

FOR OFFICIAL USE ONLY

**REGULATIONS GOVERNING
POST GRADUATE COURSES
2022**



Dr.Y.S.R. HORTICULTURAL UNIVERSITY

Venkataramannagudem, West Godavari District – 534 101

Andhra Pradesh

Website: <https://drysru.ap.gov.in>

Dr.Y.S.R. HORTICULTURAL UNIVERSITY

Post Graduate Studies Regulations, 2022

REGULATIONS

1. Short title, application and commencement

- 1.1 These regulations may be called the Dr. Y.S.R. Horticultural University Post Graduate Studies Regulations, 2022.
- 1.2 The regulations shall govern the Post-Graduate Studies leading to award of Degrees for Master of Science and Doctor of Philosophy under semester system.
- 1.3 The regulations shall come into force with effect from the academic year 2022-23 and shall be applicable to the batch of students admitted from that academic year onwards.

2. Definitions

In these regulations, unless the context otherwise requires:

- 2.1 **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.
- 2.2 **Course** means a unit of instruction/segment of subject matter (as specified in the course catalogue) to be covered in a semester, having a specific number, title and credits.
- 2.3 **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.
- 2.4 **Credit point of a course** means, the product of credit hours and grade point obtained by the student in a course.
- 2.5 **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.
- 2.6 **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 up to **one decimal** place.
- 2.7 **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/she has completed up to 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 adjusted to **second decimal** place.

Percentage of Marks is obtained by multiplying the OGPA by 10.

- 2.8 **Semester** means an academic term consisting of not less than 21 weeks equivalent to not less than 110 instructional days including examination days except in the year of admission.
- 2.9 **Academic Calendar** consists of details on date of registration, commencement of instruction and period of examinations *etc.* In an academic year, two academic calendars for M.Sc.(Hort.) & Ph.D.(Hort.) degree programmes are present duly giving 7 to 15 days break after every semester. One month **summer break** is given without paying stipend.
- 2.10 **Fee Structure** is as decided by university level Fee Committee.
3. **Major Fields of Study**
Major Fields of study shall be as decided by the Academic Council of Dr.YSRHU from time to time. These will be listed in the prospectus to be issued every year for admission into PG courses.

4. **Qualifications for admissions**

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. Candidates seeking admission into the M.Sc.(Horticulture) must have passed the relevant Bachelor Degree examination in Horticulture [B.Sc.(Hons.) Horticulture] and those seeking admission into Ph.D. courses must have passed both the relevant Bachelor and Master degrees [B.Sc.(Hons.) Horticulture & M.Sc.(Horticulture)] specified from Dr.YSR Horticultural University or an institution accredited by ICAR.

Criteria for selection:

M.Sc. (Horticulture): Admissions shall be given for PG programme to Andhra Pradesh students through ICAR-AIEEA (PG) Examination, based on their ICAR ranks.

Ph.D Course: Admissions shall be given for Ph.D programme to Andhra Pradesh students through ICAR -AICE-JRF/SRF (Ph.D) Examination, based on their ICAR ranks.

5. **Procedure for admission and registration**

- 5.1 Application for admission shall be made in the prescribed form 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 **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.

- 5.3 **Fee:** The fee for applications, semester fee, special fee, examination fee and other fee shall be such as 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 P.G. Academic In-charge.
- 5.4. **Late registration:** During the second and the subsequent semesters, PG students may be permitted to register with late fee up to 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. The late fee shall be Rs.10/- for the first three working days starting from the next day of the schedule date of registration and thereafter Rs.100/- per day for a further period of 7 days.
- 5.5 Post-graduate student should necessarily complete the post-graduate programme in the College where they joined. However, they can conduct the research work elsewhere as reflected in the P.G. Form No.3 (Research synopsis) in other locations recognized by the University for this purpose with the prior permission of the University.

6. **Advisory System**

- 6.1 **Advisory Committee:** An advisor from the major field (**Major Advisor**) shall be assigned to each PG student by the concerned Head of the Department 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 consists 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**, whereas **two or three members** of the faculty or accredited teachers or research guides **representing the major field and two from minor departments for Ph.D. degree**. One of the two members of the Committee representing the major field shall be the Advisor, who shall also be the ‘Chairman of 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 receiving approval of the Advisory Committee from Dean of PG Studies, the programme of studies (in accordance with the proforma prescribed) shall be submitted by the end of the first semester.
- The teachers/scientists of horticulture allied subjects *viz.*, Plant Breeding, Plant Physiology, Agronomy, Economics, Statistics, Extension, Bio-chemistry, Agricultural chemistry, Agricultural Engineering, Plant Pathology, Soil Science, Entomology *etc.* can be included as co-chairman to the student’s advisory committee, for a maximum of two students if they are involved in major PG thesis research of Horticulture disciplines. The chairman is treated equal to co-chairman.

Similarly the teachers of horticulture disciplines are also allowed as co-chairman to the PG students advisory committee of plant protection / horticulture allied sciences.

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 2nd semester/ beginning of 3rd semester.

- 6.2 **Change in Advisory Committee:(PG Form No.1A)** If the Chairman of the Advisory Committee of the student has got the plan of research work on PG Form No. 3 approved, he/she may be allowed to guide the student irrespective of where he/she is located, provided he/she continues in Dr.YSRHU service. If the chairman of the advisory Committee proceeds on deputation to another organization, he/she may be permitted to guide the student provided he is located at the same place of work. In case of resignation / retirement of the Chairman of Advisory Committee of a student, he/she 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 concerned Head of the Department shall recommend to the Dean of P.G. Studies by suitably reconstituting the Advisory Committee or member of the candidate keeping the senior/second member from the major field as chairman and inducting a new member from the major field. Whenever, the chairman of the Advisory Committee or member is transferred or is away from the student for longer period, he/she should inform the concerned head of the Department (before leaving the Head quarters) about the feasibility and willingness to guide the student effectively from the new location. The head of the department could recommend changes in the Advisory Committee if needed on the recommendation of the chairman.

Note: If it is essential to continue the chairman of the advisory committee beyond 3 months after resignation/retirement, the approval of the Vice-chancellor shall be obtained.

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. Whenever the member of the students advisory committee is away from duty for more than three months on transfer 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 qualifying oral and viva-voce examinations, except in special cases and with the prior approval of the Dean of Post Graduate Studies.

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

All Professors, Deans, Directors, Associate Directors of Research, Senior 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. and Ph.D. Students. Teachers in Assoc. Professor/Asst. Professor cadre with Ph.D. can teach M.Sc. and Ph.D courses.

Assistant Professors having Ph.D. qualification with a minimum of three years service /Assistant Professors not having Ph.D. qualification with a minimum of six years service are eligible to act as major advisor for Masters degree students.

Number of Students: Normally, **not more than 5 students** (total of M.Sc., Ph.D. and external students) shall be guided as major advisor by any teacher at any given point of time. Students who completed research credits shall not be counted.

