

RULES AND REGULATIONS

POST-GRADUATE DEGREE PROGRAMME

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Acharya N.G. Ranga Agricultural University

Lam, Guntur - 522 034.

(formerly at Rajendranagar, Hyderabad - 30)

**Post-Graduate Degree Programme
Rules and Regulations**
(As amended upto-2016)

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ACHARYA N.G. RANGA

AGRICULTURAL UNIVERSITY

(Formerly Andhra Pradesh Agricultural University)

Post Graduate Studies Regulations, 1980

(As amended upto July, 2016)

In exercise of the powers conferred by section 40, read with clause (d) of sub-section (2) of section 22 of Andhra Pradesh Agricultural University Act, 1963 (Andhra Pradesh Act 24 of 1963), and statute 21 of the First Statutes made by the Government of Andhra Pradesh and statute 1 of the Additional Statutes made by the Board of Management and issued in Proceedings No. 750/Stat/65, dated the 27th July, 1965, the Academic Council of the Acharya N.G. Ranga Agricultural University (formerly Andhra Pradesh Agricultural University) hereby makes the following regulations:

REGULATIONS

1 Short Title, Application and Commencement

- 1.1 These regulations may be called the Acharya N.G. Ranga Agricultural University (formerly Andhra Pradesh Agricultural University) Post Graduate Studies Regulations, 1980
- 1.2 They shall govern the Post Graduate Studies leading to award of Degrees of Master of Science or Doctor of Philosophy in the Faculties of Agriculture, Agricultural Engineering & Technology and Home Science.
- 1.3 They shall come into force with effect from the academic year 1980-81 and they shall be applicable to the batch of students admitted from that academic year onwards.

2. Definitions

In these regulations, unless the context other-wise requires

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

A uniform Academic Calendar across the country is followed and all the PG courses shall start simultaneously on the 1st of August of every year (*Academic Council Resoln. No.2461, dt.08-04-2010 and Proc. No.16261/PG/2010, dt.14-06-2010*).

- ii. **Course** means a unit of instruction or segment of subject matter (as specified in the Course Catalogue) to be covered in a semester, having a specific number, title and credits;
- iii. **Credit Hour, Semester Credit or Credit** means each credit hour representing one hour lecture or two to three hours of laboratory or field practicals each week in a semester; For a short semester in the year of admission, the number of classes shall be increased proportionately.
- iv. **Credit Point** of a course means, the product of credit hours and grade point obtained by the student in a course;
- v. **Grade Point Average (G.P.A).** means the quotient of the total credit points obtained by a student in various courses at the end of each semester divided by the total credit hours taken by him in that semester. The grading is done on a 10 point scale and the G.P.A. has to be corrected to **one decimal place** (*Acad. Council Resln. 1848 dt.21-10-97 & Proc.No157/PG/97, Dated 20-1-1998*).
- vi. **Grade Point of a Course** means the value obtained by dividing the percentage of marks earned in a course by 10, and the grade point is expressed on a 10 point scale upto **one decimal** place;
- vii. **Overall Grade Point Average (O.G.P.A) means** the quotient of cumulative credit point obtained by a student in all the courses taken by him from the beginning of the first semester of the degree course divided by the total credit hours of all the courses, which he had completed upto the end of a specified semester from the first semester; and it determines the overall performance of a student in all the courses taken during the period covering more than a semester. The O.G.P.A. has to be corrected to **second decimal** place;
- viii. **Semester** means an academic term consisting of not less than 21 weeks equivalent to 85/100 instructional days, except in the year of admission.

3. **Major Fields of Study**

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

Master of Science in Agriculture [M. Sc. (Ag)]

(Nomenclature as per Vth Deans Committee Recommendations :)

1. Agronomy
2. Agricultural Economics
3. Agricultural Extension & Communication
4. Entomology
5. Agronomy (Water Management)

6. Genetics and Plant Breeding
7. Agriculture Microbiology
8. Plant Pathology
9. Crop Physiology
10. Soil Science & Agricultural Chemistry
11. Seed Science and Technology
12. Statistics and Mathematics
13. Plant Biotechnology
14. Environmental Science and Technology

Master of Science in Agriculture Engineering and Technology (M. Tech)

1. Farm Machinery and Power Engineering
2. Soil and Water conservation Engineering
3. Processing and Food Engineering

Master of Science (Home Science)

1. Textiles and Apparel Designing
2. Food Science and Nutrition
3. Human Development and Family Studies
4. Family Resource Management
5. Extension Education and Community Management

MBA (Agri-Business Management)

Doctor of Philosophy (Ph.D) (Agriculture)

1. Agronomy
2. Agricultural Economics
3. Entomology
4. Agricultural Extension & Communications
5. Genetics and Plant Breeding
6. Plant Pathology
7. Crop Physiology
8. Soil Science & Agriculture Chemistry
9. Plant Biotechnology
10. Agriculture Microbiology

Ph. D (Agriculture Engineering and Technology)

1. Farm Machinery and Power Engineering
2. Processing and Food Engineering
3. Soil and Water Conservation Engineering

Ph. D (Home Science)

1. Textiles and Apparel Designing
2. Food Science and Nutrition
3. Human Development and Family Studies
4. Family Resource Management
5. Extension Education and Community Management

4. Qualifications for Admission

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

5. Procedure for Admission

- 5.1 Application for admission shall be made in the form prescribed obtainable from the Registrar of the University after the notification is issued to this effect. The admissions shall be regulated and made in accordance with the rules and regulations in force.
- 5.2 The fee for applications, semester fee, special fee, examination fee and other fee, if any may be prescribed by the University. The payment of semester fee as well as all other arrears due to the Department and the hostel shall precede registration of courses at the beginning of every semester. The registration of courses shall be allowed on the production of a "No Dues Certificate" by the student to the Student's Advisor (*Acad. Council ResIn.No.1259 of 2-2-87 & Proc.No. 230/PG/87, dt.20-2-87*).
- 5.3 Post-graduate students should necessarily complete the post-graduate programme in the College where they joined. However, they can conduct the research work elsewhere (other locations recognised by the University for this purpose) with the prior permission of the University.
- 5.4 **Admission:** No candidate shall be admitted to any of the PG Programmes after the expiry of 15 working days from the date of commencement of the semester (*Proc.No.1519/PG/2000, dt.2-8-2000*).

The semester shall commence from the next day of registration. If the registration date is extended by more than two days, then the semester shall commence from the next working day after the last date of registration (*Academic Council Resoln No.2461, dt.08-04-2010 and Proc. No.16261/PG/2010, dt.14-06-2010*).

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

6. **Advisory System**

- 6.1 **Advisory Committee :** An advisor from the major field (**Chairperson**) shall be assigned to each PG student by the Head of the Department concerned in consultation with the University Head of the Department. In addition, there shall also be an Advisory Committee for each student, which shall be appointed by the Dean of Post-Graduate Studies on the recommendation of the advisor through the Head of the Department. The Advisory Committee shall consist of **two members** of the Faculty or accredited teachers or research **guides representing the major field and one representing the minor field for Master's Degree**. In case of Ph.D. students admitted from 2009-10 and onwards, the advisory committee shall consist of minimum of 4 members i.e. two from major one from minor and one from supporting departments (*Academic Council Resoln. Nos.2444, dt.30-05-2009 and 2461, dt.08-04-2010 and Proc. No.16261/PG/2010, dt.14-06-2010*). One of the two members of the Committee representing the major field shall be the Major Advisor, who shall also be the Chairman of the Student's Advisory Committee. **The Dean of Post Graduate Studies** may, however, **add, if he so chooses, one or more members**, to the Committee. The Student's Advisory Committee shall guide the student in the choice of courses in the major and minor field, in the selection of research problem for thesis and in all other matters relating to student's academic activities. Proposals for the formation of the Student's Advisory Committees (in accordance with the proforma prescribed) shall be submitted to the Dean of Post Graduate Studies within six weeks from the commencement of the first semester. After the approval of the Advisory Committee is intimated, the programme of studies (in accordance with the proforma prescribed) shall be submitted by the end of the first semester.

In case of project work, the Advisory Committee shall include two internal members and one external member from the industry where the student takes up project work. The name of external member (representative of industrial unit) shall be submitted along with the synopsis/ project proposal at the end of 3rd semester / beginning of 4th semester (*Acad. Council Resln.2130, dt.27/28th May 2003 & Reson.No.2150, dt.10.2.2004 & Proc. No.3362/PG/2004, dt.15.04.2004*)

In case of MBA (ABA) students, each student will be attached to an industrial / business unit for both minor and major projects for a stipulated period of 4 weeks and 10 weeks respectively. Internal guide will be arranged from the faculty besides a representative of the concerned industrial unit in which the student carries on his / her research work. The internal guide will be the chair person of the advisory committee. Nomination of internal and external guides will be approved by the Dean of PG studies on the recommendation of the Head, Institute of Agri Business Management.

- 6.2 **Change in Advisory Committee:** If the Chairperson of the Advisory Committee of the student has got the plan of research work on PG 3 form approved, he/she may be allowed to guide the student irrespective of where he is located, provided he continues in ANGRAU service. If the chairman of the Advisory Committee proceeds on deputation to another organization, he may be permitted to guide his students provided he is located at the same place of work. In case the Chairperson of Advisory Committee of a student gives up his assignment by resignation or retirement, he may continue to guide the student provided thesis is completed and submitted within a period of 3 months. Otherwise or in the event of death, the Head of the Department concerned shall recommend to the Dean of P.G. Studies for suitably reconstituting the Advisory Committee of the candidate. Whenever, the chairman of the Advisory Committee is transferred or is away from the student for longer period, he/she should inform the Head of the Department concerned (before leaving the Head quarters) about the feasibility and willingness to guide the student effectively from the new location, so that Head of the Department could recommend changes in the Advisory Committee, if needed.

Note : If it is essential to continue the Chairperson of the Advisory Committee beyond 3 months after retirement, approval of the Vice-Chancellor shall be obtained (*Acad. Council ResIn 1848, dt.21-10-97, Pro. No. 157/PG/98, dt.20.1.1998*).

Co-chairman : If the PG student and the Chairman are located at far off places, a Co-chairman may be nominated by the Head of the Department in consultation with the Chairman to monitor the progress of research at the actual place of work (*Memo No. 29832/PG/85, dt.6-11-85*).

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

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

If the major advisor (chairman) is unable to conduct oral / qualifying examination because of long leave due to illness or any other reason, the Dean of PG Studies can nominate another member of the Advisory Committee to act as major advisor (chairman), based on the recommendation of the Head of Department (*Acad. Council Resoln. No.2461, dt.08-04-2010*).

- 6.3 **Accreditation of Teachers** : The eligibility criteria for accreditation of teachers to guide & teach PG students shall be follows:

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

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

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

For MBA (ABM) Students : All Professors, Principal Scientists, Deans, Directors, Associate Directors of Research, Senior Scientists and persons in Associate Professor and Assistant Professor cadre are eligible to teach and guide MBA (Agri Business Management) students. Scientists of National and International Organizations / Institutes, Participating Managers / Executives in Industry, Banking, Senior Consultants, Post-Graduate Teachers of Management Courses of other Universities etc., atleast having a Master's Degree / Diploma in Agriculture / Business Management and allied sciences with 10 years experience in their respective fields and approved by the Dean of PG Studies based on the recommendation of the Head, Agribusiness Management Programme may teach and guide MBA (Agribusiness Management) students.

