is temporarily incapable and/or unable to write the answers himself due to fracture in hand the superintendent of Examination may provide a writer to assist the examinee. The writer will be from the ministerial cadre who shall not be an Agriculture / Horticultural student/ degree holder.

14.3 The minimum passing marks in theory or practical shall be 60% for Masters and Ph.D. degrees. If a student fails to obtain the aforesaid marks either in theory or practical or both examinations, he / she shall be deemed to have failed in theory or practical or both, respectively and shall have to reappear in the theory or practical examination or both as the case may be.

14.4 Evaluation of theory examination answer sheets will be done by internal examiners both at Master's and Ph.D. level degree programmes.



- 14.5 The practical examinations at both Master's and Ph.D. level degree programmes shall be conducted by the examiner other than the course teacher appointed by the Dean of the college and the course teacher shall assist the examiner in conducting the practical examination.
- 14.6 Comprehensive examination at Master's Degree Programme will be conducted on completion of 75% course work in major and 66% course work in minor subjects. A student may start his Thesis research work on completion of 75% course work even before the conduct of Comprehensive examination. The eligibility of students for appearing in the comprehensive examination will be declared by the Head of the Department concerned. Total credit hours of passed courses and prescribed courses will be taken in to account while calculating the eligibility. However, if a student fails in a theory or practical examination of a course he/ she shall be treated as failed in that course and credit hours of passed theory or practical of that course will not be counted in calculating the eligibility. The Comprehensive examination will be Non-credit examination and the Grade to be awarded will be satisfactory (qualifying marks 60%) or unsatisfactory. It will consist of two papers, one consisting of major subjects and the other paper consisting of minor subjects. Each paper (of major subjects and minor subjects) will consist of total 100 marks. Paper setting for comprehensive examinations will be internal while the evaluation will be done by external examiners to be proposed by the Head of the Department and approved by the Director instruction. There shall be no Viva Voce after comprehensive examination at Master's level.

If a student fails in comprehensive written examination he / she will have to re-appear for the same to be arranged in next semester. Special permission may be accorded by the Director Instruction for appearing in the comprehensive examination for the third attempt.

- 14.7 Comprehensive Examination for Doctoral Programme will be allowed after completion of 75% course work separately in major and minor subjects. The eligibility of students for appearing in the comprehensive examination will be declared by the Head of the Department concerned. Total credit hours of passed courses and prescribed courses will be taken





in to account while calculating the eligibility. However, if a student fails in a theory or practical examination of a course he shall be treated as failed in that course and credit hours of passed theory or practical of that course will not be counted in calculating the eligibility. The examination will consist of two papers covering major subjects and one paper covering minor subjects. The paper setting will be internal while the evaluation will be done by the external examiners to be proposed by the Head of the Department and approved by the Director instruction. Each paper (of major subjects and minor subjects) will consist of total 100 marks. The grading will be satisfactory (minimum qualifying marks 60%) or unsatisfactory. Upon successful completion of comprehensive examination the Viva Voce will be conducted by an external examiner to be nominated by the Director Instruction on the recommendation of the Prof. & Head of the department and the Grading will be Satisfactory / Unsatisfactory.

If a student fails in comprehensive written or viva-voce examination he / she will have to re-appear for the same to be arranged in next semester. Thus the student shall have to pass both the examination (comprehensive written and viva-voce) separately.

Special permission may be accorded by the Director Instruction for appearing in the comprehensive examination for the third attempt. Cases of students failing three times in the comprehensive examination will be referred to the academic council for the fourth attempt.

- 14.8 Marks secured by a student will be converted into Overall Grade Point Average (OGPA) on 10 point scale (appendix-A).
- 14.9 Comprehensive Examination will be conducted twice in an academic session, i.e. after a minimum of 45 days of the declaration of final result of each semester. A student may appear in the Comprehensive Examination, subject to eligibility as under clause 14.6 and 14.7.



14.10 A student who fails in Comprehensive Examination for the second time may be permitted to appear in the examination for the third time, upon the recommendation of the Head of the Department concerned and the Dean of the college, and upon approval of the Director Instruction.

## 15. REVALUATION AND RE-TOTALING OF MARKS

15.1 A student whose result of final examination of a semester has been declared by the V. V. and displayed may apply for either revaluation of final theory answer books or re-totalling of marks of not more than two courses, to the Dean of his / her college within seven days after declaration of result by the Dean of the college.

15.2 The fee for revaluation and re-totalling shall be Rs. 350 and Rs. 200, respectively (subject to revisions from time to time) for each theory paper. However, there shall be no re-totalling of revaluated answer books.

15.3 (a) The revaluation or re-totalling will be done by the Head of the department, senior teacher of the respective department nominated by the Director Instruction.

(b) If the marks of a student in revaluation decrease the revaluation marks will be ignored and the original marks earned by the student will remain unchanged.

(c) If the increase in marks is up to 10% of the maximum marks prescribed for the final theory paper, then marks awarded by the revaluer will substitute the original marks.

(d) If the increase or decrease in marks is more than 10% of the maximum marks prescribed for the paper, then the answer book will be valued by a third valuer. In that event, the average of the nearest two figures shall substitute the original marks, only if it is higher than the original marks.



## 16. REGULATION FOR SUBMISSION AND EVALUATION OF THESIS / PROJECT REPORT AND CONDUCT OF VIVA-VOCE EXAMINATION FOR MASTER / Ph.D. DEGREE PROGRAMME

16.1 In addition to prescribed courses, a student of Master / Ph.D. degree programme has to register thesis / project work credits as suggested by the student's Advisory Committee and approved by the Director Instruction. The students admitted to Master and Ph.D. degree programmes are required to submit a thesis / project report on a research topic approved by the Director Instruction. The subject of the thesis / project work and the results / conclusion presented should be of the nature of a definite contribution to the subject and be of sufficient importance to merit of publication. The thesis shall be on a topic within the field of major discipline and shall embody the student's original work. A certificate to this effect, duly endorsed by the Major Advisor, all the member of the Advisory Committee and the Head of the Department / Section shall accompany the thesis.