Authority for accreditation: The teachers/ scientists of Dr.YSRHU who fulfill the eligibility criteria are eligible to teach and guide PG students (as Chairman 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 Problem:** The Synopsis of Research problem formulated in consultation with the advisory committee shall avoid duplications. After approval by the concerned University Head of the Department, the synopsis, shall be forwarded by the Chairman of the advisory Committee to the Dean of PG Studies through the Head of the Department and Associate Dean concerned before the end of second semester in case of M.Sc. students and third semester in case of Ph.D. students.

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 No.11 which will be evaluated by the advisory committee and submitted to the Associate Dean through Head of the Department at the end of 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 of PG Studies for approval (PG Form No.3A).

8. **Credit requirements:**

8.1 **Credit Requirements for Master's Degree Programme:** The minimum requirements for Master's Degree shall be as follows in Dr.YSRHU as per ICAR's Restructured and Revised syllabi of Post Graduate Programmes, 2021

(i)	Total Course credit hours required	40
(ii)	Research credit hours	<u>30</u>
	Total	<u>70</u>

Master's programme		
(i)	Course work	Credits
	Major courses (Core and non-core courses of the major department)	20
	Minor courses (Minor Departments)	08
	Supporting courses (Supporting Departments)	06
	Common courses (compulsory for Masters Programme)	05
	Seminar (One from Major subject)	01
	Total Course credit hours	40
(ii)	Research	30
Total		70

Major Subject: The subject in which the student takes admission.

Minor Subject: Any subject closely related to major subject.

Supporting Subject: The subject not related to the major subject. It could be any subject considered relevant to students research work recommended by the advisory committee. **However a course on "Experimental Designs" is compulsory.**

The requirements of total course credits shall consists 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 concerned department shall be as prescribed by the Academic Council from time to time. The core courses may consist of courses in major and supporting subjects. No change, addition or deletion in the prescribed core courses is permissible without the approval of the Academic Council.

8.2 **Credit Requirement for Ph.D Programme :** The minimum requirements for Ph.D. Programme shall be as follows in Dr.YSRHU as per ICAR’s Restructured and Revised syllabi of Post Graduate Programmes, 2021

(i)	Total course credit hours required	25
(ii)	Research credit hours	75
	Total	100

Doctoral Programme		
(i)	Course work	Credits
	Major courses (Core and non-core courses of the major department)	12
	Minor courses (Minor department)	06
	Supporting courses (Supporting departments)	05
	Seminar (two from major subject)	02
	Total Course credit hours	25
(ii)	Research	75
Total		100

Of the 25 course credit hours, at least 6 shall be in one minor field (subject/ department) as specified by the student’s advisory committee. Ph.D. students shall register for a maximum of 5 credits in supporting subjects. In case they did not complete compulsory common courses in M.Sc. degree programme, they have to register 5 credits with compulsory common courses in Ph.D. programme.

8.3 **Credit load per semester:** A full time PG student shall not register for more than 21 credit hours of course and/ or research work in a semester. During the first two semesters, the P.G. Students shall register for a minimum of 8 course credits excluding research and put in minimum attendance prescribed (75%) and shall also maintain minimum GPA/OGPA as prescribed under the relevant regulations.

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 select audit courses not included in their regular programme. It is not essential to register for such courses but permission shall be obtained from the teacher who offers the course. 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 in the major field, while Ph.D. student shall be required to give at least two seminars in his / her major field of study. 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)

8.6. **Minimum and Maximum time limit to complete the PG Programmes:** The minimum residential requirements and the maximum time limit for completing the PG programme (from the date of admission) shall be as follows:

P.G. Degree Programmes	Duration of Residential Requirement	
	Minimum	Maximum
M.Sc.	2 Academic Years (4 Semesters)	5 Academic Years (10 Semesters)
Ph.D.	3 Academic Years (6 Semesters)	7 Academic Years (14 Semesters)

If a P.G. student fails to complete the graduation requirements within the maximum time limit prescribed (*5 Academic years for M.Sc. course and *7 Academic years for Ph.D. course), his/her admission shall stand cancelled. 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 were successfully completed by previous semester.

The PG student should be on the rolls of the University duly paying the fee till the time of thesis submission. 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 submission** 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 by paying late fee for thesis submission.

All the Ph.D. candidates who seek extension of time beyond the maximum time limit should register for thesis completion and pay the fee. 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 with the prior approval from the Vice-Chancellor. The candidate has to be a 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 PG Form at least 3 months before the expiry of maximum time limit through the Chairman, the Head of the Department and the Associate Dean concerned with valid reason, so that they could be informed 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. Periodical evaluation of Research credits for a close monitoring of the progress of thesis research shall be done as per the PG Form No.11.

If Ph.D. thesis is not submitted within three years after the comprehensive examination, the student should reappear for fresh comprehensive examination.

- 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 Associate Dean concerned or if this is not possible, the student should seek the approval from the concerned 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). Failure to register courses/research during consecutive semesters shall be deemed as discontinuation.

If the student fails to seek approval of the Associate Dean concerned within 30 days of discontinuation due to genuine reasons like serious illness/domestic problems/employment reasons, such student may be accorded permission by the 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 requirement within the time limit prescribed under regulation (8.6). In addition, women candidates may be provided Maternity Leave / Child Care Leave once in the entire duration of M.Sc./Ph.D. Programmes.

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 student with such approval may be permitted to resume studies irrespective of discontinuation period and complete their studies within stipulated time.

During re-admission the fee shall be hiked.

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.

Students, who discontinued without the permission of the Associate Dean, shall not be permitted to resume studies. The Associate Dean shall not send proposals for readmission/resumption of studies, if the student discontinues studies without permission.

8.8 **Employment during study:**

PG Students may be permitted to join jobs subject to the following conditions

- The student should have completed two semesters of study from the date of admissions with approval of Associate Dean and Dean of PG Studies.
- The student should be on the rolls of the University by paying requisite fee till thesis submission.
- Temporary discontinuation of studies is permitted with a condition of returning the stipend paid to (them) the student for getting originals and without provision of stipend after resumption of the studies following all rules and regulations governing post graduate studies and to complete PG programme within maximum time limit *i.e.* submission of thesis within stipulated period of 5 academic years in case of M.Sc.(Hort.) programme and 7 academic years in case of Ph.D.(Hort.) programme.
- After rejoining within stipulated time, the recollected stipend shall be paid back to the individual.

8.9 **In-service candidates of Dr. YSRHU:** Dr.YSR Horticultural 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 research and thesis work in Colleges/Research Stations as approved by the Academic Council subject to the following conditions.

1. Their posting to the College/Research Stations/Extension Schemes shall be administratively feasible and they should conduct the research work in addition to 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 under CAS or direct 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 relieved and resume studies, however such candidate should not seek any concession regarding attendance/examinations *etc.* during this period.