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

Note :Students who completed research credits shall not be counted (*Acad. Council Resln. No. 1848, dt. 21-10-97 and Proc. No. 157/PG/98, dt. 21-1-98*)

Authority for Accreditation : The teachers / scientists of ANGRAU who fulfill the eligibility criteria are eligible to teach and guide PG students (as Chairperson of

the advisory committee). If *relaxation* in criteria is required due to shortage of qualified teachers etc. or for *accreditation of scientists / teachers of ICAR and other organizations*, then the proposal for accreditation may be sent to the University. The Dean of PG studies will accredit the teacher / scientist based on the recommendations of University Head and one or two teachers / experts from the same department or related department (if there is shortage of qualified teachers in the same department).

7. Research Work / Project Work :

7.1. Identification of Research Problem : The University Head of the department concerned shall identify the research gaps, both basic and applied after thorough discussion with the faculty and research workers. Each faculty shall prepare 3 – 4 research topics and discuss in the state level technical programme for approval by the University Head. The Head of the Department shall then display the topics prepared by the faculty, scientists of the University and accredited scientists from other Institutes. The students shall have the choice to select 1-2 topics based on which major advisor will be allotted to form the committee. (*Academic Council Resoln. No.2461, dt.08-04-2010 and Proc. No.16261/PG/2010, dt.14-06-2010*). The synopsis of Research work in PG-3 form shall be submitted to the University for approval by the end of 2nd semester (*Acad. Council Resoln. No.2556, dt.19-05-2011 & Proc. No.19266/PG/2011, dt.14-06-2011*).

MBA (ABM) : The synopsis of the project work to be undertaken in consultation with the advisory committee shall avoid duplication. After approval by concerned Head of the Department, the synopsis shall be forwarded by the Chairperson of the Advisory Committee to the Dean of Post Graduate Studies through the Head of the Department and the Associate Dean concerned by the end of third semester.

The project shall be a comprehensive study on work experience gained in market research of any Business Unit / Firm / Organization during the IV semester and the report shall be submitted before last working day of the IV semester. The project work may be on any problem or issue assigned by the Industry or the Chairperson to whom the candidate is attached.

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

report. If progress is not satisfactory, research credits should be re-registered proportionately. If all the research credits are completed, it is deemed that the entire thesis work is completed.

For any change in approved synopsis / title, proposal should be submitted to the Dean PG Studies for approval (PG form 3A) (*Acad. Council Resoln. 1814, dt.30/31st May, 1997 and Proc.No.1379/PG/97,dt.14-07-1997*).The maximum time limit prescribed under P.G Regulation 8 (f) remains unchanged.

7.2 Guest Faculty : Guest faculty shall be identified by the Head of the Department in deficit areas to handle the courses on course contract basis per semester on a decent honorarium which shall be reviewed and revised every three years. Provision for special lectures from various Academicians and Business Executives shall be arranged regularly and suitable remuneration shall be paid on hourly basis which shall also be revised once in three years.

8. Credit Requirements :

8.1 For Master's Degree Programme : The minimum requirements for Master's Degree shall be as follows:-

	All P.G. Courses	M.Sc. (Ag.) Statistics
(i) Total Course credit hours required	36*	41
(ii) Research credit Hours	20	15
(iii) Total Course and Research credits	56*	56

For students of **Environmental Science & Technology** the courses shall be of 41 credits and project work shall carry 15 credits weightage. All the courses are compulsory without any core courses. (*Acad. Council Resoln. 2130, dt.27th / 28th May, 2003 and Proc. No. 1277/PG/2003, dt. 25-6-2003*).

The requirements of total course credits shall consist of courses both in the major and minor fields. In each field of specialization, the set of core courses required to be taken by all the students in the Department concerned shall be as prescribed by the Academic Council from time to time. The core courses may consist of courses in major and supporting fields. No change, addition or deletion in the prescribed core courses is permissible without the approval of the Academic Council. Of the total course requirement, the core programme of courses shall be atleast half of the minimum number of credits required to be completed (i.e. 18 credits).

8.2 Credit requirement for Ph.D programme : The minimum course / research requirements for Ph.D programme shall be as follows :

Course Work	30 credit hours
Research Work (thesis)	45 credit hours
Total	75 credit hours

Of the 30 course credit hours, atleast 8 shall be in a minor field as specified by the student's Advisory Committee (Minor Seminar should be from the same minor field in which 8 credits are registered).

- 8.2: (i)** In case of candidates admitted from 2009-10 and onwards, the credit requirements shall be as follows (*Academic Council Resln. Nos.2444, dt.30-05-2009 and 2461, dt. 08-04-2010 and Proc. No.16261/PG/2010, dt.14-06-2010*).

Minimum Credit Requirement

Subject	Master's Programme	M.Sc. Statistics	MBA* (ABM)	Doctoral Programme
Major	20	36	25	15
Minor	09	09	18	08
Supporting	05	05	06	05
Seminar	01	01	01	02
Research	20	10	10	45
Total Credits	55	61	60	75
Compulsory Non – Credit Courses	06	03	06	06
Common Examination	Satisfactory / Unsatisfactory			

* Revised during 2016 as per Proc. no. 002438/PG/2016 dt. 28.4.2016

- Major Subject** - Department in which the students takes admission
- Minor Subject** - Closely related to student's major subject
- Supporting Subject** - The subject not related to the major subject. It could be any subject considered relevant for student's research work.

Non -Credit Compulsory - Six courses(PGS 501 – PGS 506) are of general nature and are compulsory for Master's Programme. Ph.D students may be exempted from these courses if already studied during their Master's degree

Head of the Department shall identify 9 credits from one or more minor subjects for M.Sc. Advisory committee shall identify 8 credits from one minor subject for Ph.D.

Credit Seminars	M.Sc.	MBA	Ph.D.
Major Subject	1	1	1
Minor Subject	-	-	1

The performance in non credit compulsory courses will be evaluated on the basis of attendance which shall not be less than 75% and the term paper/seminar which shall be evaluated as satisfactory or unsatisfactory.

8.3 : Credit Load per Semester : A full time PG student shall not register for more than 15 credit hours of course and / or research work in a semester. For enabling marginal adjustments, the student may register one extra credit, i.e. 15+1 cr. hrs. Inservice candidates of ANGRAU may register 10 research credits while on duty. During the first two semesters of admission, the P.G. students shall register for a minimum of 10 course credits excluding research and put in minimum attendance prescribed (75%) and shall also maintain minimum GPA/OGPA as prescribed under the relevant regulations.

In case of candidates admitted from 2009-10 and onwards, the credit load per semester shall be as follows (*Academic Council Resoln. Nos.2444, dt.30-05-2009 and 2461, dt.08-04-2010 and Proc. No.16261/PG/2010, dt.14-06-2010*).

Maximum - 18 credits (excluding non-credit compulsory courses)

Minimum - 10 credit

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

P.G. Students were permitted to register less than 10 credits during last semester provided if permissible credit load is satisfied from the Academic Year 2014-15 onwards (*Academic Council Resoln. No 2665 dt. 30.12.2013 and Proc. No. 5814/PG/2014 dt 20.2.2014*)

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

8.5 Seminar: A student of Master's Degree Programme shall be required to give at least one seminar of one credit hour in the major field, while Ph.D student shall be required to give at least two seminars of one credit hour each, of which one shall be in the major field and the other, in his minor field of study (in which courses for at least 8 credits are registered). If a student registers for seminar during a particular semester but abstains, it shall be treated as shortage of attendance (such credit should be re-registered) (*Acad. Council Resln. No. 1848, dt.21-10-97 and Proc. No. 157/PG/98, dt.20-1-98*).

- 8.6 Minimum & Maximum Time Limit to Complete the Course/Thesis:** The minimum residential requirements and the maximum time limit for completing the PG programme (from the date of admission) shall be as follows :

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

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

The PG students should be on the rolls of the University duly paying the fee till the time of thesis submission. The PG students who fail to submit thesis after completing the residential requirement and research work, shall pay the '**Registration Fee**' and '**Late Fee for Thesis**' and register for '*thesis writing*' without any credits during subsequent semester. The student may submit thesis as soon as it is ready without waiting for completion of 75% attendance (*Acad. Council Resln. No.2306, dt.5.9.2006 & Proc. No.2128/PG/2006, dt.24.11.2006*)

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

The candidates who seek extension of time should apply in the prescribed form at least 3 months before the expiry of maximum time limit through the Chairperson, the Head of the Department and the Associate Dean concerned, so that they could be informed of the date of registration in advance for taking leave etc., The admission of all candidates who do not seek extension of time or seek extension of time after the expiry of the prescribed time limit shall be treated as cancelled. (*applicable for the candidates who submit thesis after 1-1-1995*). The

Dean PG Studies may evolve a proforma and procedure for periodical evaluation of Research credits for a close monitoring of the progress of thesis research (*vide Acad. Council Resoln. No. 1690, dt. 7-7-94 & Proc. No. 1525/PG/94, dt.3-9-94 and Acad. Council Resoln. No.1760, dt.24/25th May, 96 & memo No.46632/PG/96,dt.27-07-96*).

If Ph.D thesis is not submitted within three years after the comprehensive examination, the student should appear for fresh comprehensive examination (*Applicable for students admitted from 2002-03 and onwards vide Acad. Council Resoln.No.2091, dt.9-3-03*)

(Considering the work load, Acad. Council decided to grant extension only to Ph.D. students upto 1 year. Requests for extension of time limit for thesis submission by M.Sc. level students beyond the maximum time limit prescribed in the regulations, shall not be entertained (vide Memo.No 14895/PG/94,dt.22-9-94).

- 8.7 Temporary Discontinuation and Resumption of Studies:** If a PG student has to discontinue studies temporarily or take long leave, he/she may do so after completion of two semesters of study from the date of admission with the approval of the Principal (Associate Dean) concerned or if this is not possible, the student should seek the approval from the concerned Principal (Associate Dean) within 30 calendar days from the date of discontinuation (Discontinuation before completion of two semesters of study shall result in cancellation of admission).

If the student fails to seek approval of the Principal (Associate Dean) concerned within 30 days of discontinuation due to genuine reasons like serious illness/ domestic problems, such student may be accorded permission by the Principal (Associate Dean) on payment of late fee of Rs.100/- per month or part thereof, upto 5 months. The student who is permitted to temporarily discontinue studies should necessarily complete all the requirements within the time limit prescribed under regulation 8.f (*Academic Council Resoln. 1876, dated:15-9-98 and Proc.No. 2348/ Pg/98, dt.30-11-98*).

The student with such approval may be permitted to resume studies within 4 semesters (from the semester of discontinuation) in case of Master's Degree Programme or 6 semesters (from the semester of discontinuation) in case of Ph.D programme, by the Principal (Associate Dean) concerned under intimation to the University.

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

The discontinuation is allowed only once in a P.G. programme. The maximum time limit prescribed for the completion of graduation requirements, however,

shall remain unchanged. For **Ph.D.** students if duration of **break is longer than 4 semesters**, the advisory committee will be required to conduct **fresh comprehensive** examination to decide deficiencies if any and suggest suitable remedial courses.