16.2 Students admitted to MBA (Ag) programme have to register for In-plant Training and Project Report of 10 credits. The in-plant training will be held in the 4th semester and will be of 10 weeks duration. A student after successful training will prepare a report and present, the same to the Advisory Committee. The in-plan training report after necessary corrections / modifications, if any, will be sent for evaluation to an expert nominated by the Director Instruction from the panel of experts submitted by the Professor & Head, Department of Agricultural Economics & Farm Management. After receiving satisfactory report from the examiner and incorporation of necessary corrections, if any, viva-voce examination will be held. A student will be eligible for award of Master degree in MBA (Ag) if his/her performance in viva-voce examination is satisfactory.

16.3 Deleted.

16.4 A synopsis for the research work/project work to be undertaken by the Master / Ph.D. students should be submitted in the prescribed format (in quadruplicate) duly forwarded by the concerned Head of the department / section through the Dean of the college for approval by the Director



Instruction. It should be positively submitted in the 1<sup>st</sup> semester for Master/Ph.D. degree programme. It should be accompanied with a certificate from HD/HS that synopsis seminar has been held on a given date and necessary corrections/suggestions as advised by the members of the advisory committee/other senior teachers/scientists have been duly incorporated in the synopsis.

Similarly, as soon as the work of thesis/research is completed, then a seminar has to be conducted before the staff members of the department, wherein respective student will explain the salient features of research conducted by him. The members present may suggest the changes, if any, in the thesis before it is taken up for binding. The thesis of a Doctoral Degree Programme may be submitted after the thesis result seminar and after one research paper is accepted and second submitted or one patent filed out of thesis work.

16.5 HD / HS shall submit the information such as name of student, title of thesis / project work and area of specialization at least 6 week prior to date of submission of thesis / project report in a prescribed format.

16.6 A student who has completed the prescribed course work, comprehensive exam, research/project work shall be eligible for submission of thesis / project report to the Head of the department / the Dean of the college.

In case of Ph.D. student thesis may be submitted after completion of course work, comprehensive exam & viva, research work, result seminar and publication/ acceptance of one research paper and second submitted or one patent filed out of thesis work.

16.7 The thesis / project report should be typed in good quality bond paper as specified in the 'Manual of style for preparation of theses. Each student would submit 4 (four) copies of thesis / project report to the HD / HS. In the case of Ph.D. student acceptance letter/reprint/paper submitted should also be enclosed in the thesis.



- 16.8. A thesis / project report / in-plant training report submitted by a student shall be forwarded to the Director Instruction through the Dean of the concerned college on completion of all the major, minor and supporting courses including seminars as per the approved programme of work of the student.
- 16.9 The PG/Ph.D student who has already submitted his/her thesis has to appear for oral examination, thesis viva-voce of his/her evaluated thesis within a period of one semester. If the student does not appear for oral examination within the prescribed time limit of one semester then he/she will have to apply for "Gap" as per clause 8.3(b) of the Academic Regulations for PG/Ph.D. degree programme and simultaneously register in the consequent semester for appearing in the oral examination of the thesis viva-voce examination.
17. Deleted (incorporated under clause 14)
18. **EVALUATION OF THESIS / PROJECT REPORT**
- 18.1 The Prof. & Head of the department shall submit a panel of at least 5 examiners for Master degree and at least 7 examiners for Ph.D. degree through the Dean of the college and the Dean of the concerned Faculty to the Director Instruction.
- 18.2 The Director Instruction will appoint one examiner for Master degree and two examiners for Ph.D. degree to whom the thesis submitted by the student shall be sent for evaluation, after getting the consent from the examiner.
- 18.3 Evaluation report of the thesis received from the examiner will be forwarded to the HD / HS concerned for necessary action and conduct of final viva-voce examination, if the thesis / project report is satisfactory. The viva-voce examination will be conducted by the student's Advisory Committee in case of Master degree programme.
- 18.4 In case, the two evaluation reports of a Ph.D. thesis are contradictory, the Director Instruction may refer the thesis for scrutiny to a third examiner whose recommendation will be accepted. When a thesis is not accepted for the award of a degree the student should act in accordance with observations / suggestions contained in the report.



- 18.5 The HD / HS concerned shall inform the student well in advance for the date of thesis viva-voce examination. The result / report of the viva-voce examination should be sent to the Director Instruction and the Registrar within 7 days along with CCVC and other academic documents of the student through the Dean of the college.
- 18.6 On recommendation of the Advisory Committee after completion of prescribed course work, residential requirements and thesis evaluation by the external examiner(s) if both the reports are satisfactory, the candidate of Ph.D. is eligible to appear in final viva-voce examination to be arranged by the Dean / Head of the department. The final viva-voce examination will be conducted by the Advisory Committee and one of the external examiners as approved by the Director Instruction on a convenient date. The concerned Dean Faculty may also participate.
- 18.7 The thesis viva-voce examination may cover the major fields of study, namely the aspects related to his thesis problem and major discipline in which the degree is to be awarded. The candidate would be expected to defend the thesis at the examination and to possess comprehensive knowledge of his / her field of specialization.
- 18.8 Suggestions made during viva-voce examination will have to be incorporated into the thesis before its acceptance by the V.V. The Major Advisor should ensure compliance.
- 18.9 The thesis / project report submitted by a student shall be the property of the V.V. Any research publications based on the thesis research work should contain due acknowledgement to the V.V.

## 19. PREVENTION OF UNFAIR MEANS

- 19.1 In these regulations, unless the context other wise requires:
- (a) 'Examination' means an included mid-term examination, practical examination, and final theory examination and also comprehensive or viva-voce examination.