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 the laboratory, library or field work to the students. The student may also have to participate in seminars and submit term paper or similar exercises. Taking into consideration, the performance of the student in all the different kinds of tests and other exercise, the teacher shall allot a grade at the end of the semester. The test may consist of one hour examination and final examinations with internally external set paper i.e. Dean of PG Studies will call for papers from college teachers of concerned subjects and select one paper among the papers for final examination and the Dean of PG Studies will call any one of the teacher of concerned subject for moderation.

The answer scripts of the semester final theory examinations shall be coded by the Associate Dean of the examination centre before evaluation by course in charge teachers. After evaluation, award lists are prepared and forwarded to the teacher in-charge of the course along with detached coded slips which were hitherto kept under the custody of the Associate Dean, for computing the grade point. 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:-

M.Sc. (Hort.) Degree Programme

Theory	Marks	Practical	Marks
Quiz	10	Record and Class Work	50
Assignment/Term papers, Seminars <i>etc.</i>	10	Final Practical Examination	
One mid-term examination	30	including <i>Viva Voce</i>	50
Semester final examination of 2 to 3 hours duration	50		
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Total	100		100
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Ph.D. (Hort.) Degree Programme

Theory	Marks	Practical	Marks
Assignment/Term papers, Seminars <i>etc.</i>	20	Record and Class Work	50
One mid-term examination	30	Final Practical Examination	
Semester final examination of 2 to 3 hours duration	50	including <i>Viva Voce</i>	50
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Total	100		100
	-----		-----

Total to be reduced/enhanced to their respective weightage.

Each course may be evaluated @ 50 marks for each credit (theory/ practical) which may be reduced/ enhanced to 100 for awarding grade.

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.

- 9.2 The schedules for semester final examination shall be indicated in the Academic calendar of each semester and tests/ examinations to be conducted on the dates as prescribed therein. The examination schedules shall conform to the following programme:
- Quiz examination shall be conducted one month after commencement of the semester.
 - Mid-term examination after about 50 days from the commencement of the semester.
 - 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 student 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.*, midterm and final semester examination both in theory and practical. No condonation of absence shall be given in the case of midterm examination in a course. However, if a student is genuinely prevented from taking examination as in the case of serious illness or accident or any other case, a special re-examination may be arranged by the concerned teacher in consultation with Head of the Department. This repeat examination shall be held within two weeks from the

date of examination so missed, and shall be a common examination for all the students who have missed that midterm examination.

- 9.7 If a student absents himself/herself for the semester final examination in a course or courses, zero marks shall be awarded. The grade in that course(s) shall be computed on the basis of performance of previous tests/examinations.
- 9.8 In the case of students deputed to represent the 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 examinations/tests may be given for the missed examinations/tests(except semester final examinations) within two weeks of the return of the students, the names of the students deputed for such meets may be intimated in advance to the concerned teacher through the head of the department concerned.
- 9.9 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. However, he/she may not be required to study that course by repetition but he/she may appear for all test and examinations including semester final examination in that course when conducted next according to regular schedule in the concerned department. However all the examinations in the failed 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 student 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 completed all courses except failed course, the Associate Dean may permit re-examination during final semester (4th semester for M.Sc. students/6th semester for Ph.D. students) or any subsequent semester in consultation with the concerned teacher and the Head of the Department.
- 9.10 In case of students referred to in the clause (9.9), the credits of the course(s) shall be counted only once for the graduation requirement and for computing the Overall Grade Point Average (OGPA). In case of repeat examination of the course or re-examination, the original grade shall be ignored and the grade obtained by the students in the re-examination/test in that course shall be taken into account. However, both the grades shall be mentioned in the semester reports and permanent record with a letter "R" written 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 up to 25% of the total classes can, however, be condoned by the teacher on valid grounds. If any student falls short of 75% attendance, he/she shall not be permitted to appear for semester final examination and no grade be awarded in that course and the fact be recorded in his/her Semester Report/Transcript. When the course is registered again by student, a letter 'R' be recorded against the course, in his/her Semester Report/Transcript.

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

11 **Unfair means in examinations:** A Post graduate student found using unfair means in the examinations shall be withdrawn from the University.

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

13 **Academic Status & Scholastic Probation**

13.1 In order to pass, a 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 student 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. 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

13.3 If a post graduate student fails to secure a minimum GPA of 6.50/10.00 at the end of I semester or OGPA 6.00/10.00 during subsequent semesters, his/her admissions shall stand cancelled and the students deemed to have been withdrawn from the University.

14 **Withdrawal or change of courses**

14.1 A student shall normally register only for the load which he/she can carry efficiently. The chairman of the student's advisory committee shall, as far as possible, discourage the student from carrying a greater load even though a maximum of 21 credits are prescribed for each semester.

- 14.2 The 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 No. 2, approval of Dean of PG Studies is required in the form of PG form-2A.

For addition of courses in PG form No.2, approval of Dean of PG Studies should be obtained before the end of II semester. For substitution / deletion of course in PG Form No. 2, the approval of Dean of PG Studies shall be obtained within 15 days of the commencement of III semester of study. Courses registered without the approval of Dean of 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 Student may be permitted to carry their research work at institution or research stations under this university other than those imparting instruction, or at other institutions and under persons recognized for the purpose, as reflected in clause 6.3.

16. Qualifying (Comprehensive) Examinations - Written and oral 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 examinations, the student should have secured an OGPA of 6.50.
- 16.2 The Head of the Department shall take action in consultation with the chairman of the student's advisory committee, (if he is not Chairman of the said committee) to conduct the qualifying examination of the concerned student after completion of 75% of the prescribed course work including all core courses (in case of M.Sc.) except seminar.
- 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 once in a year generally and twice or thrice in a year depending on the failed candidates in written and qualifying examinations with a gap of three months based

on the recommendations of chairman and head of the department. 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. The minimum marks for passing the written qualifying examination shall be **50% at Master's degree level and 70% at Ph.D. level**. 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 and experimental designs as prescribed. The oral qualifying examination shall cover both the core and other courses prescribed and shall be conducted by the student's advisory committee. For the Oral Examination, the Dean of Post-Graduate Studies shall nominate an External Examiner from the outside University. The Head of the Department shall be co-opted 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.
- 16.7 The chairman 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 (PG Form No. 4 and 5). The names of all the members shall be written in pen below the signatures in certificates.
- 16.8 The student's performance in the qualifying examination may be considered **"Satisfactory" or "Not 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 failed 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 which will be conducted only after a period of three months.

- 16.10 A student failed 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 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 the type written and temporarily bound thesis as specified and approved by the advisory committee through Head of the Department/Associate Dean to the Dean of PG Studies.
- 17.2 In M.Sc. thesis, students must demonstrate familiarity with the tools of research proficiency, Scholarliness in their major field and ability to present the results of their investigation effectively. They shall strictly adhere to the Guidelines for Thesis Presentation – 2021 published by Dr. YSRHU.