Students who discontinue without the permission of the Principal (Associate Dean), shall not be permitted to resume studies. The Principal (Associate Dean) shall not send proposals for readmission / resumption of studies, if the student discontinues studies without permission (*Acad. Council Resoln. No 1714, dt.24/25th March, 1995 and Memo No. DE-143/PG/91, dt.2-5-95*)

8.8. Employment During Study:

Allow discontinuation and rejoining studies if they get employment opportunity by availing clause 8.7 (*Acad. Council Resoln. no. 2707 of dt. 10.4.2014*)

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

8.9 Inservice Candidates of ANGRAU : Acharya N.G. Ranga Agricultural University employees studying PG courses, after completing the course work in the College as regular students, may be permitted to resume duty and continue the thesis work in Colleges / Research Stations as approved by the Academic Council subject to the following conditions, namely ;

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

If any in-service candidate prosecuting PG course is promoted before completion of course work, he/she may be permitted to join the new post for a short period of about 3 - 4 days and again get relived and resume studies. However, such candidate should not seek any concession regarding attendance / examination etc. during this period (*Acad. Council Resln.No.2331, dt.5.9.2006 & Proc.No.2126/PG/2006, dt.24.11.2006*)

9. Student Evaluation and Examinations:

- 9.1 During the semester, teacher in charge of a course shall hold a number of different kinds of tests and also assign, to the students laboratory, library or field work. The students may also have to participate in seminars and submit term paper or similar

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

Theory	Marks	Practicals	Marks
Assignment/term papers/seminars, etc.	20	Record and Class Work	50
One mid-term examination	30	Final Examination	50
Semester final examination of 2 to 3 hrs duration	50		
	Total	100	100

Total to be reduced to their respective weightage.

Each course may be evaluated @ 50 marks for each credit (theory / Practical) which may finally be reduced to 100 for awarding grade (*vide Acad. Council Resoln. No. 1814, dt.30/31st may, 1997*).

In order to pass in a course, a PG student should secure a minimum of 50% of marks in both theory and practical in semester final examination (Applicable for students admitted from 2006-07 onwards) (*Acad. Council Resoln.No.2331, dt.5.9.2006 & Proc.No.2126/PG/2006, dt.24.11.2006*).

- 9.2 The **schedules** for mid-term examination and semester final examination shall be indicated in the Academic Calander of each semester and tests / examinations to be conducted on the dates as prescribed therein. The examination schedules shall conform to the following programme, namely:-
 - i. *Mid-term examination* after about 50 days from the commencement of the semester.
 - ii. *Semester Final examination* at the end of the semester.
- 9.3 It shall be the responsibility of the Head of the Department to ensure proper conduct of examinations in all the courses offered in the Department.
- 9.4 The Dean of Post Graduate Studies/Heads of Departments shall constantly exercise supervision and control to see that the syllabus listed under each course is adequately covered and assessment of student is done strictly in accordance with the regulations.
- 9.5 All answer scripts shall be shown to the students by the teachers as soon as evaluation is completed. Final examination answer scripts shall be retained by the teacher concerned till the end of subsequent semester

- 9.6 Students registering for a particular course shall take all the examinations conducted during the period of the course, viz., hourly and final semester examination both in theory and practicals. No condonation for absence shall be given in the case of hourly examination in a course. However, if a student is genuinely prevented from taking examination as in the case of serious illness or accident or any other case, a special re-examination may be arranged by the teacher concerned in consultation with Head of the Department. This repeat examination shall be held within two weeks from the date of examinations so missed, and shall be a common examination for all the students who have missed that hourly examination.
- 9.7 If a student absents himself/herself for the semester final examination in a course or courses, zero marks shall be awarded. The grade in that course(s) shall be computed on the basis of performance of previous tests/examinations.
- 9.8 In the case of students deputed to represent the University in Inter-Collegiate or Inter-University meets in N.C.C. / N.S.S., due consideration shall be given in regard to missed tests/examinations so that the students may not suffer while on absence on University directive. In all such cases, make-up examination / tests may be given for the missed examination/tests(except semester final examination) within two weeks of the return of the students. The names of the students deputed for such meets may be intimated in advance to the teacher concerned through the Head of the Department concerned.
- 9.9 A Post Graduate student getting a grade less than 6.00/10.00 in any course will be deemed to have failed in that course and that he/she should necessarily secure better grade with 6.00 and above(*applicable for candidates admitted from 2002-03 onwards vide Acad. Council Resln. No.2041, dt.24-25th May, 2002 and Proc. No., 1059/PG/2002, dt. 23-7-2002*). However, he/she may not be required to study that course by repetition but he/she may appear for all tests and examinations including semester final examination in that course when conducted next according to regular schedule in the department concerned. However, all the examinations in the failed core course be conducted even though the said course is not offered in the next semester. Whenever re-examination in a core course is conducted, the students of other Departments, who have registered for such course and for whom it is a non-core course may also be permitted for the examination. In case of students, who have successfully competed all courses except failed course, the Principal (Associate Dean) may permit re-examination during final semester (4th semester for M.Sc. students / 5th semester for Ph. D student) or any subsequent semester in consultation with the concerned teacher and the Head of the Department (*Acad, Council Resoln. No. 1848, dt.21-10-97 and Proc. No. 157/PG/98, dt.20-01-98*).

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

10. Attendance

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

Note: During the first two semesters of study, PG students shall register a minimum of 8 course credits, maintain prescribed attendance (75%) and OGPA prescribed under relevant regulations, failing which the admission shall stand cancelled (*Acad. Council Resln. No. 1814, dt.30/31st, May, 97 & Proc No. 1379/PG/97, dt.14-7-97*).

P.G. Students were permitted to register less than 10 credits during last semesters provided if permissible credit load is satisfied from Academic Year 2014-15 onwards. (*Acad. Council Resoln. No. 2665 dt 30.12.2013 and Proc. n. 5814/PG/2014 dt. 20.2.2014*)

11. Unfair Means in Examination: A Post Graduate student found using unfair means in the examinations shall be withdrawn from the University.

If a student is found copying in the examination, he shall not be allowed to write the examination and awarded zero marks. If he repeats the same in other examinations during the degree programme, then he shall be withdrawn from the University (*Academic Council Resoln. No.2461, dt.08-04-2010 and Proc. No.16261/PG/2010, dt.14-06-2010*).

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

13. Academic Status & Scholastic Probation

(Applicable for students admitted from the Academic year 2002-03 vide Acad. Council Resln.No.2041, dt.24/25th May, 02 & Proc. No. 1059/PG/02, dt.23-7-02).

- 13.1 In order to pass, a Post Graduate (M.Sc./Ph.D) student shall secure a minimum GPA of 6.50 /10.00 at the end of first semester and a minimum OGPA of 6.50/10.00 during subsequent semesters.
- 13.2 A post graduate students who secured GPA/OGPA between 6.00 and 6.49 in a particular semester, shall be placed on Scholastic Probation during the subsequent semester. If a post graduate student who is on Scholastic Probation during a semester again fails to secure the minimum OGPA of 6.50 (required for pass), the Dean of PG Studies may decide whether to allow the student to continue on Scholastic Probation for the second time or to withdraw the student from the University. The PG students whose GPA / OGPA is less than 6.50 / 10.00 may be permitted to appear for re-examination in such courses in which the grade is less than 6.50 so as to enable them to improve the GPA / OGPA to 6.50/10.00 or above (*Acad. Council Resln.No.2306, dt.5.9.2006 & Proc.No.2128/PG/2006, dt.24.11.2006*)
- 13.3 If a Post Graduate student fails to secure a minimum G.P.A. of 6.50 /10.00 at the end of I semester or OGPA 6.00/10.00 during subsequent semesters, his/her admission shall stand cancelled and the student is deemed to have been withdrawn from the University.

14 Withdrawal or Change of Courses

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

For **addition of courses in PG form 2**, approval of Dean PG Studies should be obtained before the **end of II semester**. For **substitution / deletion** of course in

PG form 2, the approval of Dean of PG Studies shall be obtained within **15 days of the commencement of III semester of study** (*Acad. Council Resoln. No. 1726, dt.24/25th March, 1995 and Proc. No. 820/PG/95, dt.3.5.1995*). **Courses registered without the approval of Dean PG Studies shall be treated as Audit Courses and grade shall not be computed for such courses.**

15. Transfer of Credits of Course and Research Earned at Approved Institution.

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

Credit to be transferred should not, however, have been used for obtaining a degree/ diploma elsewhere. Transferred credits shall not also be used for computing the overall grade point average.

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

16. Qualifying (Comprehensive) Examinations

- 16.1 After completion of all core courses (for M.Sc. students) and 75% of approved credit load, a qualifying / comprehensive examination comprising of both written and oral components may be conducted. In order to be eligible to appear for the comprehensive / qualifying examination, the student should have secured an OGPA of 6.50 (*Acad. Council Resln.No.2307, dt.5.9.2006 & Proc.No.2128/PG/2006, dt.24.11.2006*)

For students of M.Sc. in Environmental Science & Technology, qualifying examination shall be conducted after completing all the courses, as there are no core courses for this programme (*Vide Acad. Council Resoln. No. 2130, dt.27/28th May, 2003 & Proc. No. 1277/PG/2003,dt. 25-6-2003*).

For MBA (ABM) students, qualifying examination will be conducted after completion of all courses and 75% of approved credit load (IIIrd Semester).

- 16.2 The Head of the Department shall take action in consultation with the Chairperson of the Student's Advisory Committee, (if he is not Chairperson of the said Committee) to conduct the qualifying examination of the student concerned after completion of 75% of the prescribed course work including all core courses (in case of M.Sc.) except seminar (*vide Acad. Council ResIn. No.2307, dt.5.9.2006*)

If the Chairperson is on long leave due to illness or any other genuine reason, the Dan PG Studies can nominate another member of the advisory committee on the recommendation of the Head of the Department. To act as Chairperson for conducting oral qualifying examination to PG Students. (Resolution No. 2461 Academic Council dated 8.4.2010)

- 16.3 The written qualifying examination for M.Sc. shall be common and shall be held for all the students majoring in that discipline at the same time. These examinations shall be held thrice during an academic year. The manner of conducting these examinations and evaluation of answer-scripts shall be such as may be prescribed by the Dean of Post Graduate Studies.
- 16.4 The qualifying examination shall be written and oral, the written test to precede the oral. **50%** at Master's Degree level and **70%** at Ph.D level shall be the minimum marks for passing the written qualifying examination. The oral examination shall be held only after the student has successfully completed the written examination.
- 16.5 The written qualifying examination for students of Master's Degree programme shall consist of one paper of three hours duration, covering suitably the subject matter of the core courses prescribed. The oral qualifying examination shall cover both the core and other course prescribed. The oral qualifying examination shall cover both the core and other courses and shall be conducted by the student's Advisory Committee. For this oral examination, the Dean of Post-Graduate studies shall nominate an External Examiner either from another Campus of this University or outside. The Head of the Department shall be coopted as a member of the examination committee (*if he is not already a member of Student's Advisory Committee*) for viva-voce examination.
- 16.6 In respect of Ph. D students, the written qualifying examination shall consist of two papers each of three hours duration, one covering the major field and the other covering all the minor fields of study of the student. The paper setting and evaluation of answer scripts shall be done by the teachers representing the respective fields of study. The oral examination shall be conducted by the Student's Advisory Committee and an External Examiner nominated by the Dean of PG Studies. The Head of the Department shall monitor the conduct of written examination and shall be an ex-officio member of the Advisory Committee, if he/she is not already a member (*Acad. Council Resolution No. 1934, dt.27-6-2000 & Proc. No. 1519/PG/2000, dt.2-8-2000*).