- (b) **'Superintendent'** means Dean of the college who shall act as Superintendent of examination.
  - (c) **'Asstt. Superintendent'** means any Teacher / Scientist In-charge Academic / Examination appointed by the Dean of the concerned college.
  - (d) **'Teacher'** means the Professor / Associate Professor / Assistant Professor or equivalent.
  - (e) **'Invigilation'** means the teacher involved in the invigilation work in the examination hall.
  - (f) **'Flying Squad'** means a team consisting of teachers / officers constituted by the Dean of the College / Examination Superintendent to prevent use of unfair means / malpractices during examination.
- 19.2 (a) The Superintendent of examination shall make proper seating arrangement for facilitating the conduct of examination. There shall be at least one invigilator for every 20 student. Minimum of two invigilators must be posted in each examination hall in order to make proper vigilance. Seating arrangements may be such that two examinees offering different courses sit one after another, if possible, in order to make the vigilance effective.
- (b) Every student shall search his / her pockets, desks and benches and handover which he / she may find therein before answer books are distributed.
  - (c) Any student possessing papers, books or notes which might possibly be of assistance to him / her or found giving or receiving assistance of copying from any paper, book or allowing any other candidate to copy from his / her answer book, writes either on blotting paper or question paper or any other paper some answer to question set in the paper during the examination or using or attempting to use any other unfair means and not informing the invigilators about the notes or any other material pertaining to the examination paper found to have been written on the desks or tables, or any parts of his / her body, clothes, scale, card board etc. shall be considered using unfair means.



- (d) If a student disrupts or tears or tampers with the page(s) of the answer book, it would be treated as a case of unfair means.
  - (e) No student shall write his/her answers on any paper other than the answer book supplied to him/her in the examination hall.
  - (f) If a student temporarily incapable and/or unable to write the answers himself, the Superintendent of examination may provide a writer to assist the examinee. The writer will be from the ministerial cadre only having qualification not more than 10+2 standard.
- 19.3
- (a) When an invigilator notices a student indulging in any of the act of unfair means as defined in clause 19.2 (c) and (d), he/she shall seize the paper or book or material, if any, including answer book from the student and shall invariably demand a written explanation or statement of the student concerned.
  - (b) If the student refuses to give his/her statement he/she shall be asked to record in writing his / her refusal to give the statement. If he / she refuses to do so, then the fact shall be noted, duly witnessed by at least one invigilator of the concerned examination or member of the flying squad.
  - (c) The invigilator shall however, write his / her remarks on the answer book and affix his / her signature.
- 19.4
- (a) A student found attempting or using unfair means in the examination or during evaluation or threatening teacher, invigilator or officer or members of flying squad or disrupts the examination or marks signature or any mark of identification including impersonation in the answer book, shall be liable for punishment as in clause 19.4(b). All such cases must be reported to the Superintendent of examinations / Dean concerned.





- (b) A student caught using unfair means during any examination including additional examination(s), his / her registration for the semester in which he / she used unfair means, shall be treated as cancelled. Such student shall also be debarred for registration in the subsequent semester.
  - (c) Students who walk out from the examination hall en-mass just after they received the question papers or within the scheduled time of examination or abstain from the scheduled examination shall be treated as failed.
  - (d) If a student while attempting unfair means threatens invigilators / teacher or officer or member of the Flying Squad, then he / she is liable for punishment as per clause 19.4 (b).
  - (e) If a student makes signature on the answer book or leaves any kind of identification marks on his / her answer book, his / her answer book shall not be evaluated and student will be treated as failed in that subject.
  - (f) If a student disrupts the examination or indulges in impersonation shall be finally dropped from the rolls of the V.V.
  - (g) Possession and use of mobile/WLL phone by a student during examination is prohibited. Such act of students will be treated as the use of unfair means, and will be liable for punishment as per clause 19.4 (b).
- 19.5 The Disciplinary Committee of the college shall be the competent authority to adjudicate and determine the act or commission of unfair means in each case. However, order for inflicting punishment shall be notified by the Dean of the respective college. The Committee shall consist of a senior most Professor as Chairman, two Heads of the Department / Section, one Hostel Warden, I/c Academic, I/c of NCC or NSS units of the college. The Committee shall be nominated by the Dean of the college.
- 19.6 A student with more than one proven cases of unfair means or misconduct of serious nature in the examination hall shall be dropped from the rolls of the V.V.



**20. ACADEMIC STANDING, CONTINUANCE, DROPPING AND RE-ADMISSION OF STUDENTS AND AWARD OF CERTIFICATE OF HONOUR (MASTER / Ph.D. DEGREE)**

- 20.1 Continuance of a student as an enrolled student of the VV. shall depend on fulfillment of the following conditions
- (a) Continuous satisfactory academic performance.
  - (b) Satisfactory conduct and disciplined behavior
  - (c) Satisfactory health and physical capacity to continue the academic activities.
  - (d) Timely payment of prescribed fees/dues to the V.V. and registration of prescribed courses.
- 20.2 If a student fails to obtain 60% marks in any course of Master & Ph.D. degree either in theory or practical he / she shall be deemed to have failed in the theory or practical, and will be required to repeat theory or practical as the case may be to clear / pass the same.
- 20.3 A student who has passed 75% of the prescribed courses and obtained minimum of 65% aggregate marks with 6.50 CGPA in Master & Ph.D. degree in 10.00 point scale (only in pass courses) at the end of academic year / session shall be eligible to register for thesis research.
- 20.4 If a student of Master degree or Ph.D. programme fails in more than 5 courses plus 2 PGS non-credit courses (theory and practical of a course shall be treated as one course) at the end of the academic session he / she shall be re-admitted and treated as a fresh student for all purposes including fee structure.
- 20.5 A student of Master / Ph.D. degree programme failing in 5 courses plus 2 PGS non-credit compulsory courses at the end of the academic session shall be placed on 'academic probation and 'shall be permitted to register for thesis research. Such student will be permitted to clear courses (theory / practical) in which he / she has failed, as and when the examinations are conducted. These students shall have to pay additional examination fee @



Rs. 100/- (subject to revision) per theory or practical examination. Such student will be permitted to register the courses in which they have failed as and when the courses are offered. Marks obtained while repeating the theory paper / practical shall substitute the previous marks.