At the time of submission of paper bounded copy of thesis, the student must submit **at least one research paper** from his/her thesis to the major advisor in case of M.Sc.(Hort.). After getting the consent from the major advisor the thesis is sent to external examiner for evaluation.

- 17.3 The temporarily bounded 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 to four weeks to the Dean of Post Graduate Studies and evaluated thesis to the chairman. In case the external examiner recommends acceptance of the thesis, the report will be forwarded to the chairman of the Student's advisory committee who shall arrange for the conduct of final oral examination.

The Head of the Department shall also be a co-opted member of the final thesis oral examination committee, even if he is not a member of the student's advisory committee 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 (PG Form No.7), duly signed by all the members of the committee, shall be submitted 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 external examiner and advisory committee and it shall be submitted by the student in quadruplicate to the chairman of the student's advisory committee. Six copies of thesis abstracts for about 150-200 words shall be submitted (two copies for the Department, one copy for the Associate Dean's office and three for the University) along with bound copy certificate (PG Form No.9). The PG students should submit two CDs of thesis (one each to Library and Head of the Department) along with bound copies of thesis. Unless final thesis copies are bound by the student concerned and handed over to the chairman of the student's advisory committee, his/her final result shall not be declared.

If a student is not successful in the final oral examination, he/she shall be examined again after a period of three months. There shall be no re-examination in final viva-voce for **the third time** and a student who fails for second time shall not continue as student in the University.

In case, if the external examiner suggests major modifications to be made before acceptance, the same shall be communicated to the Chairman of the student's advisory committee who shall arrange for the revision of the thesis and **resubmission, after a period of three months**. It shall be considered in the same manner as in the original submission and the thesis shall be forwarded to the same examiner for re-evaluation. However, if for any reason the concerned examiner is not available to re-evaluate the thesis either due to relocation or for other reasons in such rare instances, the Dean of PG Studies is authorized to forward the thesis to an alternate examiner for re-evaluation. In such instances, the modified version of thesis along with the comments made by the first examiner shall be forwarded by the Dean of PG Studies to the alternate examiner for re-evaluating the thesis. A candidate shall not be permitted to submit his/her thesis for the degree on more than two occasions and if the thesis is not approved on the second occasion, the candidate shall not be awarded the degree.

If the student who has been directed to resubmit the thesis after carrying out the corrections indicated by the external examiner, does not do so within six months from the date of issue of orders by the University, his/her admission shall be deemed to have been cancelled. 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 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.

18. **Ph.D. Degree Thesis**

- 18.1 A student shall submit two copies of the type written and temporarily bound thesis as specified and after approval by the advisory committee through Head of the Department/Associate Dean to the Dean of PG Studies.

At the time of submission of paper bounded copies of the thesis, the student must submit **at least two research papers** from his/her thesis to the major advisor. After getting the consent from the major advisor the theses will be sent to external examiners for evaluation.

- 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 Chairman of the advisory committee shall accompany the thesis.

- 18.3 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 recommended the 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 authorized to appoint an alternate examiner from the panel of examiners, to conduct the final oral examination based on the earlier thesis evaluation reports received from the originally appointed two examiners. The Head of the Department, if he is not already a member of the advisory committee, shall act as a member of the examination committee for the final oral examination. Six copies of thesis abstracts of about 300 words shall be submitted (two copies for the Department, one copy for the Associate Dean's office and three copies for the university) along with bound copy certificate (PG Form No.9). The student should submit two CDs of thesis (one each to library and Head of the Department) along with bound copies of thesis.
- 18.4 In case both the examiners do not recommend acceptance of the thesis then the thesis shall not be considered for the award of the degree. In case of only one unfavorable report, the thesis shall be referred to the third examiner from out-side the University. If the third examiner recommends the thesis for its acceptance, recommendation may be accepted, if not, the thesis shall not be considered for the award of the degree.
- 18.5 When the thesis is not accepted for award of the degree, a candidate may be permitted to continue the work, re-write the thesis and submit once again after a period of at least six months. After the student's thesis for the Ph.D. degree is evaluated as 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.
- 18.6 If the student who has been directed to resubmit the thesis after carrying out the correction indicated by the external examiner, does not do so within six months from the date of issue of orders by the university, his/ her admission shall be deemed to have been cancelled. Ph.D. student should appear for the final thesis viva-voce examination and submit a certificate of having submitted bound copies of thesis within a maximum period of six months from the date of issue of orders by the University, failing which the admission shall be deemed to have been cancelled.
- Note:** If the external examiner recommends resubmission of thesis after 6 months, the candidate should resubmit thesis six months thereafter i.e. between 6 months and 1 year from the date of issue of orders by the University.
- 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 candidate 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 chairman, 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 Dr.YSR Horticultural University.

18.10 **Plagiarism Check:** At the time of submission of paper bounded copies for external evaluation, the thesis of M.Sc./Ph.D. should be checked for plagiarism (to eliminate risk in higher education system and to promote academic research at University level). The guidelines of anti plagiarism policy of Dr. YSRHU shall be strictly adhered.

ANTI-PLAGIARISM POLICY OF Dr.YSRHU

The following guidelines are proposed to eliminate the scope of plagiarism.

I. Percentage of Similarity Permitted in case of thesis/ dissertation:

The similarity of PG research will be checked at the time of the submission of the final thesis.

- i. The final draft of the thesis shall be run through the software before its submission to check for similarity. The maximum permissible percentage of similarity in the complete thesis of PG students is up to 15%.

The report generated using this software shall be duly signed by student, the concerned major advisor and the head of department. Any thesis / dissertation / project report having similarity more than the prescribed percentage shall be reviewed by the researchers and the concerned advisor till it reaches the prescribed permissible percentage.

II. Similarity checks of exclusion:

The similarity checks for plagiarism shall exclude the following as per UGC (promotion of academic integrity and prevention of plagiarism in higher education institutions) regulations, dated 23rd July, 2018.

1. All quoted works with all necessary permission and / or attributions
2. All references, bibliography, table of contents, preface, definitions and acknowledgements
3. All generic terms, laws, standard symbols and standard equations

The research work carried out by student, faculty, researcher and staff shall be based on original ideas which shall include abstract, introduction, results and discussion, summary and conclusions only and shall not have any similarities. It shall exclude a common knowledge or coincidental terms up to fourteen (14) consecutive words.

III. Levels of Plagiarism:

Plagiarism would be quantified into following levels in ascending order of severity for the purpose of its definition:

1. **Level 0:** Similarity up to 10% (Minor similarities - permissible - no penalty)
2. **Level 1:** Similarity above 10% to 40%
3. **Level 2:** Similarity above 40% to 60%
4. **Level 3:** Similarity above 60%

IV. Detection / Reporting / Handling of Plagiarism:

If any member of the academic community suspects with appropriate proof that a case of plagiarism has happened in any document, he or she shall report it to the Departmental Academic Integrity Panel (DAIP). Upon receipt of such a complaint or allegation, the DAIP shall investigate the matter and submit its recommendations to the Institutional Academic Integrity Panel (IAIP) of the University.