- 16.7 The Chairperson of the Student's Advisory Committee shall be responsible for communicating the results of the qualifying examination to the Dean of Post Graduate Studies in the prescribed form with the signatures of all the members of the committee.
- 16.8 The student's performance in the qualifying examination may be considered "satisfactory" on the unanimous recommendation of the Examination Committee. It shall be within the competence of the committee to indicate deficiencies in the student's course work and overall training at this stage and the committee may recommend that the student makes up these deficiencies in any suitable manner.
- 16.9 A student failing in written examination shall not be eligible for the viva-voce examination and the viva-voce examination shall be held only after the written examination is successfully completed. If a student fails in the viva-voce, the examination committee shall make specific recommendations as to whether the student is to be re-examined in the viva-voce alone or in the written part also.
- 16.10 A student failing in the qualifying examination shall apply, for permission to appear for a second or third time, to the Dean of PG Studies with the recommendation of the Chairman of the Advisory Committee. Permission to appear for a second or third time may be given, but re-examination shall not take place earlier than three months after the first or second examination. Re-examination for a fourth time shall not be permitted and a student failing for a third time shall not continue as a student in the University or qualifying for a degree in the University.

17. Master's Degree Thesis

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

Students of M.Sc. in Environmental Science & Technology shall submit project report after completing the project work (*Acad, Council Resoln. No. 2130, dt.27/28th May, 2003, and Proc. No. 1277/PG/2003, 25-6-2003*)

Six copies of thesis **abstracts** of about 150-200 words shall be submitted (2 copies for the Department, 1 for the Associate Deans' office and three for the University) along with bound copy certificate (PG-9). (*Academic Council Resln. No. 1934, dt.27-6-2000, Proc.No. 1519/PG/2000, dt.2-8-2000*). The PG students should submit **two**

CDs of thesis (one each to Library and Head of the Department) along with bound copies of thesis (*Acad. Council Resoln. No.2091, dt 9-3-2003 & Proc. No. 1274/PG/2003, dt.25-6-2003*)

A student while submitting the thesis for Master Degree shall submit one research paper for publication and enclose a proof from the editor of the journal, along with the thesis (*Academic Council Resoln. Nos.2444, dt.30-05-2009 and 2461, dt.08-04-2010 and Proc. No.16261/PG/2010, dt.14-06-2010*).

- 17.2 In M.Sc. thesis, students must demonstrate familiarity with the tools of research, scholarship in their major field and ability to present the results of their investigation effectively (*Acad. Council Resoln. No. 1814, dt. 30/31st May, 1997 and Proc. No. 1379/PG/97, dt. 14-7-97*).
- 17.3 After approval by the Advisory Committee, the thesis submitted by the student shall be sent to an External Examiner for evaluation who shall be required to send a detailed report on the thesis preferably within three weeks to the Dean of Post Graduate Studies. In case the External Examiner recommends acceptance of the thesis, the report will be forwarded to the Chairperson of the Student's Advisory Committee who shall arrange for the conduct of final oral examination. The Head of the Department shall also be a co-opted member of the final thesis oral examination committee, even if he is not a member of the Student's Advisory Committee for the purpose of conducting the thesis final oral examination. The Advisory Committee while conducting this examination, shall take into account, the remarks of the External Examiner and may suggest changes if any to be made in the thesis. A certificate regarding performance of the candidate in the final viva-voce examination on the thesis in the form prescribed, duly signed by all the members of the committee, shall be forwarded to the Dean of Post Graduate Studies by the Chairman of the Student's Advisory Committee through the Head of the Department. After the certificate is sent, the thesis shall be bound as specified after effecting changes if any suggested by the Advisory Committee and it shall be submitted by the student in **quadruplicate** to the Chairperson of the Student's Advisory Committee. Unless final thesis copies are bound by the student concerned and handed over to the Chairperson of the Student's Advisory Committee, his (her) final result shall not be declared (*Proc. No. 961/PG/89, dt. 1-7-89*).

If a student is not successful in the final oral examination, he /she shall be examined again after a period of three months. There shall be no re-examination in final viva-voce **for the third time** and a student who fails for a second time shall not continue as student in the University (*vide Academic Council Resolon. No. 1208 of 24-6-86 & Proceedings No. 861/PG/86, dt.25-7-86*).

In case if the External Examiner suggests major modification to be made before acceptance, the same shall be communicated to the Chairperson of the Student's Advisory Committee who shall arrange for the revision of the thesis and **resubmission, after a period of three months**. It shall be considered in the same manner as in the original submission and the thesis shall be forwarded to the same Examiner for re-evaluation. However, if for any reason, the Examiner concerned is not available to re-evaluate the thesis either due to relocation or for other reasons, in such rare instances, the Dean of PG studies is authorised to forward the thesis to an alternate Examiner for re-evaluation. In such instances, the modified version of thesis along with the comments made by the first examiner shall be forwarded by the Dean of PG Studies to the alternate Examiner for re-evaluating the thesis. A candidate shall not be permitted to submit his /her thesis for the degree on more than two occasions and if the thesis is not approved on the second occasion, the candidate shall not be awarded the degree (*Proc. No. 475/PG/89, dt.1-4-1989*).

If the student who has been directed to resubmit the thesis after carrying out the corrections indicated by the External Examiner, does not do so within six months from the date of issue of orders by the University, his / her admission shall be deemed to have been cancelled. PG student should appear for the final thesis viva-voce examination and submit a certificate of having submitted bound copies of thesis within a maximum period of six months from the date of issue of orders by the University, failing which the admission shall be deemed to have been cancelled. Vice-Chancellor may accord permission to process the result by condoning delay in future (*Acad. Council Resoln. No.2167, dt.02-08-2005*).

Note : If the external examiner recommends resubmission of thesis after 3 months, the candidates should resubmit thesis within six months thereafter i.e between 3 and 9 months from the date of issue of orders by the University (*applicable to students admitted from the academic year 2001-02 and onwards vide Acad. Council Resoln. No. 2022, dt.14-12-2001 and Proc. No. 707/PG/2002, dt. 6-4-2002*).

18. Ph.D Degree Thesis

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

Six copies of **thesis abstracts** of about 300 words shall be submitted (2 copies for the Department, 1 copy for the Associate Dean's Office and 3 copies for the University) **along with bound copy certificate** (PG form 9) (*Acad. Council Resoln.*

No. 1934, dt. 27-6-2000 and Proc. No. 1519/PG/2000, dt. 2-8-2000). The student should submit **two CDs** of thesis (one each to library and Head of the Department) along with bound copies of thesis (*Acad. Council Resoln. No 2091, dt. 9.3-2003 & Proc. NO. 1274/PG/2003, dt. 25-6-2003*).

A student while submitting the thesis for Ph.D. Degree shall be required to submit two research papers for publication and enclose a proof of having submitted the research papers from the editor of the journal. (*Academic Council Resoln. Nos. 2444, dt. 30-05-2009 and 2461, dt. 08-4-2010 and Proc. No. 16261/PG/2010, dt. 14-6-2010*).

- 18.2 The thesis for Ph.D shall indicate that the candidate possesses the ability and imagination necessary to do independent constructive thinking and it shall be of the nature of definite contribution to the subject and the results and the conclusions presented shall be of sufficient importance to merit publication. The thesis shall be on a topic falling within the field of the major subject and shall be the result of the student's own work. A certificate to this effect duly endorsed by the Chairperson of the Advisory Committee shall accompany the thesis.
- 18.3 The thesis shall be typewritten and temporarily bound as specified and submitted in quadruplicate along with a '**No Dues Certificate**' and a certificate in the prescribed proforma by the Advisor.
- 18.4 The thesis submitted for the Ph.D degree shall be sent for evaluation to two External Examiners from outside the University. In case both the Examiners recommend acceptance of the thesis, the final oral examination shall be held by the Student's Advisory Committee with the participation of one of the two External Examiners appointed for the evaluation of the thesis. If for any reason both the examiners express their inability to participate in the conduct of the thesis final oral examination, after sending the thesis examination reports, the Dean of PG Studies is authorised to appoint an alternate examiner from the panel of examiners, to conduct the final oral examination based on the earlier thesis evaluation reports received from the originally appointed two examiners. The Head of the Department, if he is not already a member of the Advisory Committee, shall act as a member of the Examination Committee for the final oral examination (*Vide Proc. No. 272/PG/87, dt. 24-2-87, Acad. Council Resoln. No. 1237, dt. 2-2-87*).
- Vice – Chancellor may accord permission to process result by condoning delay in future (*Acad. Council Resoln. No. 2167, dt. 02-08-2005*).
- 18.5 In case both the Examiners do not recommend acceptance of the thesis then the thesis shall not be considered for the award of the degree (*Vide Acad. Council Resoln. No. 2132, dt. 27/28th May, 2003 & Proc. No. 1283/PG/2003, dt. 25-3-2003*). In case of only one unfavourable report, the thesis shall be referred to the third

Examiner from out-side the University. If the third examiner recommends the thesis for its acceptance, recommendation may be accepted, if not, the thesis shall not be considered for the award of the degree.

- 18.6 When the thesis is not accepted for award of the degree, a candidate may be permitted to continue the work, re-write the thesis and submit once again after a period of atleast six months. After the student's thesis for the Ph.D degree is evaluated as indicated above, and if recommended for its acceptance, the thesis shall be finally accepted for the award only after the student satisfactorily completes final oral examination. A failure at the second attempt shall debar a candidate from any further opportunity to submit thesis.

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

Note : If the external examiner recommends resubmission of thesis after 6 months, the candidates should resubmit thesis within six months thereafter i.e between 6 months and 1 year from the date of issue of orders by the University. (*Applicable to students admitted from academic year 2001-02 and onwards vide Acad, Council Resoln. No. 2022, dt. 14-12-2001 and Proc. No. 707/PG/2002, dt.6-4-2002*).

- 18.7 The oral examination may cover the major and minor fields of study but shall pertain largely to aspects relating to his major discipline in which the degree has to be awarded. Every candidates shall defend the thesis submitted by him at the examination.
- 18.8 The recommendations of the Examination Committee shall be forwarded to the Dean of Post Graduate Studies by the Chairperson, through the Head of the Department in the prescribed form which shall be signed by all members of the Committee. If a student fails in the final oral examination, he/she shall be examined again after a period of six months. There shall be no re-examination in final viva-voce for the third time and a student who fails for a second time shall not continue as a student in the University.
- 18.9 Whenever any material from the thesis is published, a footnote shall always be given saying that the thesis has been submitted to the Post Graduate degree of Acharya N.G. Ranga Agricultural University

19. Eligibility for Degree (*Applicable for candidates admitted from the academic year 2002-03 vide Acad. Council Resoln. No. 2041, dt.24/25th May, 2002 and Proc. No. 1059/PG/2002, dt.23-7-2002*).

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

- a) successfully completes the course requirements with a minimum OGPA of **6.5** or above and b) completes the qualifying and final oral (thesis) examination satisfactorily Candidates who secure OGPA of **8.00** and above shall be placed in **first class** and others who secure an OGPA of **6.50** and above but **less than 8.00** shall be classified under **second class**.