- 20.6 The students admitted against free seats as well as payment seats registered exclusively for repeat courses(s) in a semester for which attendance is not required shall have to pay all fees prescribed for a semester except tuition fee for the said semester.
- 20.7 A re-admitted student of Master / Ph.D. degree programme failing in more than 5 courses in two consecutive academic sessions shall be dropped from the roll of the V.V. The students shall have to clear the prescribed compulsory non-credit courses with minimum 60% marks but the marks obtained shall not be counted in the assessment of academic status of the students.
- 20.8 Qualifying marks / OGPA for Master and Ph.D. degrees are 65% / 6.50. If a student fails to earn requisite OGPA prescribed for the degree may have to repeat certain courses- theory and practical, in order to secure the required OGPA.
- 20.9 A student obtaining OGPA of 6.50 at Master degree or Ph.D. degree on 10 point scale at the end of degree programme and on completion of other requirements laid down by Faculty shall be eligible for the award of Post-Graduate / Ph.D. degree.
- 20.10 (a) Registration of PGS (Non-Credit) courses will be permitted only in the semester in which the course has been primarily approved & offered by the respective department and will be implemented from the academic session 2013-14
- 20.10 (b) Registration of statistics course(s) for PG/Ph.D. students will be permitted only in semester in which the course has been primarily approved and offered by the Department w.e.f. 2014-15 admitted students.



- 20.11 A student who has completed the requirements of Master / Ph.D. degree and has earned OGPA 8.50 and above shall be awarded Certificate of Honour.

## 21. REGULATION FOR CONDUCT AND DISCIPLINE

- 21.1 The students enrolled in the V. V. are required to maintain exemplary character, good conduct and discipline both in and outside the class as well as the campus and help the University authorities to maintain peace and tranquility and a congenial academic environment in the University.
- 21.2 Every student shall devote his attention to his studies under the guidance of the teachers of the Faculty.
- 21.3 They shall be regular in attending their classes, tutorials, laboratory/ workshop/ farm/ field as required for their studies and shall not abstain there from without the permission of the teacher concerned. Abstaining with permission shall not mean presence in the Class. Irregularity in attendance will make him/her liable to disciplinary action including expulsion from the Class/hostel or even the University apart from denial of permission to write his/her examinations due to shortage of attendance.
- 21.4 No student shall indulge in ragging or in any other disgraceful behavior with fellow students and teachers/staff of the University. Arrogant, violent, abusive, indecent and discourteous behavior or trying to harm physically or cause mental torture to anybody or to cause harm to the University property (e.g. buildings, furniture, fixtures, library, museum, laboratory, workshop, tools, implement" and equipment and defacing or writing, and spitting on the walls, garden, parks, etc.) shall be viewed as acts of gross indiscipline and misconduct and dealt with accordingly by the authorities.
- 21.5 Any student indulging in any unlawful activity in the hostel, on the University Campus or outside shall not only make himself/her self liable to disciplinary action by the University authorities but also to legal action by the law enforcing authorities and the College/University authorities shall in no way interfere with their action.



- 21.6 No student shall invite any undesirable person to the Campus or allow him/her to stay in the hostel or help or abet the commission of any act of larceny, vandalism, plunder or physical assault on anybody in or outside the College/University premises.
- 21.7 All students shall be properly dressed in sober and graceful manner and strictly avoid dressing in flamboyant dresses exposing the body indecently and should follow general rules of hygiene.
- 21.8 No student shall ever boycott the classes or indulge in strikes or boycott the examinations or participate in any such activity or persuade, pressurize or coerce any other student or employee to do the same.
- 21.9 Use of unfair means in the examinations shall be considered as misconduct for all students and dealt with accordingly.
- 21.10 All students are expected to lead a simple, austere, tolerant and gracious life. They should not drink alcoholic preparations, use drugs or smoke nor compel or persuade others to do the same and wholly avoid company of undesirable elements and / or visiting places of immoral activities. Any student found indulging in any such activity may be summarily expelled from the University.
- 21.11 No student shall practice unsociability in or outside the University nor shall treat persons from any community, caste, religion, language or region with contempt.
- 21.12 In case any student or a group of students face any difficulty in conducting their Studies peacefully or face any problem of any other nature, they should immediately approach the Director of the Institute or the Dean of the Faculty or the Dean of Student's Welfare for help and guidance. If they fail to have their grievances redressed at those levels only then they should approach the Registrar or the Vice-Chancellor in the most respectful manner. Violence or unbecoming behavior or exerting pressure on the authorities through the media or the politicians shall be treated as misconduct.
- 21.13 The hostellers shall not allow anything unlawful to be done or keep forbidden materials in their rooms or in the hostel premises. Their rooms/hostels can be searched at any time by the University authorities or even by the law enforcing agencies and appropriate action taken against them.



- 21.14 All students shall be expected to take active part in the cultural, extracurricular and spiritual activities of the University and always act in a manner which brings a good name to them as also to their alma mater.
- 21.15 The students shall not quarrel or create any disturbance of any kind in classrooms laboratories, lobbies, and auditorium. Violence of any kind is totally prohibited.
- 21.16 The students shall be friendly, cooperative and have mutual respect for each other.
- 21.17 The students shall accord due respect to officers, teachers and employees of the V. V. and shall carry out all the orders and instructions given by the officers and teachers and shall always deal with them in a respectful manner.
- 21.18 The students shall be punctual in all their activities and work according to the academic schedule, timing and calendar provided for the activities.
- 21.19 They shall attend all the scheduled theory and practical classes, field work, seminars, meetings and conferences punctually.
- 21.20 They shall not take part in political activities and shall not organize themselves in groups or associations that are against the interests and proper functioning of the Vishwa Vidyalaya.
- 21.21 Canvassing in any form and/or bringing any influence, directly or indirectly, will be a disqualification of the students.
- 21.22 A student whose conduct is found below the required standard of discipline can be shifted from one campus to another campus/suspended for one full/semester/academic year/expelled from the rolls of the Vishwa Vidyalaya /fine warning etc. depending upon severity of the act of ragging/ indiscipline/misbehavior/misconduct/unfair means etc.