The authorities can also take *suomotu* notice of an act of plagiarism and initiate proceedings under these regulations. Similarly, proceedings can also be initiated on the basis of findings of an examiner. All such cases will be investigated by the IAIP.

V. Departmental Academic Integrity Panel (DAIP)

- i. All Departments in the University shall notify a DAIP whose composition shall be as given below:
 - a. **Chairman** – Head of the Department
 - b. **Member** – Senior academician from outside the department, to be nominated by the Head of the Department.
 - c. **Member** – A person well versed with anti-plagiarism tools, to be nominated by the Head of the Department.
- ii. The DAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff.
- iii. The DAIP shall have the power to assess the level of plagiarism and recommend penalty (ies) accordingly.
- iv. The DAIP after investigation shall submit its report with the recommendation on penalties to be imposed by the IAIP within a period of 45 days from the date of receipt of complaint / initiation of the proceedings.

VI. Institutional Academic Integrity Panel (IAIP)

- i. University shall notify a IAIP whose composition shall be as given below:
 - a. **Chairman** – Pro-VC / Dean/ Senior Academician of the University
 - b. **Member** – Senior Academician other than Chairman, to be nominated by the Head of the University.
 - c. **Member** – One member nominated by the Head of the University from outside the University.
 - d. **Member** – A person well versed with anti-plagiarism tools, to be nominated by the Head of the University.

The Chairman of DAIP and IAIP shall not be the same. The tenure of the Committee members including Chairman shall be three years. The quorum for the meeting shall be 3 out of 4 members (including Chairman).

- ii. The IAIP shall consider the recommendations of DAIP
- iii. The IAIP shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.

VII. Penalties:

Penalties in case of plagiarism shall be imposed as per the UGC regulations, 2018. While allowing the thesis/dissertation for submission and research articles for publication, the maximum similarity limit indicated above will be followed.

Penalties in case of plagiarism in submission of thesis and dissertations

Institutional Academic Integrity Panel (IAIP) shall impose penalty considering the severity of the plagiarism.

- i. **Level 0:** Similarities up to 10% -Minor similarities - permissible - no penalty
- ii. **Level 1:** Similarities above 10% to 40% - Such student shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.
- iii. **Level 2:** Similarities above 40% to 60% - Such student shall be debarred from submitting a revised script within a stipulated time period of one year.
- iv. **Level 3:** Similarities above 60% - Such student registration for that programme shall be cancelled.

Note 1: Penalty on repeated plagiarism – Such student shall be punished for the plagiarism of one level higher than the previous level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative.

Note 2: Penalty in case where the degree / credit has already been obtained – If plagiarism is proved on a date later than the date of award of degree or credit as the case may be then his/her degree or credit shall be put in abeyance for a period recommended by the IAIP and approved by the head of institution.

Penalties in case of plagiarism in academic and research publications

Level 0: Similarities upto 10% -Minor similarities - permissible - no penalty

Level 1: Similarities above 10% to 40%

- i. Shall be asked to withdraw manuscript.
- iii. **Level 2:** Similarities above 40% to 60%
 - i. Shall be asked to withdraw manuscript.
 - ii. Shall be denied a right to one annual increment.
 - iii. Shall not be allowed to be a supervisor to any new Master's, Ph.D. student/scholar for a period of two years.

- iv. **Level 3: Similarities above 60%**
 - i. Shall be asked to withdraw manuscript.
 - ii. Shall be denied a right to two successive annual increments
 - iii. Shall not be allowed to be a supervisor to any new Master's, Ph.D. student/scholar for a period of three years.

Note 1: Penalty on repeated plagiarism – Shall be asked to withdraw manuscript and shall be punished for the plagiarism of one level higher than the lower level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative. In case level 3 offence is repeated then the disciplinary action including suspension / termination as per service rules shall be taken by the University.

Note 2: Penalty in case where the degree/credit has already been obtained - if plagiarism proved on a date later than the date of benefit or credit obtained as the case may be then his/her benefit or credit shall be put in abeyance for a period recommended by IAIP and approved by the Vice-Chancellor.

Note3: University shall create a mechanism so as to ensure that each of the paper publication/ thesis/dissertation by the student, faculty, researcher or staff is checked for plagiarism at the time of forwarding/submission.

Note 4: If there is any complaint of plagiarism against the Head, a suitable action, in line with these regulations, shall be taken by the controlling authority of the university.

Note 5: If there is any complaint of plagiarism against the Head of Department/Authorities at the institutional level, a suitable action, in line with these regulations, shall be recommended by the IAIP and approved by the competent authority.

Note 6: If there is any complaint of plagiarism against any member of DAIP or IAIP, then such member shall excuse himself/herself from the meeting(s) where his/her case is being discussed/investigated.

VIII. Timeline: This policy shall come into force with immediate effect.

Certificate of plagiarism check

Name of the student : _____

ID. No. : _____

Degree : M.Sc. Ph.D..

Title of Thesis : _____

Department : _____

Institute : _____

Name of the Major Advisor with designation : _____

Similarity percentage : _____

Signature of student

Signature of Major Advisor

The plagiarism report of the above thesis has been reviewed and similarity percentage is below the accepted norms (report attached). The thesis may be considered for submission to the University.

Member-DAIP

Member-DAIP

Chairman-DAIP

19. **Eligibility for Degree**

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

- a) successfully completes the course and research credit requirements with a minimum OGPA of 6.50 or above and
- b) completes the written and oral qualifying and final oral (thesis) examinations 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.** degree Programme shall be eligible for the award of the degree after he/she

- a) Successfully completes the course and research credit requirements with a minimum OGPA of 6.50 or above and
- b) Completes written and oral qualifying examination (comprehensive examination) and final oral (thesis) examination satisfactorily.

20. **Authorities to approve the results and issue provisional degree 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 Degree Certificates, transcripts, etc. to the successful candidates.

21. **Award of Degree:** A degree certificate under the seal of the University and duly signed by the officers authorized in this behalf shall be presented at convocation to each candidate who has successfully completed the graduation requirements for the award of the degree. The candidate who have successfully completed graduation requirements for the award of the degree and are admitted '*In-absentia*' to a degree, at convocation, shall be sent by post. The degree shall set forth the name of the candidate, father's name, degree, month and year of successful completion of the graduation requirements, etc.

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 awarded of a degree or a certificate or a prize or a scholarship, to amend the result of such candidate and to make such declaration as he 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.

ADDITIONAL INFORMATION / CLARIFICATIONS

In addition to the regulation in preceding pages, some important procedures prescribed/clarifications issued from time to time have been summarized hereunder for ready reference.

Advisory Committee: In service teachers prosecuting Ph.D. course are considered as students until they complete all the academic requirements including successful completion of final thesis viva-voce. However they may take classes for UG/PG students, when once they join in duty after completion of course work, but shall not act as major guides/members for another Post Graduate Student until they complete their Ph.D. programme. Even if such in-service Ph.D. teachers were acting as chairman/members of the advisory committees before their joining Ph.D. programmes, they are supposed to be substituted with other faculty members, immediately after joining Ph.D.