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

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

20. Authorities to Approve the Results and Issue Pass Certificates, Transcripts, etc: The Vice-Chancellor shall approve the results on the recommendation of the Dean of Post Graduate Studies and the Registrar shall issue Provisional Pass Certificates, Transcripts, etc. to the successful candidates.

21. Award of Diploma: A Diploma under the seal of the University and duly signed by the Officers authorized in this behalf shall be presented at Convocation, to each candidate who has successfully completed the graduation requirements for the award of the degree. Diplomas of the candidates who have successfully completed graduation requirements for the award of the degree and are admitted 'In Absentia' to a degree, at a Convocation, shall be sent by post. The Diploma shall set forth the name of the candidate, father's name, mother's name, degree, month and year of successful completion of the graduation requirements, etc.(Proc.No.271/PG/87, dt.24.2.87 Acad. Council. Resln. No.1263 dt 2.2.87).

22. Amendment or Cancellation of Result

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

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

Guidelines to Start New PG Programmes

(Proc.No.26063/PG/2005, dt.28.09.2005)

- ❖ The proposal to start a new PG course shall be sent by the concerned Head of the Department through the Associate Dean to the University in the prescribed proforma.
- ❖ A Committee consisting of Dean of PG studies, Dean of the concerned faculty, University Head of the concerned / related department and one more member from the within or out side the university nominated by the Vice-chancellor shall visit the departments and examine the proposals and submit recommendations which shall be placed before the Board of Faculty for PG studies and Academic Council for approval.
- ❖ After approval of Academic Council, the proposal for starting new PG programme shall be placed before the Finance committee (if financial commitment is involved) and the Board of Management for approval.
- ❖ If the Academic Council / Board of Management approves the starting of new PG programme with additional staff and huge amount of funds, the programme shall be started only after obtaining the sanction of state Government.
- ❖ If posts are to be redeployed, such posts need to be identified by the concerned Deans / Directors and Academic / Services sections. New programmes involving new posts may be started after filling up of at least 50% of the posts.
- ❖ The teacher identified / redeployed to run the programme shall prepare the syllabus / courses and do the needful for creating infrastructure facilities like laboratories, etc.
- ❖ If new posts and large amounts of funds are required, the proposal / request shall be sent to the Government / Funding agencies.
- ❖ If the Academic Council approves the starting of the new PG programme without any additional staff and budget, the programme can be started immediately if it is extension of an existing programme to a new campus.

- ❖ In case of new programmes, the syllabus shall be referred to out side experts (2-3) and after incorporation of suggestions of the experts, the courses / syllabus shall be placed before the PG Faculty and Academic Council. If the programme has to be started with additional staff and infrastructure facilities, the syllabus shall be put up to Board of Faculty for PG studies after the required sanctions are received.
- ❖ The proposals / issues pertaining new PG courses / Syllabus are referred to experts from out side Universities and hence require about 4 months time. Hence such proposals may be submitted to the Dean PG studies well in advance as an when visualised, even if the date of PG faculty meeting is not known.

Guidelines to Prevent Unethical Practices in Publication on Articles, etc.

(Vide Memo. No. 13673/PG/2002,dt.2-8-2002)

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

1. For all the research papers prepared on the basis of student research, the authorship should be in the order of Student, Chairperson, Co-Chairperson and Members of Advisory Committee who have put in considerable efforts in the research work.
2. In respect of papers prepared on the basis of student research work conducted at research stations, the authorship may be in the order of the quantum of contribution made by each research worker.
3. The first author should certify that due weightage was given to all those who contributed for the research work and also clearly indicate the source of material for the research article/publication i.e student research/scheme work etc. and the period of conduct of such research work. If any part / whole of the article / paper / manual of others is used by the students /staff, acknowledgement should invariably be made with regard to its original author to give a kind of gratification to him/her.
4. All the research papers (along with one extra copy) should be routed through the Head of the Department / Research Station / Scheme where the work was carried out. The Heads of Research Stations/Departments shall maintain a record of all extra copies so received. The Heads of the Departments / Research Stations shall forward the articles to the concerned authorities, after recording the

following details in a “**Register of Publications**” which shall be shown to the superior officers during their visit / office inspection.

- | | |
|---------------------|---------------------------------------|
| 1. Date of Despatch | 2. Title of the article / Bulletin. |
| 3. Names of Authors | 4. Source of material for publication |

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

APPENDIX

Schedule of Forms and other Information to be Furnished

1. **Within 6 weeks from the commencement of the first semester:**
Proposals for formation of advisory Committee (**PG form No.1**).
Subsequent changes to be sent in triplicate whenever required in **PG Form No. 1-A**
2. **End of the first semester:** Programme of course work in **PG Form No. 2**.
Proposals for subsequent permanent changes (**in PG form 2**) to be sent in triplicate in **PG form No. 2-A** to Dean PG Studies. Principal may permit temporary change/ withdrawal of an approved course registered during a semester in PG form No. 2A and send a copy to the University.
3. **End of II Semester (M.Sc.)/III Semester (Ph.D.) :** Synopsis of Research –**PG-3**.
For any subsequent change in title/programme of work **PG form 3A** (triplicate)
4. **During III/IV /semester:** The Chairman of the advisory Committee shall submit **PG-4** to the Head of the Department for action to conduct qualifying examination. After conduct of the Qualifying (Written and Oral) Examination **PG form 4 & 5** should be sent to the Dean of PG studies. *One copy to be retained in the Department.*
5. Two months before submission of thesis (for Ph.D. students only): Academic information (**PG forms No. 10**) Panel of Eight Examiners
6. **Along with thesis** (*One extra copy of thesis shall be preserved in the Department*)
 - ❖ **PG form No.6** (*Proposals for submission of thesis*)
 - ❖ **Color Photographs – 4** (*write name & ID No. on back side*)
 - ❖ **Course completion & Non-employment certificates**
 - ❖ **G.P.A. reports** (*if not sent earlier*)
 - ❖ **Copy of Degree certificate of qualifying examination**
 - ❖ **Convocation application form** (*In person/absentia*)
 - ❖ **Evidence of leave sanction** (*for Ph.D. students on extension*)

7. **After the conduct of final viva-voce Examination**

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

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

G.P.A. reports pertaining to the previous semester

Information regarding the courses handled No. of classes conducted etc, by each teacher to be sent by Heads of Departments (PG.92) to Dean PG Studies through the Associate Dean.

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

Other Important Forms

PG. 12 : Memo of Assoc. Dean permitting temporary discontinuation of studies by P.G. Students

PG. 12 A : Request of the PG students for resumption of studies after temporary discontinuation

PG. 12 B : Orders of Assoc. Dean on the request of student seeking permission to resume studies

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

PG. 14 : Proposal for extension of time limit for Ph.D. thesis submission to be submitted at least 3 months before the Expiry of maximum time limit prescribed under the Regulations.

PG. 16 : Proposal for re-examination in failed course (*within 25 Days of commencement of semester*)

PG. 17 : Academic progress of PG students – (*to be maintained in the Department*).

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Updated: July, 2016

ACHARYA N.G.RANGA AGRICULTURAL UNIVERSITY**PROPOSAL FOR CONSTITUTION OF THE ADVISORY COMMITTEE**

(To be submitted in TRIPLICATE to the Dean of P.G. Studies)

To be submitted within 6 weeks from the Commencement of the Semester

Name of the Student:

I.D.No. :

Degree :

Department :

College :

Date of Admission :

Academic Year &
Semester of admission :

Date of Birth :

State whether Fresh / In-service / Nominee of Govt./ ICAR/Foreign student

Advisory Committee (M.Sc. – 2 from major field and 1 from minor field, Ph. D. – 2 from major field and 1 from minor field and 1 from supporting field. If extra members are needed request with proper justification should be sent to the Dean of PG Studies)

Name	Designation	Department / Major Field	Signature
Chairperson:			
Member :			
Member :			
Member :			

Certified that

- 1) The Chairperson is eligible / accredited to guide M.Sc./Ph.D. students
- 2) The total number of students being guided by the Chairperson is M.Sc. students and Ph.D. students (Maximum 4 students)

Note: If there is any deviation from regulations, furnish reasons and justificationAcademic Advisor (PG)
(Name & Designation)Head of the Department
(Name & Designation)

To
The Dean of Post Graduate Studies
A.N.G.R.A.U., Lam, Guntur.

(For use in P.G. Section, Administrative Office)

Endt. No.

Date:

Approved / Returned with following remarks

DEAN OF PG STUDIES

To
The Head,
Department of
College
Cc : to the Associate Dean

ACHARYA N.G. RANGA AGRICULTURAL UNIVERSITY
PROPOSAL FOR CHANGE OF THE ADVOSORY COMMITTEE
 (To be submitted in TRIPLICATE to the Dean of PG Studies)

1. Name :
2. I.D.No. :
3. Full time / In-service :
4. Degree : Department :
5. College :
6. Advisory Committee (Proposal for change of Chairman / Member) :

Existing Chairperson/ Member	Proposed Chairperson/ Member	Reasons for change
<hr/>		
7. Whether the synopsis was approved	: Yes / No	
8. If the change is proposed due to transfer of Chairperson within ANGRAU indicate whether he/she is willing to guide the student from the new location	: Yes / No	
9. Willingness of the Proposed Chairperson / Member	: Yes / No	
10. Progress of research (eg. Literature collection, study conducted, data collection, analysis, thesis writing etc.)	:	

**SIGNATURE OF THE EXISTING
CHAIRPERSON / MEMBER**

**SIGNATURE OF THE PROPOSED
CHAIRPERSON/MEMBER**

Recommendation :

HEAD OF THE DEPARTMENT

ASSOCIATE DEAN

To
 The Dean of PG Studies
 Acharya N.G.Ranga Agricultural University

Endt. No. _____ /PG/ _____ Dated _____

APPROVED

DEAN OF P.G.STUDIES

ACHARYA N.G. RANGA AGRICULTURAL UNIVERSITY

PROPOSED PROGRAMME OF STUDIES FOR POST GRADUATE STUDENTS

To be submitted to the Dean of PG Studies by the end of the first semester

Name I.D.No.....

Degree..... Department.....

College.....

State whether Fresh / Inservice of Govt. / ICAR nominee/ Foreign student.....

Courses proposed to be completed by the student to meet graduation requirements:

<i>Course No.</i>	<i>Title of the Course</i>	<i>Credits (Th+Pr)</i>
-------------------	----------------------------	------------------------

Core Courses M.Sc. / Ph.D

Non core Courses in Major Subject for M.Sc. / Ph.D.

Courses in Minor Subject

Courses in Supporting Subject

Compulsory Non-Credit Courses

Research

No. of credits

Course	Seminar	Research	Total

Note: Courses registered without the approval of Dean PG Studies will not be counted for computation of grade. Temporary change may be permitted upto 2 weeks of the commencement of the semester or withdrawal of a registered course may be permitted upto six weeks from the date of commencement of that semester by the Associate Dean (PG from 2A).

Time limit for permanent changes in PG form 2 (to be got approved by Dean PG Studies): Addition of courses is allowed upto the end of II semester. Deletion / Substitution of courses is allowed upto 15 days in III semester.