## 22. AWARD OF PUNISHMENT

- 22.1 The Head of the department / section, Wardens, Advisors and other teachers shall assist the Dean for the maintenance of discipline. They will inform the Dean of all acts of indiscipline and misbehavior which have come to their notice. Ragging is a serious crime. Students found indulged in ragging directly or indirectly may be expelled from the roll of the



college / V.V. Further, ragging has been recognized as a punishable offence calling for legal action against the defaulters.

22.2 The Dean of the college shall have overall responsibility for maintenance of discipline of the students of his college and around the campus.

22.3 All acts of indiscipline, misbehavior misconduct and case of unfair means during examination shall be put up before the college level Disciplinary Committee constituted in accordance with academic rule 19.5. The Disciplinary Committee must issue a show cause notice to the student concerned and give him / her a patient hearing before proceeding against the student. On the recommendations of the Disciplinary Committee, the Dean of the college shall inflict punishment or take necessary action against the student within 3 days after receipt of the report. The action taken by the college Dean will be communicated to the Director Instruction, the Dean of the Faculty concerned and the Registrar.

22.4 The punishment to the student may depend upon severity of the act of indiscipline / misbehavior / misconduct/ ragging etc. and the student may be expelled from the roll of the V.V.

(a) Warning in writing with the direction that in case of repetition of such act, the matter shall be viewed seriously and the student may be expelled from the roll of the V.V.

(b) (i) Fine of Rs. 3000/-.

(ii) In case of damage to V. V. property a minimum fine of Rs. 3000/- or in case of major damage of property the fine will be decided as per valuation of the committee constituted by concerned Dean of the College.

(c) Recommendation to the Director Instruction for transfer to another campus away from the hometown.

(d) Suspension for one full academic year in which the incidence occurred.

(e) Expulsion / rustication from the V.V.

22.5 A student punished for indiscipline or for using or attempting unfair means shall be debarred from the following during the period of punishment.



- (a) Representing the college /V.V. in sports, cultural contests etc., in or outside the V.V.
  - (b) Holding office in a student organization, club or society.
  - (c) Receiving any scholarship, fellowship or stipend.
- 22.6 A student can appeal to the Director Instruction, against punishment under 22.4 only.
- 22.7 Notwithstanding anything contained in these rules the Academic Council shall have the power to modify, enhance or reduce the punishment given by the Dean of the college or any other office of the V.V.

### 23. REGULATION FOR HOSTELLERS

- 23.1 The students who wish to avail hostel accommodation after admission shall have to apply on the prescribed form to the respective Dean of the college.
- 23.2 The Hostel Warden in consultation with the Dean shall allot accommodation to the students depending upon availability of the same.
- 23.3 Fresh entrants as well as continuing students will be required to deposit prescribed hostel fee at the time of registration.
- 23.4
- (a) A student shall live in the room allotted to him / her only and shall not change the room without prior permission of the Warden.
  - (b) The hostellers will be responsible for maintaining the furniture, fitting, etc., provided in their rooms.
  - (c) The hostellers will keep the rooms neat and clean and will help in maintaining proper cleanliness in and around the hostel.
  - (d) No alcoholic drink or any intoxicants or combustible material shall be permitted in the hostel.
  - (e) Meeting or gathering of students for political purposes or any other purpose not conducive to peace and academic atmosphere is strictly prohibited.
  - (f) Abusement, loud singing, use of radios, television or musical instrument, which are likely to disturb fellow residents are prohibited.





- (g) Students shall refrain from taking any action against the hostel servants. Complaints against hostel servants, if any, should be made to the Warden.
- (h) All students should use the facility of hostel mess unless exempted by the Warden on bonafide grounds.
- (i) Cooking in the room is strictly prohibited.

### 23.5 FURNITURE AND EQUIPMENT

Every hosteller is provided ordinarily with a chair, a table, a cot and a ceiling fan, etc. He will be responsible for the furniture provided in the room. Furniture should not be shifted from one room to another in any case. Every hosteller is required to ensure that no damage is done to the hostel property entrusted to him. Repairing charges for any damage to the property inflicted intentionally or through negligence are to be borne by the hosteller concerned.

### 23.6 ELECTRICITY

Light must be switched off when not in use. The use of electric heaters, electric immersion rods, and other similar electric appliances is prohibited.

### 23.7 ABSENCE FROM HOSTEL

Absence from the hostel for one or more nights must be got approved by the Warden in advance, failing which students will be penalized @ Rs. 100 per day.

### 23.8 GUESTS

Guests are not permitted to stay in hostel. Close relatives of the student coming from a distant place may be accommodated in the V.V. guest house.

### 23.9 NIGHT ROLL CALL

- (a) The night roll call will be taken by the block prefect at 9.00 p.m. in winter and 10.00 p.m. in summer. Every hosteller must be present in his room to facilitate the roll call.
- (b) A student found absent at the time of roll call is liable to a fine of Rs. 50 per absence.



- (c) After roll call hosteller is permitted to leave the hostel. However, hostel Warden may grant permission to leave hostel for a specified period beyond 10.00 p.m. only in case of emergency.

### 23.10 VACATION OF HOSTEL

A hosteller who has completed all the requirements of a degree programme has to vacate the hostel accommodation within one week. Before leaving the hostel he / she has to obtain a 'No Dues Certificate' from the Hostel Warden. Loss, if any, will be recovered from the defaulter before issuing the 'No Dues Certificate'.