Members from other campuses / institutes

- If any candidate (including in-service) is allotted to research station for thesis work, major advisor may be allotted from research station.
- In advisory committee of PG student, Scientists from other organizations may be limited to only one person.
- Eligible scientists (as per 6.3 of PG regulations) from other organizations, which entered a MoU with Dr. YSRHU, can be included in Advisory committee.

Members in the Advisory Committee:

Following clarifications are issued

1. The members of the Advisory committee may be restricted to the limits prescribed in the regulations. If more members are required, approval of Dean of PG Studies may be obtained by giving proper justification. Major Fields of members may be decided keeping in view the discipline in which the student is admitted.
2. Advisory Committee may be formulated with members from the same campus. If the concerned teacher/scientist leaves that place due to transfer or other reasons etc. substitute arrangements may be made immediately with the approval of Dean of PG Studies but not just before *viva-voce*.
3. If the student conducts research in other campus/research station, and if teacher/scientist from that place is included in advisory committee to guide/monitor the progress locally, such member may participate in *viva-voce* examination with the approval of the competent authority who sanction other tour programmes. The TA/DA etc. shall be drawn from the office in which he/she is working.
4. Substitutions of members of Advisory committee may be done only in case of ill health or foreign tour or other unavoidable circumstances. Approval of Dean of PG Studies may be taken by providing proper justification.
5. Changes in advisory committee may be considered only in case of long leave/illness/retirement/transfer/resignation etc. **Substitution of chairman need not be considered for comprehensive examinations and thesis *viva-voce* etc.**

Allotment of P.G. Students : The Heads of departments are requested to allot some PG students to accredited teachers of the new colleges in their region. All Heads of the Department of Colleges where PG programmes were offered, are requested to allot the PG students to accredited teachers/scientist in consultation with the University Heads of the concerned Departments. It is also informed that to avoid delays, it is desirable to obtain the approval of University Head/Associate Dean before submitting the synopsis to the Dean of PG Studies, or the university Head of Department/Associate Dean may visit the colleges and finalize the allotment of M.Sc. and Ph.D. students and synopsis of their thesis research.

Scrutiny of answer scripts etc: Heads of Department are requested to scrutinize the evaluation, totaling and posting of marks in the Master performance register. The dates of examination shall be indicated in Master performance register. Each course may be evaluated @ 50 marks for each credit (Theory/Practical) which may finally be reduced/enhanced to 100 for award of grade.

Returns on courses handled etc.: Returns indicating the courses offered, number of classes held and dates of examinations etc., are to be sent by head of departments to the Associate Dean who will send a consolidate list to Dean PGS (PG-92) at the end of each semester.

Submission of PG Forms: In order to enable the students to pay the re-examination fee (PG Form No.16) within time, result should be declared before the commencement of next semester. In cases where PG forms for change of courses etc., cannot be submitted within the prescribed time limit due to non-availability of Chairman/Members of advisory committee, under such unavoidable circumstances, the co-chairman/Head of the Department may send such proposals with full justification, to avoid delays. This should not be a routine practice and can be adopted only under unavoidable circumstances. The concerned Chairman /Major Advisor should be informed accordingly.

Courses Proposed to be offered: All the Heads of the Departments are requested to prepare a list of courses proposed to be offered during a particular semester and communicate to other heads of Department and at least 15 days in advance of the commencement of the concerned semester so as to avoid last minute inconvenience to student

Re-examination in failed courses: A student who wants to take re-examination in a course in which he/she has failed should submit an application duly paying re-examination fee within 25 days from the commencement of that semester.

The student should make a request in PG Form No.16 to the Associate Dean through the concerned course in-charge, Head of the Dept.(in which candidate is admitted) and pay the fee specified. It is the responsibility of the students to ascertain the dates of examinations. Students who fail to pay re-examination fee in a particular semester shall seek re-examination during subsequent semesters by paying re-examination fee.

Seminar : Seminar shall be treated as a part of course work, since it is included in the 35 or 30 course credits prescribed for M.Sc. or Ph.D. courses respectively. In view of the above, the in- service teachers may seek posting only after completion of Seminar. The students who register for seminar during a particular semester shall attend the seminars delivered by other students also. In case of Ph.D. students, the minor seminar shall be from the discipline/department of the minor field from which 8 credits are proposed/approved.

Qualifying (Comprehensive written) examination: The PG Form No. 4 needs to be filled in by the chairman of the advisory committee and submitted to the Head of the Department before conduct of written examination. The head of the Department will first scrutinize the PG Form No. 4. After satisfying that the student fulfilled all the criteria laid down in regulations, permission for conduct of qualifying examination will be accorded. PG Form No 5 may be completed and sent to the University along with PG Form No. 4 immediately after conducting the oral examination.

Qualifying Examination (Oral): It is desirable to examine 4-5 students per day so that sufficient time is available for examining the students in all the courses. However, in case of exigencies like shortage of time etc. more number of students in any case not exceeding six, may be examined making sure that sufficient time is provided for examining the students in all aspects.

Monitoring the progress of P.G. student's work:

Scrutiny of Registration cards: The Associate Dean shall get the registration cards of all the P.G. students scrutinized by the academic advisor (PGS) immediately after registration. In case of deviations from Regulations or discrepancies in registration, scholastic probation, etc., the academic advisor shall render suitable advice to the concerned students/teachers immediately (in about 2-3 days of registration).

Monitoring the Academic Progress of PG Students: PG Form No. 17 was prescribed for monitoring the academic progress of P.G. students which shall be maintained in the department. The course/research credits registered may be incorporated at the beginning of each semester and GPA/OGPA may be furnished at the end of the semester.

Evaluation of research credits: All the P.G students who have registered research credits during any semester should furnish the progress of work in the P.G. Form No.11 before last working day of the semester to the Associate Dean through the advisory committee and head of the department concerned. The advisory committee may apportion some credits to each of the activities, i.e. planning the study and literature collection, collection of experimental material, conduct of experiment, recording observations, analysis etc. and evaluate the progress accordingly. While preparing the GPA report, only the research credits which were satisfactorily completed shall be incorporated and not all the research credits registered. The P.G. students have to re-register the unsatisfactory portion of the research credits during subsequent semesters.

Reporting Progress of Research: The major advisors should inform the Associate Dean in PG Form No.11 whether the progress of research work is satisfactory or not before the GPA report (of the semester during which research credits were registered) is finalized so as to make necessary entries in the GPA reports of the concerned students.

Submission of Grade Report: The teacher in-charge of a course shall send grade cards (Grade Point Report) of all students to the Head of the Department in which the students are admitted. This will help the head of the department in determining whether the students have secured the prescribed OGPA in all the registered courses before permitting next registration. Besides, the grade report for each course (pertaining to all students who have registered that particular course) shall continue to be sent to the Associate Dean.