Maximum time limit for completion of PG programme including thesis submission :
M.Sc: 4 years and Ph.D 6 years (from date of admission)

SIGNATURE OF THE STUDENT

ADVISORY COMMITTEE (should conform to that in PG from 1 / 1-A)

Advisory Committee	Name	Designation	Major Field / Department	Signature with date
Chairperson				
Member				
Member				
Member				

Forwarded (5 copies) to the Dean of PG Studies, for approval.

Head of the Department

Academic Advisor (PG)

Associate Dean

(For use in the Office of Dean of PG Studies)

Endt. No.
Approved

Date:

DEAN OF PG STUDIES

To:

The Associate Dean, (w.e.)
(For distribution among the Associate Dean, Head of the Department, Chairperson and Student)

ACHARYA N.G.RANGA AGRICULTURAL UNIVERSITY**Proposal for Change in Programme of Course Work**

(To be sent in triplicate and got approved before registering the courses)

1. Name of the student I.D.No.
2. Degree Department:
3. Full time / inservice /Nominee of Govt./ICAR/Foreign student
4.
 - a) Year & semester of admission
 - b) Year & semester of change
 - c) Date of commencement of semester in which change is proposed
5. State whether the proposed change/withdrawal/addition/deletion of courses is temporary / permanent

Existing Course			Proposed Course		
Course No.	Title	Credit Hrs.	Course No.	Title	Credit Hrs.

Reasons for the change

Date

SIGNATURE OF THE STUDENT**Advisory Committee**

	Name	Designation	Department	Signature
Chairperson				
Member				
Member				
Member				

HEAD OF THE DEPARTMENT

(For Office use only)

Endt. No. _____

Date: _____

The proposal was received within the prescribed time limit

The proposal does not involve any change in the courses in PG form 2 and hence approved. The student shall study all courses approved in PG form 2 during subsequent semesters. Copy is sent to Dean of P.G Studies for information.

OR

Permanent change in PG form 2 is contemplated. Hence forwarded (TRIPLICATE) to the Dean PG Studies for approval.

(Strike off which ever is not applicable)

ASSOCIATE DEAN

To
The Dean of PG Studies
A.N.G.R. Agricultural University,
Lam, Guntur.

Use in the office of the Dean of P.G. Studies

Endt. No. _____
Approval _____

Dean of P.G. Studies

To
The Associate Dean

Note: PRESCRIBED TIME LIMIT

Temporary change

(without change in PG form 2)

Permanent change

(with change in PG form 2)

Change	- 2 weeks *
Addition of courses	- before end of II Semester
Withdrawal	- 6 weeks *
Deletion/substitution of courses	- upto 15 days in III Semester

* from the commencement of semester

ACHARYA N.G.RANGA AGRICULTURAL UNIVERSITY
Original / Revised Synopsis of Thesis / Dissertation Problem
To be submitted in triplicate to Dean of PG Studeis by the end of Second Semester
(For revision of synopsis PG form 3A should also be furnished)

Name of the Student _____ I.D.No. _____

Degree _____ Department _____

College _____

Fresh / Inservice / Nominee of Govt. or ICAR etc _____

Title of the Research Problem

Objectives of Investigation

Brief Resume of Work in India & abroad

Note : Time gap between submission of synopsis & thesis is 1 semester for M.Sc. & 2 semesters for Ph.D. For any change in title / synopsis, furnish details in PG form 3A.

Literature Cited :

Technical programme of work (including details such as location of work, collaboration with other departments etc.)

CERTIFICATE

Proposed research work is not a copy of other's research work

Note: Whenever research credits are registered, the progress of research should be furnished in PG form 11 for evaluating research credits. If progress is unsatisfactory, research credits should be re-registered proportionately. Completion of all research credits means entire work is completed.

Date: _____

SIGNATURE OF THE STUDENT

Advisory Committee : (Should conform to that in PG form 1 / 1-A)

	Name	Designation	Department	Signature
Chairperson				
Member				
Member				
Member				

University Head of the Department
(or) ref. through which University Head
approved the synopsis

Head of the Department

Submitted to the Dean of Post Graduate Studies for approval

ASSOCIATE DEAN

To
The Dean of PG Studies
Acharya N.G.Ranga Agril. University,
Lam, Guntur

(For use in University Office)

Endt. No. _____

Date: _____

Approved / Returned for the following reasons

DEAN OF PG STUDIES

To

The Associate Dean _____
(for distribution among Associate Dean, Head of the Department, Chairperson and student)

ACHAYRA N. G. RANGA AGRICULTURAL UNIVERSITY
Proposal for change in Approved Synopsis / Title

1. Name of the student
I.D.No.
2. Degree
Department
3. College
4. State whether the change is in respect
of title of technical programme or both
5. For change in title, please furnish
Approved title

Proposed title

6. Whether the proposed change involves any
major alteration in the approved technical
programme (If 'yes', revised synopsis in PG
form 3 should be enclosed)
7. Reasons for change
(attach separate sheet if needed)
8.
 - a) Date of initiation of research work
 - b) Date of change
 - c) Total research credits programmed
 - d) No. of research credits completed
 - e) Whether the work already done is useful
even after change (If 'Yes' indicate the
weightage in terms of research credits
claimed for the work done)
 - f) No. of research credits proposed to be
cancelled & re-registered

Semester during which registered	No. of Research Credits to be cancelled	Semester during which credits proposed to be re-registered	No. of research credits

9. Whether the GPA report in which the completed research credits indicated were approved by the University. (If 'Yes', furnish details and enclose all copies including the student's copy for cancellation of research credits)
10. State whether all the requirements for PG Programme including thesis submission could be completed within the time limit stipulated even after change in synopsis

Date:

SIGNATURE OF THE STUDENT

ADVISORY COMMITTEE

Name	Designation & Department	Signature
Chairperson		
Member		
Member		
Member		

HEAD OF THE DEPARTMENT

Endt. No. _____

Dated: _____

Forwarded

Remarks (if any)

ASSOCIATE DEAN

To
The Dean of PG Studies
Acharya N.G. Ranga Agricultural University,
Lam, Guntur

(For Use in the O/o Dean of P.G.Studies)

Endt.No. /PG/A1/

Dated:

Approved / Returned with the following remarks

DEAN OF P.G.STUDIES

To
The Head,
Department of -

Lam, Guntur.

The Associate Dean,

Note: Fresh GPA reports pertaining to the semester during which the research credits are re-registered should be sent after satisfactory completion of re-registered research credits.

ACHARYA N.G.RANGA AGRICULTURAL UNIVERSITY

Proposal for M.Sc./Ph.D Qualifying (Comprehensive Examination)

(To be completed before written exam. in triplicate)

1. Name of the Candidate
2. I.D.No.
3. Degree Department
4. Name of the College
5. Date of Joining
6. Period of discontinuance if any From To
Duration
7. Total credits programmed for the degree, percentage completed and OGPA obtained

Nature of Credits	Total Credits Programmed	Credits Completed so far	Percentage of Credits Completed	OGPA
a) Course Credits				
b) Research Credits				
Total				

8. Number of semesters studied
9. Whether completed 80% of prescribed course work & secured prescribed OGPA
10. Whether completed all the prescribed core courses (for M.Sc. level)
11. State whether change/ substitution in Advisory Committee (if any) is approved by Dean PGS
12. State whether he/she is eligible for qualifying examination

CHAIRPERSON OF THE ADVISORY COMMITTEE**HEAD OF THE DEPARTMENT**

Note: This form should be filled by the Chairman before written examination and sent along with P.G. 5 after the oral examination in a sealed cover to the Dean of PG Studies immediately after the Examination. If there is any change in the Advisory committee prior approval of Dean PGS is necessary.

RESULT OF THE QUALIFYING EXAMINATION (Written & Oral)*(to be sent to the Dean of PG studies after oral examination along with PG 4)***I. Written Examination**

This is certify that

I.D.No..... student of.....

course in the Department of

at the College of

has (*) in the Written Qualifying Examination held on

II. Oral Examination

His /her performance was(**).....

at the Oral (Qualifying) Examination held on

Deficiencies, (if any)

	Name	Designation & Department	Signature
External Examiner			
Chairperson			
Member			
Member			
Head of the Dept. (Co-opted member)			

Forwarded to the Dean of Post-Graduate Studies

CHAIRPERSON

To
The Dean of P G Studies
ANGRAU

(For use in P.G. Section , Admn. Office)

Endt. No.

Date:_____

APPROVED

DEAN OF P.G.STUDIES

To
The Head, Dept. of
The Associate Dean, College of.....

Note: 1. The result which ever of the following is applicable should be written by hand
using BLOCK LETTERS in the space provided.

(*) PASSED / NOT PASSED () SATISFACTORY / NOT SATISFACTORY**

ACHARYA N.G.RANGA AGRICULTURAL UNIVERSITY**Proposal for Submission of Thesis for _____ Degree**

(To be submitted along with two pass port size photographs)

College:

Department

1. Name of the Student :
(as indicated in the qualifying examination)
 - a) Father's Name
 - b) Mother's Name :
 - c) Permanent Address with PIN Code
2. I.D.No. :
3.
 - a) Whether full time / inservice student :
 - b) Date of joining duty (inservice) :
4.
 - a) Year & semester of admission :
 - b) Date of admission :
 - c) Date of thesis submission in the Dept. :
5.
 - a) State whether the thesis is being submitted within the stipulated time
(4 years for M.Sc. / 6 years for Ph.D)
 - b) If no, indicate the ref. through which extension of time (only for Ph.D)
was granted (enclose copy of leave sanction order)
 - c) Whether the fee is paid for Transcript of Academic Record-cum-Provisional
Certificate in the final semester
 - d) Whether Convocation form is submitted
6. *Credits Prescribed & Completed*

	Core courses (M.Sc.) Minor Courses (Ph.D)	Seminar	Total Credits	Research Credits	Grand Total
Approved (PG form 2)					
Completed					

7. Semester wise academic record

Year & Semester	Credits Completed			OGPA	Remarks
	Course	Research	Total		

8. State Whether 'F' grade (if any) was cleared :

9. a) Period of discontinuance (if any) :
b) Reference through which permitted to rejoin :

10. a) Dates of passing qualifying examination : Written _____ Oral _____
b) Dates of clearing the deficiencies, if any :

11. Title of the approved thesis :

(If there is any change in title / synopsis indicate ref. through which change was permitted. Time gap between submission of synopsis & thesis is one semester for M.Sc. & two semesters for Ph.D).

12. State whether change in advisory committee / approved programme of course / research was approved by Dean PGS (if no change, indicate the same)

Certificate

Certified that the information in the thesis is not a duplication / copy of the research work of others.

I was not on the active rolls of employment in Government of any Private / Public Sector Organization during the period of fulfilling the minimum residential requirement.

(or)

I am employed in _____ I have availed leave / deputation When I was a full time student in the University.

SIGNATURE OF THE STUDENT

Course Completion Certificate

Certified that the above student has completed course credits.....
..... seminar credits and research credits.

Head of the Department

Signature & Name of the

Chairperson of the Advisory Committee

For use in Associate Dean's Office

Endt. No. _____

Date: _____

Certified that the Bachelor's / Master's Degree Certificate of the candidate has been verified.

GPA reports of all the semesters have been checked with reference to the Registration Cards, PG form 1 and PG form 2 / 2A and sent to the University.