### 23.11 CONDUCT AND DISCIPLINE IN THE HOSTEL

- (a) Students are expected to maintain perfect discipline and proper atmosphere of studies in the hostel.
- (b) Dealings in general and especially with fellow students should be very courteous and polite. Any dispute should be reported to the Warden for final settlement.
- (c) A hosteller found guilty of having committed a breach of rules shall be liable to be punished as under:
  - (i) Verbal or written warnings,
  - (ii) Fine up to Rs.100/-

Besides above, if a hosteller is found guilty of having committed a serious breach of conduct and discipline rules, the Dean of the college may award punishment by any of the following

- (i) Fine up to Rs. 1000/-
- (ii) Expulsion from the hostel

### 23.12 HOSTEL ADMINISTRATION

- (a) Every hostel shall have a Warden who will be responsible for the administration of the hostel and for the enforcement of the hostel rules. The warden will be appointed by the Dean of the college from amongst the Teachers / Scientists preferably residing at the campus for a period of three years only.



- (b) The Warden will assist the Dean of the college for allotment of hostel rooms, maintenance of hostel buildings, and maintenance of discipline within the hostel.
- (c) The Warden will attend the hostel office daily for one hour at a specified time, information for which will be displayed on the notice board of the hostel.
- (d) The Warden will supervise the working of the staff posted in the hostel.
- (e) The Warden shall report to the medical officers of V.V. for all cases of students' illness or accidents and ensure that the students concerned receive proper medical care. He will also inform the Dean of the college of all such cases.
- (f) The Warden will appoint Prefects for every block and supervise their work. He shall have the powers to replace any block Prefects as and when required.
- (g) The Warden will supervise the organization and conduct of hostel functions / festivals etc.

23.13 The Warden and the Asstt. Warden will have the authority to enter the room of any hosteller and also to make a search of the room as and when necessary. They will also have the authority to break / open the lock of any room and also to shift up belongings of a hosteller to any other place, if necessary. The Warden may also shift the hosteller from one room to another as and when found necessary.

#### 23.14 DUTIES OF BLOCK PREFECT

- (a) Prefect shall take the roll call of his block and shall report to the Hostel Warden about all the absentees as soon as possible.
- (b) He must stimulate and maintain academic atmosphere in his block.
- (c) He shall report all cases of misbehavior or breach of discipline to the Hostel Warden without any delay.
- (d) He should be available and approachable to all hostellers of his block.



### 23.15 MANAGEMENT OF COMMON ROOM FACILITIES

Every hostel is provided with a common room facility for the recreation of the hostellers. The recreation room will be equipped with important items such as furniture, TV set, indoor game items, newspapers, magazines, etc. The items provided in the recreation hall will be jointly shared by all hostellers and items shall not be moved to any other place.

The purchase / maintenance will be undertaken as and when required by the Warden with consultation of the Dean. The expenditure for the same will be met from hostel fund / student fund available for the college.

### 23.16 MESS ARRANGEMENTS

- (a) Every hostel will be provided with a mess facility equipped with essential catering utensils for running hostel mess efficiently. The Warden will be solely responsible for maintaining the record and overall maintenance of the mess. Items required for mess will be purchased by the Hostel Purchase Committee in consultation with the Dean. Only hostellers shall be permitted to avail the mess facility. Every hosteller will have to join the mess compulsorily.
- (b) There will be mess committee under the Chairmanship of the Warden. The committee will consist of the Assistant Warden, block prefect and two senior year students as members. The committee would be responsible to run the mess either on private contract basis or on the cooperative basis by the hosteller. The committee will ensure the availability of quality of food in the mess.
- (c) Each hosteller shall deposit requisite mess charges as decided by the committee positively by 5<sup>th</sup> every month in advance. The hostellers failing to deposit the mess charges within the stipulated period will be fined Rs. 10 per day.

### 24. REFUND / ADJUSTMENT OF FEES

- 24.1 The fees once paid will be non refundable, except the caution money which shall be refunded on leaving the college or the hostel, as the case may be, after deduction of outstanding dues, if any. The caution money will have to be replenished at the beginning of each semester. However,



excess fees, if any, deposited by the student will be adjusted in the subsequent semester(s).

- 24.2 In case of transfer of a student from one campus to another, the fee deposited by the student will be suitably adjusted in the concerned college. While transferring a student, the relieving Dean will remit the amount of caution money of the student within a week's time to the receiving Dean.
- 24.3 In case of admission of a student in one Faculty to another within the V.V., the fees already deposited by the student will be fully adjusted against the fee chargeable from the student during the subsequent semesters of the academic session.

#### 25. REGULATION FOR AWARD OF GOLD MEDALS AND CASH PRIZES

1. Gold medals / prizes will be awarded to the students who top in the list of successful candidates in different degree programme conducted by this Vishwa Vidyalaya.
2. V.V. / donor's gold medal / cash prize will be awarded to the students keeping their position in the respective batch in which they were admitted during 2003-04 and onwards. Provided that the cut off date for award of gold medal / cash prize from 1<sup>st</sup> November to 31<sup>st</sup> October shall continue for students admitted till the 2002-03 batch is passed out.
3. A student who gets aggregate marks below 60% at Under Graduate level and 65% marks at Post Graduate level will not be eligible for award of gold medal / cash prize. Provided that in case of the tie having equal OGPA / marks then all such candidates will be entitled to get the V.V. Gold Medal. However, Donor's gold medals / cash prizes will be given to the student younger in age. Further, that in case of the tie in age group, donor's gold medals / cash prizes will be awarded on the basis of aggregate marks at the HSSC level.
4. A Committee under the Chairmanship of Director Instruction, all Deans of Faculties, Dean Student Welfare (DSW) and Deputy Registrar as the Secretary, will finalize cases of eligible candidates for the award of gold medals / cash prizes and be placed before the Hon'ble Vice Chancellor for his approval.