Verification of Course/Research Credits: The Heads of Departments are requested to ensure that the research credits registered are verified with reference to the PG Form No 11 and correction, if any shall be made in the “Registration Cards” in the department and Associate Dean’s Office at the end of each semester before the G.P.A reports are prepared and submitted to the University.

Sometimes discrepancies/typographical errors etc. are being noticed in the GPA reports. In order to avoid them, the Associate Deans are requested to get the copies of typed G.P.A reports verified in the concerned departments in which the P.G. students are prosecuting studies. The Heads of Departments may entrust the jobs of checking the G.P.A. reports with reference to registration cards and P.G. Form No.11 (for research credits) *etc.* to the teacher-in-charge who is looking after P.G. programmes or any other teacher. After verification at the Department level, the G.P.A report may be sent to the University so that errors can be avoided. By this way delays due to returning the G.P.A reports for corrections can also be avoided. The G.P.A. reports may be sent to the University in about a month after the concerned semester.

Scrutiny of GPA reports: The Associate Deans are requested to get the GPA reports of the P.G students scrutinized and signed by the P.G. academic advisor before they are submitted to the University for approval.

The Heads of the Departments may be requested to record information in separate forms for M.Sc. and Ph.D. students each year and preserve the same in the department for verification by the Dean of PG Studies during visit to the department.

Preparation of Thesis: It has been observed of late that a number of grammatical/spelling mistakes, typographical errors, citation defects in the thesis are being pointed out by the external examiners which sometimes run into more than 10 pages. This may be mainly due to the lack of effective supervision by the advisory committee while processing the theses of the students before submission. If the members of the advisory committee read the thesis (carefully) before it is submitted to the university, these mistakes/deficiencies can be avoided and the academic standards can be maintained.

Thesis submission: Some students approach P.G. section for expedition of thesis reports to apply for higher studies/to join jobs/to go abroad. Normally PG students register research credits and commence research during III to the end of IV semester for conducting research and thesis submission. After receiving the thesis in P.G. Section, about 40-45 days time is needed in case of M.Sc. thesis and 2 to 2½ months for Ph.D. thesis for processing/completing formalities in PG section and for sending by post and evaluation by the examiner to return thesis from examiner by post more time may be needed if the examiner is preoccupied with other work. Some students complain that reports of thesis submitted later were received earlier than those who submitted earlier. It depends upon the preoccupations of the external examiners with their regular work. Similar to the situation wherein all students who join the course on the same day are not able to submit theses on the same day due to various reasons. Such issues are not in control of P.G. Section.

External examiners from other institutes/universities have their preoccupations and work pressures. Often they express displeasure as they are busy and sufficient time is not given for evaluation. The examiners are reluctant to accept, if theses are sent frequently to the same examiners. Sometimes, the examiners return the theses without evaluation if they are frequently reminded of the thesis. If thesis is submitted in hurry with mistakes etc. and the examiner suggests revision, the thesis can be resubmitted only after 3 months in case of M.Sc. and 6 months in case of Ph.D.

In some cases, M.Sc. students who completed the crop during *khariif* of previous year (around November) and submitted thesis with much delay after 10-12 months (during next October/November) and sought immediate evaluation of thesis on one pretext or other. In order to make M.Sc./Ph.D. student to pay more attention to the thesis work, they may be advised to record the work done during each week in a work book. The work done should be equivalent to research credits registered during that semester (i.e. assuming that for each credit, the duration of practical shall be about 2-3 hours, a student registering 15 research credits may have to devote a minimum of 30 hours for research work during that week) the work turned out by the student may be regularly monitored by the Chairman and evaluated by the advisory committee at the end of each semester and reported to the Associate Dean in P.G. Form No.11 for incorporation in GPA reports. This helps in ensuring more accountability. Keeping all these practical problems in view, the PG student should plan and conduct the research work and submit thesis as per the schedule. Those who wish to complete thesis early to prosecute higher studies/go abroad etc. should plan accordingly, conduct research and submit thesis sufficiently in advance.

Colloquium before thesis submission: In order to minimize mistakes and improve quality of theses, PG student should present thesis work in a colloquium prior to thesis submission before advisory committee and other staff members of the department. The staff should monitor whether the work is as per approved synopsis. Gross deviations if any will be viewed seriously.

Delay in thesis submission: Students should be on the rolls of the University by paying the requisite fee till thesis submission if thesis is not submitted after completion of all research work, in order to be on the roll of the University a student should pay registration fee and late fee for thesis.

Extension of Time for Submission of Thesis: Requests for extension of time limit for thesis submission by M.Sc. level student (in-service candidates also) beyond the maximum time limit prescribed in the regulations, shall not be entertained. As per the existing PG studies regulation no. 8.6, a Ph.D. student should complete the graduation requirement within 7 academic years from the date of admission. Considering the work load, the Academic Council decided to grant extension of time to Ph.D. student up to a maximum of one year during which period, the student should be on leave (if employed), pay the fee, register for 'Thesis completion' and complete the work as a full time student for 1 or 2 semesters depending upon the work. In this regard, it is informed that the date of expiry of maximum time- limit prescribed for completing Ph.D. in respect of an old batch students may not coincide with the date of commencement of semester for later batch, because, the academic calendars for Ph.D. students are prepared up to 7 semesters only. In order to avoid a break and to continue them on the rolls of the university, it is desirable that Ph.D. student on extension should register for 'thesis completion' during a semester which commences prior to dead- line (7 academic years from date of admission). Hence, it was already communicated that Ph.D. student should apply at least 3 months in advance of the dead line in PG Form No. 14 so that permission could be granted in advance. Seeking advance permission does not bar a student from submitting thesis within the prescribed time-limit (7 academic years).

It is further informed that a Ph.D. student on extension may submit the thesis as soon as it is complete and need not wait till the end of semester. A Ph.D. student should be able to judge whether the thesis could be submitted within the prescribed time-limit or not. Hence Ph.D. student who seek extension should submit the requests at least 3 months in advance of dead-

line. Though a provision exists in the regulations for granting extension of time, this should not be considered as a routine matter. The major advisors are specifically requested to discourage seeking extension of time in general and only in exceptional cases depending on the merit of the research, extension can be considered when recommended with full justification, however, the chairman/major advisor shall not recommend such cases (which are not in time with PG Regulations) to the University after the expiry of time limit and they can be dispensed with at the college level itself as per PG regulations.

The facility of **extension beyond prescribed time-limit is not available to M.Sc. level students**. Hence, they should necessarily submit theses within 5 Academic years from the date of admission. Chairman/Head of Departments/Associate Deans are advised not to forward any request for extension of time (even for few days) in respect of M.Sc. students.

The following **dates** may be considered **for reckoning the maximum time-limit** to complete graduation requirements (5 Academic years for M.Sc./ 7 Academic years for Ph.D.).