The thesis (.... Copies is / are FORWARDED along with photographs and leave sanction order (for Ph.D students on extension).

To
The Dean of PG Studies,
ANGRAU, Lam, Guntur

ACHARYA N.G.RANGA AGRICULTURAL UNIVERSITY*Report on P.G. Thesis and Final Viva-Voce Examination*

1. Name of the Student I.D.No.
2. (a) Degree of Examination
(b) Department
3. College
4. Venue of Examination
5. Date of Viva-Voce
6. Title of Thesis

The Examination Committee hereby certify that they have examined the above mentioned thesis and after going through the report of the External Examiner(s) on its adjudication, have conducted the Final Oral Examination. In the judgement of the Examining Committee, the candidate's thesis has been accepted and he / she is * _____ in the Final Oral Examination held on _____

Name	Designation & Department	Signature
1. External Examiner (for Ph.D.)		
2 Chairperson		
3 Member		
4 Member		
5 Member		
6 Head of the Dept. (Co-opted member)		

Certified that the typographical and other errors / omissions pointed out by the External Examiner(s) in his / their assessment of the thesis as also by the Examining Committee at the Final *Viva-Voce* have been corrected by the candidate and the thesis is approved by the Advisory Committee.

CHAIRPERSON

To
The Dean of Post Graduate Studies, ANGRAU

Note: * **Successful /Not Successful** whichever is applicable shall be hand written

ACHARYA N.G. RANGA AGRICULTURAL UNIVERSITY
Certificate Regarding Submission of Bound Copies of Thesis

I have carried out all the corrections as pointed out by the Examination Committee in my thesis and I have submitted three bound copies, i.e. one copy to the Head of the Department and **two copies of thesis and two C.Ds** to the Library. Six copies of abstracts (2 for the Department, 1 for Associate Dean's office and 3 to the University) are also submitted.

Address for correspondence

Signature of the Student

Name of the Student

I.D. No.

COUNTER SIGNED

Signature of the Chairperson
 Designation and Date & stamp.

Degree

Department

College

Received two bound copies of the thesis and two CDs submitted by the student.

SIGNATURE OF THE LIBRARIAN

Endt. No.

Dated: _____

Submitted along with 3 copies of Abstracts to the Dean of P.G. Studies.

HEAD OF THE DEPARTMENT / CHAIRPERSON

Encl: Thesis Abstracts (3 copies)
 Convocation form (if not submitted earlier)

To
 The Dean of Post Graduate Studies
 Acharya N.G.Ranga Agricultural University
 Lam, Guntur

Note:

1. Only after receipt of this Certificate, the result of the student will be processed.
2. Students located at Advanced PG Center, Lam, Guntur should submit two bound copies of thesis with the Central Library, ANGRAU Campus, Lam, Guntur. Students located at Tirupati should submit the copies at Regional Library, Tirupati. Those from Agricultural College, Bapatla should submit the copies to the College Librarian, Bapatla.

- | Semester | Fulltime | Date of commencement of the semester | Course Credits | Research Credits | OGPA |
|----------|----------|--------------------------------------|----------------|------------------|------|
|----------|----------|--------------------------------------|----------------|------------------|------|

9. Date of rejoining duty in case of inservice :
candidate-periods to be specified
10. a) Period of discontinuance, if any : From _____ to _____
- b) Date of re-admission : With effect from _____
- Semester of _____
- Year, 20 _____ 20 _____

11. Date of passing the Qualifying : Written _____
Oral _____
12. OGPA obtained by the candidate :
after completion of all the
course credits
13. Whether the GPA reports of all the :
semesters sent or not
14. Title of the thesis approved :
15. Whether the permanent card with passport :
size photo of the student has been sent or not

SINGATURE OF THE STUDENT

**COUNTER-SIGNATURE OF THE
HEAD OF THE DEPARTMENT**

**SIGNATURE OF THE CHAIRPERSON
OF THE STUDENT**

Signature of the Associate Dean

Date: _____

College: _____

Forwarded to the Dean of P.G. Studies, ANGRAU, Lam, Guntur

ACHARYA N.G.RANGA AGRICULTURAL UNIVERSITY
Proposal for Evaluation of Research Credits

(To be sent to the Associate Dean through the Head of the Department before the last working day of each semester. One copy may be retained by the Head of the Department)

COLLEGE : _____

ACADEMIC YEAR _____ SEMESTER _____

1. Name of the Student
I.D.No.
2. Course Department
3. Whether admitted as Fresh / Inservice Candidate
4. Date of admission
5. If inservice, date of joining duty
6. Total credits proposed and completed
so far upto the end of previous semester

Approved in P.G. form 2

Completed so far

Course credits

Research credits

7. Research credits registered during the :
semester just completed
8. Research work done during the semester :
(Indicate thesis title & the activities i.e.,
literature collection, sowing, observations
analysis, etc.,)
9. State whether the progress is in accordance with the research credits registered. If
there are any problems, i.e., non-availability of chemicals, failure of crop / experiments
etc., specify the same.
10. If there is any deviation in the approved synopsis, state whether the change was
approved by the Dean of P.G. Studies, in PG form No. 3 – A.

Date:

SIGNATURE OF THE STUDENT

EVALUATION BY THE ADVISORY COMMITTEE

(Strike off whichever is not applicable)

1. The research work equivalent to all the research credits registered during current semester i.e., _____ credits was completed satisfactorily.

OR

2. Research work done is not in tune with the registered credits. Of the total of _____ credits registered during current semester _____ credits were satisfactorily completed which may be incorporated in the GPA report. The remaining _____ credits should be **re-registered**.

Signatures of the Members of the Advisory Committee with Names & Designations

	Name	Designation	Department	Signature
Chairperson				
Member				
Member				
Member				

CHAIRPERSON OF THE ADVISORY COMMITTEE

Forwarded to the Associate Dean for incorporation in GPA report.

HEAD OF THE DEPARTMENT

To
The Associate Dean

.....

Note: Research credits may be apportioned to different activities pertaining to thesis work i.e., literature collection and collection of experimental material, conduct of experiments, record of observations/ data, analysis, etc.

ACHARYA N.G.RANGA AGRICULTURAL UNIVERSITY

COLLEGE :

Memo No. _____

Dated: _____

Sub: ***P.G.Students – Discontinuation of studies – permission – Accorded***

Ref: Representation of Sri / Miss.dated.....

With reference to the letter cited, Sri / Miss
 I.D.No..... student of course majoring in
is hereby informed as follows.

1. He / she joined the course on _____ during _____ semester of _____ (academic year) and completed _____ semesters of study. He / she is permitted to discontinue studies temporarily with effect from _____ semester of _____ (academic year). (Those who discontinued in the middle of a semester shall be deemed to have discontinued from the beginning of that semester).
2. He / she should apply for permission to resume studies in the prescribed form well in advance of the commencement of 4th semester (for M.Sc students) / 6th semester (for Ph.D students) of discontinuation through the Chairperson of the Advisory Committee and the Head of the Department.
3. If the duration of break is more than 4 semesters (for Ph.D students), fresh comprehensive examination shall be conducted.
4. The maximum time limit prescribed for completing the graduation requirements (including thesis submission) is 4 years for M.Sc. or 6 years for Ph.D from the date of original admission remains unchanged.
5. If the student does not resume studies within 4 semesters of discontinuation (for M.Sc. students) or 6 semesters of discontinuation (Ph.D students) his / her admission shall be treated as cancelled.

ASSOCIATE DEAN

To

Sri / Miss.....

Cc to Dr..... (Chairperson)

Cc to the Head, Department of

Cc to the Dean of PG studies, ANGRAU.

ACHARYA N.G.RANGA AGRICULTURAL UNIVERSITY
Request for Permission to Resume Studies (Re-admission)

(To be submitted in triplicate. After final orders, the Associate Dean may send one copy to the Dean of P.G. Studies with P.G.Form No.12-B)

College: _____

1. Name of the Student: _____ I.D.No. _____
2. Course _____ Department _____
3. Date & Semester of original admission _____
 (Date) (Semester & Year)
4. Date & Semester of discontinuation _____
 (Date) (Semester & Year)
5. Date & Semester of which resumption of studies is proposed _____
 (Date) (Semester & Year)
6. No. of semesters discontinued (if discontinued in the middle of a semester, that should be counted as discontinued).
7. Reasons for discontinuation _____

8. Reference of the Associate Dean permitting discontinuation _____
9. Whether permission to resume studies is being sought before the prescribed time limit i.e., before 4th semester (for M.Sc.) / 6th Semester (for Ph.D.) of discontinuation.
10. Credits registered and OGPA secured so far

Semester No.	Semester & Acad. Year	Credits registered			OGPA
		Course	Research	Total	
1.					
2.					
3.					
4.					

11. Credits to be completed _____
(Course) (Research) (Total)
12. Course Nos. of failed courses.
13. Date of passing qualifying Examination _____
(Written) (Oral)
14. Whether this is the FIRST discontinuation: _____
15. a) Date of expiry of maximum time limit for completing the graduation requirements (4 years for M.Sc. or 6 years for Ph.D. from the date of original admission)
- b) State whether thesis could be submitted before the above date, if permitted _____

Date

SIGNATURE OF THE STUDENT

REMARKS: (Strike off whichever is not applicable)

- The student has discontinued after studying for _____ semesters with/without the permission of the Associate Dean
- This is the FIRST discontinuation
- The 4th (for M.Sc.) / 6th (for Ph.D.) semester of discontinuation has / has not commenced.
- The student has to further register a total of _____ course and research credits for which _____ semesters is/are required. If permitted to resume studies from _____ semester of _____ commencing on _____ (date he/she can / cannot complete all the requirements within the prescribed time limit
- The duration of break is more/not more than 4 semesters. Fresh comprehensive examination shall / need not be conducted (for Ph.D.)

**Signature of the
Head of Department**

**Signature of the Chairperson of the
Advisory Committee**

ORDERS OF THE ASSOCIATE DEAN

Endt. No. _____

Dated: _____

The student has / has not fulfilled the requirements for discontinuation and resumption of studies

**He / She may be permitted to resume studies from _____ (date)
semester of**

_____ commencing on _____ (date)

OR

The request may be negatived

ASSOCIATE DEAN

Cc to the Dean of P.G. Studies with P.G. Form 12-B

ACHARYA N.G.RANGA AGRICULTURAL UNIVERSITY

College:

Memo No. _____

Dated: _____

Sub. : PG Studies – Permission to resume studies after discontinuation – Reg.**Ref. :** Request in PG Form No.12-A of Sri/Miss. _____

With reference to the request for permission to resume studies (PG Form 12-A). Sri/ Miss _____ I.D.No. _____ student of _____ (course) majoring in _____ is hereby informed as follows.

- A) He/She is permitted to resume studies from the _____ semester of 200 _____ commencing on _____ subject to the following conditions.
1. He/She should complete all the graduation requirements for the above degree within the prescribed time limit (4 years for M.Sc or 6 years for Ph.D from the date of original admission)
 2. He/she is not entitled for stipend.
 3. Inservice students (including those who joined as fresh candidates) should continue studies as full time students by applying leave till the completion of all the graduation requirements. They should produce evidence of leave sanction before registration of courses / research.
 4. If the duration of break is longer than 4 semesters (for Ph.D students) fresh comprehensive examination shall be conducted.