5. Hon'ble Vice Chancellor's decision in all cases of disputes shall be final and binding on all the parties.
6. As far as possible medals / prizes will be delivered in the convocation. If the convocation is not held, the medals and prizes will be delivered through the Deans of the college concerned at the time of College Day Programme or in other functions of the college.
7. A student who fails in any paper / practical or repeat any paper / practical of a subject at under graduate / post graduate level will not be eligible for the award of VV. / donors gold medals / cash prizes.
8. V.V. gold medals shall be of 20 gram weight having 1 / 3 gold and 2 / 3 alloy. However, the weight of donors gold medals shall be depending upon earned money of interest accrued from the fixed deposit of concerned.

#### 26. CALCULATION OF OGPA: 10 POINT SCALE

Semester / Year	Course No.	Credit (Th+Pr.)	Marks obtained (Th)		Marks obtained (Pr.)		Total marks (Th+Pr.)	Percentage of Marks	Grade Point	Credit Point	OGPA
			Out of 100	As per credits	Out of 100	As per credits					
1	2	3	4	5	6	7	8	9	10	11	12
	A	(1+0)	82	41	-	-	41	82	8.20	8.20	
	B	(0+1)	-	-	38	38	38	76	7.60	7.60	
	C	(1+1)	92	46	41	41	87	87	8.70	17.40	113.80
	D	(2+1)	76	76	38	38	114	76	7.60	22.80	16
	E	(3+1)	50	75	40	40	115	57.5	5.75	23.00	
	F	(3+2)	76	114	30	60	174	69.6	6.96	34.80	
<b>Total</b>		<b>16</b>								<b>113.80</b>	<b>7.11</b>

Th : Theory ; Pr. : Practical



**Note:**

1. Grade Point: Percentage of marks divided by 10
  2. Credit Point: Grade Point X Credits
  3. OGPA: Total credit point divided by total credit
  4. The proportion of marks for theory and practical examination is in the ratio of the credits @ 50 marks for each credit.
27. On the written demand by the students, original certificates submitted by the students during admission can be returned for a period of 15 days on stifiable reason subject to his/her under taking to resubmit these original documents within the period of 15 days.

Semester	Course	Credit	Grade	Percentage	Total	Grade	Percentage	Total
(Year)	(No. Theory)	(Practical)	(GPA)	(GPA)	(GPA)	(GPA)	(GPA)	(GPA)
1	1	1	A	80	80	A	80	80
1	2	2	B	60	120	B	60	120
1	3	3	C	40	120	C	40	120
1	4	4	D	20	160	D	20	160
1	5	5	F	0	200	F	0	200
1	6	6	F	0	240	F	0	240
1	7	7	F	0	280	F	0	280
1	8	8	F	0	320	F	0	320
1	9	9	F	0	360	F	0	360
1	10	10	F	0	400	F	0	400
1	11	11	F	0	440	F	0	440
1	12	12	F	0	480	F	0	480
1	13	13	F	0	520	F	0	520
1	14	14	F	0	560	F	0	560
1	15	15	F	0	600	F	0	600
1	16	16	F	0	640	F	0	640
1	17	17	F	0	680	F	0	680
1	18	18	F	0	720	F	0	720
1	19	19	F	0	760	F	0	760
1	20	20	F	0	800	F	0	800
1	21	21	F	0	840	F	0	840
1	22	22	F	0	880	F	0	880
1	23	23	F	0	920	F	0	920
1	24	24	F	0	960	F	0	960
1	25	25	F	0	1000	F	0	1000



**Annexure -I**

**Rajmata Vijayaraje Scindia Krishi Vishwa Vidyalaya  
Gwalior**

**PROGRAMME OF WORK FOR PG/Ph.D. (Ag./Hort.) STUDENTS  
(In triplicate)**

To,

The Director Instruction  
RVSKVV, Gwalior

The committee In-charge of work of Shri/Ku. ....  
admitted to M.Sc.(Ag./Hort.)/Ph.D.(Ag./Hort.) in the College of .....majoring  
in ..... After a comprehensive during the academic year .....

**Submit the following statement and recommendations:**

**ACADEMIC QUALIFICATIONS PRIOR TO JOINING THE UNIVERSITY**

Degree or Diploma	Year of passing	Division	Aggregate% of Mark / Grade point Grade point average	Institution	Major Subject
High School / Higher Secondary					
B.Sc.(Ag)/Horti/ Forestry					
B.V.Sc. & A.H.					
B.Tech. (Agril. Engg.)					
Ph.D.					





Courses to be completed by student to meet post graduation requirements

Classification of course	Course No.	Title of Course	Credit
(i) Compulsory non-credit Courses (PGS)	1		
	2		
	3		
	4		
	5		
	6		

Classification of Course	Course No.	Title of course	Credit
(ii) Major	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
	11		
	12		
	13		
	14		
	15		
(iii) Minor	1		
	2		
	3		
	4		
	5		
(iv) Supporting	1		
	2		
3			
4			



**ADVISORY COMMITTEE**

**Major Advisor** .....

**Member** 1. ....  
2. ....

*Dean College*

*Head of the Department*

*Approved / Not approved and returned*

*Director Instruction*



**Annexure- II**  
**Evaluation Report of PG/Ph.D. (Ag/Hort.) Thesis**  
**(Report in duplicate)**

1. Name of Student :
  2. Subject :
  3. College :
  4. Project Title :
- 
- I. Technical evaluation of project work /report
    - i. Methods and Material
    - ii. Results and their interpretation
  - II. Presentation of data
    - i. Clarity of expression
    - ii. Tabulation and summarization of data
    - iii. Illustration, Curves, Histograms, Graphs, Photographes etc.
  - III. Language and Grammar
    - i. Correctness
    - ii. Punctuation
    - iii. Suggested improvements (if any)
  - IV. General remarks about the project  
Including items not covered above like practical application, modification and suggestions for further work etc.
  - V. Whether the project report should be accepted or not
  - VI. Whether this project work is a valid contribution towards the betterment of Agri. business management if so in what respect.

Signature of Examiner  
(Full Name)



### FORMAT OF SYNOPSIS

1. Post graduate student, M.Sc. (Ag. /Hort) & Ph.D. (Ag/Hort): \_\_\_\_\_
  2. Name of Student : \_\_\_\_\_ I.D. No.: \_\_\_\_\_
  3. Permanent address : \_\_\_\_\_  
\_\_\_\_\_
  4. Semester & year of admission : \_\_\_\_\_
  5. Major Subject : \_\_\_\_\_
  6. Minor Subject : \_\_\_\_\_
  7. Major Advisor : \_\_\_\_\_
- 
1. Title of the research problem : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  2. Introduction and Objective of investigation : \_\_\_\_\_
  3. Brief review of the works done in M.P., India and abroad: \_\_\_\_\_
  4. Technical Programme of work : \_\_\_\_\_  
(Including location/place of work, facilities available etc.)
    - a. Location : \_\_\_\_\_
    - b. Detail of experiment : \_\_\_\_\_
      - (i) Design : \_\_\_\_\_
      - (ii) Replication : \_\_\_\_\_
      - (iii) Plot Size : Gross \_\_\_\_\_ Net \_\_\_\_\_
      - (iv) Date of Sowing : \_\_\_\_\_



c. Detail of treatments: -----

Treatments Symbol

1.

2.

3.

15

(i) No. of Treatments: -----

(ii) Treatment Combinations : -----

5. Observations to be recorded : -----

1.

2.

3.

18.

6. Collaboration with other department (Specify detail) : -----

7. Bibliography : -----

Synopsis seminar successfully delivered on : -----

(to be certified by I/c seminar)



Major Advisor and Chairman: \_\_\_\_\_

Members of Advisory Committee: 1-\_\_\_\_\_

2-\_\_\_\_\_

3-\_\_\_\_\_

Forwarded in triplicate to the Director of Instruction, Rajmata Vijayaraje Scindia Krishi Vishwa Vidyalaya, Gwalior for approval.

Head of the Department/Section

Dean  
College of Agriculture  
Gwalior

Approved /Not approved

Director of Instruction  
RVSKVV, Gwalior



## FORMAT OF THESIS

S.No.	Contents	Title Page
<b>1.</b>	<b>Preliminary pages of thesis</b>	
1.1	Cover page	
1.2	Title page	
1.3	Certificates of approval (I and II)	
1.4	Acknowledgment	
1.5	List of contents	
<b>2.</b>	<b>Preparation of main text</b>	
2.1	Introduction	
2.2	Review of Literature	
2.3	Material and Methods/Research Methodology	
2.4	Results	
2.5	Discussion	
2.6	Summary, Conclusion and Suggestions for future work	
2.7	Bibliography	
2.8	Appendices	
2.9	Vita	
<b>3.</b>	<b>Thesis Abstract</b>	
<b>4.</b>	<b>Submission of thesis</b>	
<b>5.</b>	<b>Evaluation of thesis</b>	
<b>6.</b>	<b>Publication and authorship</b>	
<b>7.</b>	<b>Addendum</b>	



## 1. FORMAT OF THE THESIS

Package	:	MS Word Page Size : A 4 [8.268" x 11.693"]
Page set-up	:	Portrait (For large Tables- Landscape)
Margins	:	Left 1.5", Top, Bottom and right 1.0"
Font	:	Arial; Font size 12; Line spacing 1.5
Alignment	:	Justified
Main Title	:	12 bold, capital cases aligned centrally
Sub Title	:	12 bold, sentence case, aligned left
Page Number	:	Arabic numerals, font size 11 normal with centre alignment, placed at bottom of every page, i.e. from introduction to appendices except division sheets. No page number is allotted to preliminary pages and vita.
Left indent	:	1"; Spell check: British English grammar.
Spacing between Paragraph	:	Before - 6 point; after - 6 point
Start of Chapter	:	From new page with Chapter number in Roman numeral, 14 bold, sentence case, alignment centre and title in capital case 14 bold fonts, with centre alignment. Leave 12 point spacing after title before starting the text.
Division Sheet	:	Every chapter from "Introduction" to "Reference" should be preceded by a division sheet marked with chapter number and title of the chapter in Arial, capital case, and 18 bold fonts with centre alignment in the middle of the page under a text box [2" single line].
Table	:	Use separate sheet for large tables, page setup - landscape. Column title alignment centre, figure alignment centre. Small tables may be incorporated with running text but should not have page break.





- Printer : Laser/ inkjet. Thesis/ abstract should not be printed using Dot Matrix Printer.
- Paper : Use good quality white bond paper of 70-75 gsm thickness.

**The thesis shall consists the following parts -**

1. Preliminary pages (without pagination)
  - Cover page
  - Title page
  - Certificate-I
  - Certificate-II
  - Certificate-II [For Doctorate Degree only]
  - Acknowledgment
  - Contents
  - List of chapters
  - List of Tables
  - List of Figures
  - List of Plates [if any]
  - List of symbols/ abbreviations [if any]
2. The text (with pagination)
  - Introduction
  - Review of Literature
  - Material and Methods /Research Methodology
  - Results
  - Discussion
  - Summary, Conclusions and Suggestions for future work
  - Bibliography
  - Appendices (Optional)
3. Vita (without pagination)



*Annexure- IV*

**Enclosures to be submitted with final result**

1. IRS - Thesis (Under Progress)
2. IRS - Thesis
3. Certificate - I and II
4. No Dues Certificates
5. Post Graduation Completion Verification Certificates
6. Information about student
7. C.C.V.C.
8. Thesis Correction Certificate
9. Application for issue of Degree Certificate