OR

- B) He/She did not fulfil the requirements under the relevant PG regulation No.8 (g) and hence the request is negatived.

ASSOCIATE DEAN

To

Sri / Miss.

Cc to (Chairperson) Dr.

Cc to the Head, Department of

Cc to the Dean of PG studies, ANGRAU with PG form 12-A.

ACHARYA NG RANGA AGRICULTURAL UNIVERSITY
Proforma for sending panel of examiners for evaluation of Ph.D. thesis

Panel of 8 names of eminent scientists representing reputed institutions in the country may be sent to Dean PG Studies 2 months before the submission of Ph.D. thesis.

1. Name of the student with I.D.No. :
2. Department :
3. Title of the research programme :
as per approved synopsis

Sl. No.	Name of the Examiner and Addresses	Telephone Nos.	E-Mail / FAX

**Counter Signature by
the Head of Department**

Signature of Chairperson

ACHARYA N.G. RANGA AGRICULTURAL UNIVERSITY**PROPOSAL FOR EXTENSION OF TIME FOR SUBMISSION OF Ph.D THESIS**

(This form is intended for those students who have already completed course credit requirements and research credits and not submitted thesis alone on valid reasons)

College :

Major Field :

1. Name of the student
2. I.D. No.
3.
 - a) Whether full time (fresh) or inservice student
 - b) Date of joining duty (for inservice students)
4.
 - a) Date & Semester of admission
 - b) Date of completion of maximum time limit prescribed (6 yrs from the date of admission)
 - c) Period for which extension is sought (maximum 2 semesters)
 - d) Date of commencement of semester in which fresh registration is proposed

5. Credits prescribed and completed

	Course Credits	Research Credits	Total
Approved (P.G. form No.2)			
Completed successfully			

6. Final OGPA
7. State whether 'F' grade, if any, was cleared. If so, when
8.
 - a) Period of discontinuance (if any)
 - b) Reference through which readmitted/permitted to resume studies.
9.
 - a) Date of passing Qualifying Examination : Written : Oral :
 - b) Date of clearing the deficiencies, if any
10. Title of the thesis
11. State whether the thesis is as per the approved synopsis
(If there is any change, indicate whether the change was approved in P.G. form No. 3-A)

12. a) Brief account of research work done so far
- b) Work yet to be completed
(Attach separate sheet, if needed)
- c) Reasons for delay
13. If employed, furnish :
- a) Name & address of the employer
- b) Date of Joining
- c) Whether the employer will sanction leave for thesis completion
14. No. & Date of receipt through which late fee was paid.

SIGNATURE OF THE STUDENT

15. a) Remarks of the Major Advisor / Chairperson
of the Advisory Committee (specify the extent
of work to be done and the period for which
extension is recommended)

**SIGNATURE OF THE CHAIRPERSON
OF THE ADVISOR COMMITTEE**

- b) Remarks of the Head of the Department

**SIGNATURE OF THE
HEAD OF THE DEPARTMENT**

(for use in Associate Deans Office)

Endt. No. _____

Date : _____

ASSOCIATE DEAN

To :
The Dean of P.G. Studies, ANGRAU

ACHARYA N.G. RANGA AGRICULTURAL UNIVERSITY**PROPOSAL FOR RE-EXAMINATION IN FAILED COURSE**

(To be submitted during the semester in which re-examination is proposed)

1. Name
2. I.D.No.
3. Degree Major Field
4. Date of commencement of semester in which re-examination is proposed
5. Course for which re-examination is sought.

Course No. & Title	Core/Non-Core Course (M.Sc.)	Signature, Name & Dept. of the course-in-charge*

- * The teacher-in-charge of course shall note the names of all students seeking re-examination and conduct the examinations as per schedule. However the examination in failed core course be conducted, even if not offered.
- * Although 25 days time is allowed to pay the fee, the student should pay the fee and appear for the first quizz etc if conducted prior to 25 days stipulated for fee payment.
- * If is the responsibility of student to ascertain examination dates.

SIGNATURE OF THE STUDENT

Forwarded to the Associate Dean with a request to accept the re-examination fee @ Rs. 100/- per each course within 25 days from the commencement of semester.

**Head of the Department
in which student is admitted.**

For Use in Associate Deans Office

Fee of Rs was paid towards re-examination incourse(s)

ASSOCIATE DEAN

To,

The Student

co. to the course-in-charge through Head of the Department.

ACHARYA N.G.RANGA AGRICULTURAL UNIVERSITY
ACADEMIC PROGRESS OF P.G.STUDENTS (to be maintained in each department)

Degree**Major Field****College****Academic Year of Admission****Date of Admission**

Name / I.D.No. / Chairperson		Course/Research credits registered & OGPA secured Semester-Wise										Date of Submission of P.G. Forms/Thesis									Remarks
		I	II	III	IV	V	VI	VII	VIII	IX	1	2	3	4&5	6 Thesis	7/8	9				
Name	Course																				
I.D.No.	Research																				
Chairman	OGPA																				
Name	Course																				
I.D.No.	Research																				
Chairman	OGPA																				
Name	Course																				
I.D.No.	Research																				
Chairman	OGPA																				
Name	Course																				
I.D.No.	Research																				
Chairman	OGPA																				
Name	Course																				
I.D.No.	Research																				
Chairman	OGPA																				

ACHARYA N.G.RANGA AGRICULTURAL UNIVERSITY
REGISTRATION – CUM - GRADE CARD FOR P.G.COURSES I / II semester 20 _____

Name of the Student: _____ I.D.No. _____

Course : _____ Department: _____

College: _____

Date of commencement of semester _____ Date of Registration _____

To be filled by the student			For Office Use		
Course Number	Title of the course	Credit Hours	Grade Point	Credit Points	Result (Fail etc.)
	Research (P.G. Form 11 should be submitted at the end of the semester)				
	TOTAL				

Signatures

Student

Chairperson

Head of the Dept

Acad. Advisor(PG)

For Office Use:

Re-Examination Courses

Course Number	Title of the course	Credit Hours	Grade Point	Previous Grade Point	Difference		Result
					Grade Point	Credit Points	

Computation of Grade etc.

Particulars	Upto the end of Last Semester	During the Current Semester	By the end of Current semester
Total No. of Credit Points:			
Total No. of Credit Hours	Course	Course	Course
	Research	Research	Research
	NC	NC	NC
Grade Point Average:			
Overall Grade Point Average:			

Academic Status at the end of Current Semester

Placed in Scholastic Probation for I or II time / withdrawn from the University

Permitted to register the courses of next semester

Prepared by _____

Acad. Advisor(PG) _____

Checked by _____

Associate Dean _____

Student / Chairperson / Head of the Department

ACHARYA N.G.RANGA AGRICULTURAL UNIVERSITY**REGISTRATION CARD / G.P.A REPORT OF P.G. COURSES**

(To be filled in by the student)

Name _____ I.D.No. _____

Degree _____ Department _____

College _____

Academic Progress upto Last Semester: i.e., I / II Semester 200 -

1. a) Number of semesters studied so far
 b) State whether the following P.G. forms have been submitted
PG.1 Yes / No. **PG.2** Yes / No. **PG.3** Yes / No. **PG.4 & 5** Yes / No.
2. If discontinued, the reference through which readmission was permitted.
3. a) Progress of research work _____ Satisfactory / Unsatisfactory
 b) Indicate activity completed (literature collection,
 Conduct of study, data collection analysis, etc)
4. Total credit hours completed so far : Course: _____ Research: _____
5. OGPA obtained: _____
6. Scholastic probation, if any: I time / II time / Nil (Not allowed for 3rd time)

Note: Failure to register courses during the consecutive semesters amounts to discontinuation. Failure to register 8 course credits, maintain 75 percent attendance and prescribed GPA / OGPA during first two semesters results in cancellation of admission. Discontinuation is allowed only after two semesters of study that too with prior permission of Associate Dean.

Time gap between submission of synopsis & thesis is 1 semester for M.Sc./ 2 semesters for Ph.D. For change of title / synopsis, proposal should be sent in PG form 3A & research credits should be re-registered proportionately.

Subsequent registration not permitted if OGPA is less than the prescribed minimum

Course / Research Credits being Registered during the Current Semester
i.e., I / II semester 20 _____

Date of commencement of semester _____ Date of Registration _____

To be filled by the student					
Course Number	Title of the course	Credit Hours	Grade Point	Credit Points	Result (Fail etc.)
	Research (P.G. Form 11 should be submitted at the end of the semester)				
	TOTAL				

Signatures

Student	Chairperson	Head of the Dept	Acad. Advisor(PG)
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Note : Maximum Credit Load per semester : 15+1 (for ANGRAU in-service candidates on duty maximum 9 research credits)

Temporary change or withdrawal of a registered course is allowed by Associate Dean upto 2 weeks or 6 weeks respectively from the commencement of semester (PG 2A). Courses registered without approval of Dean PG shall not be counted for computation of Grade.

Time limit for changes in PG form 2 (to be approved by Dean PG Studies in PG 2A):

Addition of courses - end of II semester, Deletion / Substitution – 15 days in III semester.

ANNEXURE
ACHARYA N.G. RANGA AGRICULTURAL UNIVERSITY

PROFORMA FOR INTRODUCTION OF NEW P.G. PROGRAMME
(enclose separate sheets wherever necessary)

1. Name of the Department :
2.
 - a) Name of the Programme proposed to be introduced :
 - b) Whether it is a new Programme in ANGRAU or an extension of the existing programme to other campus :
3.
 - a) Teaching positions available:

Sl. No.	Designation	Sanctioned posts	Vacancies if any
1.	Professor		
2.	Associate Professor		
3.	Assistant Professor		

b) No. of qualified Teachers available

c) Qualifications and other details of Teaching Staff:

Sl. No.	Name & Designation	Qualifications	Experience Teaching / Extn / Res.	No. of Students guided		Research Publications & awards	No. courses handled & handled & total credits
				M.Sc.	Ph.D		

4. List of U.G. courses being taught in the Department.
5.
 - a) List of P.G. courses being taught as supporting courses to other departments.
 - b) If any new courses are to be introduced list the courses.
6. Work load analysis (Please indicate whether the new programme can be introduced with out additional staff).
7.
 - a) Year of commencement of M.Sc., programme
 - b) No. of M.Sc's already produced
8. List of research projects carried out and details of staff, etc.
9. No. of research papers published from the Department.
10. Physical facilities available
11. List of on-going research projects the facilities of which can be utilized for the new programme (Indicate the funding agency, duration of the Project and the details of staff and facilities Available).
12. Budget estimates for 5 yrs. (Attach separate sheet indicating requirements for the staff / other facilities).
13.
 - A. Whether the programme can be initiated without any additional requirements, including staff equipment, etc.
 - B. Source of funds (state if financial support from other agencies etc. is available)
14. No. of students proposed to be admitted to the New programme.
15. Qualifications proposed for admission in to the new programme
16. Remarks (Any other information Justifying the proposal)

Signature of the Head of the Department
or
The Officer Proposing The Programe

Remarks of the Head of the College / Institution

SIGNATURE OF THE ASSOCIATE DEAN



Contact:

Dean of P.G. Studies

Acharya N.G. Ranga Agricultural University

Lam, Guntur - 522 034. Andhra Pradesh

Email: deanpgs_angrau@yahoo.co.in

Website: www.angrau.ac.in