1. The date of thesis submission to the head of the department may be considered for reckoning the maximum time-limit
2. If any student has joined late (2nd list / 3rd list), the date of his/her admission may be considered as admission date.
3. The student should be in constant touch with the concerned authorities ascertain dates and complete the work within the stipulated time failing which the admission shall stand cancelled. Those Ph.D. students who are employed and seek extension should be continuously on leave till thesis submission and should not join duty during semester break/holidays. Keeping in view the fact that granting of extension of time is the last opportunity to the candidates to complete Ph.D. programme and the doubts being expressed by some in-service candidates regarding leave, the following clarifications are issued.
 - a) The authorities who are competent to sanction leave for other purposes may sanction leave for this purpose also. The Heads of offices may relieve the candidates based on the extension granted by the university for completing thesis.
 - b) The in-service candidate may avail any kind of leave to which he/she is eligible.
 - c) If the candidate who is on Earned Leave desires to join duty for few days (2-3 days), he/she may do so.

Copying of thesis : While writing thesis even though the advisory committee/research problem may be similar to those students, who have obtained their PG degrees earlier, the PG students are expected to write various chapters in their own sentences and should not reproduce verbatim the contents of thesis submitted earlier. If it is essential to quote the research of earlier works, it should be done duly quoting their names.

Copying of thesis/research work of others amount to malpractice/fraud. As per PG regulation 22.2, if the result of candidate is vitiated by malpractice or fraud or improper conduct, the Vice-chancellor has powers, at any time notwithstanding the award of degree/certificate, to cancel the result of the candidate, which will adversely affect the career of the candidates, besides, the members of the Advisory committee will also be held responsible. In contrast to copying in an examination hall, it is not always easy to detect copying of thesis/research works of others. If a candidate resorts to copying and if it is detected at a later date, the relevant degree will be cancelled as a result, the candidate will have to forego the benefit derived from the said degree (job/seat in another course). Members of advisory committees are requested to

impress upon each and every PG student the need to desist from copying the research work of others so that unhappy consequences to the student and teachers could be avoided. The chairman/members of the advisory committees are also advised to **check periodically the observations/data recorded by the students** and monitor the progress as frequently as possible. The thesis shall be approved by the advisory committee after comparing the thesis with the corrected manuscript.

The Heads of Departments are requested to ensure that no research topic is allotted by the Chairman of advisory committee of a student unless the Chairman has sufficient expertise on it.

Failure to register courses/research during consecutive semesters shall be deemed as discontinuation. A student who wants to apply for job/visa to go abroad can as well seek prior permission to apply for job/visa to go abroad. Mere oral enquires about shortage of attendance/discontinuation shall not be construed as requests permission.

Discontinuation of studies/inability to attend classes: As per the PG studies regulation 10.1, the student should attend all classes and absence up to 25% may be condoned by a teacher on valid grounds. Hence all the PG students should inform in writing to the concerned teacher whenever he/she is unable to attend classes, failing which it may be treated as unauthorized absence/discontinuation without permission.

Discontinuation of studies without prior permission, discontinuation before completing 2 semesters of study (Regulation 8.7), shortage of attendance even on medical grounds during first two semesters of study (Regulation 8.3) and failure to maintain the prescribed GPA/OGPA shall lead to cancellation of admission.

If any PG student fails to take permission to temporarily discontinue studies within 30 days of discontinuation, he/she may be permitted to discontinue studies there after by paying late fee of Rs.100/- per month or part there of the 5 months period for taking permission to discontinue studies with late fee may be reckoned after excluding initial 30 days

Award of Medals/Prizes to P.G. students: At M.Sc. level, the students admitted during a particular academic year only are considered for the award of medals/prizes, whereas at Ph.D. level all the students who complete the requirements for the award of Ph.D. degree upto prescribed date (irrespective of the year of admission) are considered.

Tours to Monitor PG Student Research: Sometimes tour proposals of the Chairman of the Advisory Committee to monitor the progress of student research are being received. In this regard, it is hereby informed that such tour programmes have to be sent to the authorities who are competent to sanction the other tour programmes of the concerned teacher/scientist. All proposals involving financial commitment should be routed through the concerned Associate Dean/Head of the office who will indicate the availability of budget provision under the relevant head of account

Payment of TA/DA to the major advisor after retirement: The major advisor of P.G. students will continue to be the chairman of the advisory committee and can guide the students upto a period of 3 months even after their retirement. In such cases, if the thesis is approved by the external examiner, the final viva-voce examination has to be conducted by the major advisor along with the advisory committee member, within a period of 3 months after retirement of the major advisors.

It is decided to pay T.A. and D.A to the major advisors but not to the other members of the advisory committee in connection with the conduct of the final viva- voce examination to P.G. Students. However, the payment shall be regulated with reference to the statues of the major advisors at the time of his/her retirement from the University service.

Payment of TA/DA to External Members of the Advisory Committee: Sometimes scientists of other organizations are included in the advisory committee of PG students. In this regard, proposal for payment of TA/DA to external members are being sent to the University so far. Henceforth the Associate Deans are authorized to pay the TA/DA to the external members of the advisory committee of the PG students as per the eligibility. The external members may be requested to travel only by train in I AC/II AC /Sleeper.

Payment of TA/DA to External Examiners: External examiners coming from outside the state may be paid TA/DA at the rates that are applicable to the University teachers/ officials when they perform journeys outside the state. University accorded permission not to insist tickets from external examiners (University officers/ Professor cadre) who are entitled to travel in II AC. However, they have to produce tickets when they travel by air/I AC in train.

Processing of results: The final results of the P.G. student will be processed after receipt of PG Form No.7 (report of *Viva-voce*) and P.G. Form No.9 (certificate of having submitted bound copy of thesis), if all the academic records and GPA reports are in order.

The result is to be routed through the officers from P.G. section to Vice-Chancellor. Subject to availability/preoccupation/meetings/tours of different officers, about a week time is required to process the result and issue of provisional certificate, the student need not come to the P.G. section for Provisional Certificate. He/She may give full address with pin code etc. and the provisional certificate will be sent by registered post.

Return of Original certificates of PG students: In order to avoid inconvenience to the student, the Associate Deans are permitted to return the original certificates of previous courses studied by the PG student after **final thesis viva-voce is satisfactorily completed and bound copies of theses are submitted** to the library/ other authorities and **production of “No Dues certificate”** from the Library/College/ Hostel etc. The Associate Deans are requested to advise the concerned staff members to return the original certificates of previous degree and other examinations after fulfilling the conditions stipulated above. Transfer certificate may be required only for those who join other courses. Such students, may be advised to give a request along with fee and self addressed stamped envelope with full postal address. The transfer certificate or other certificates may be sent by registered post.

Fee payable by in-service Ph.D. students while on duty: The in-service candidates of Dr. YSRHU or other universities who register research credits to conduct Ph.D. thesis research while on duty, shall also pay Tuition, Laboratory, Library and examination fee (which include research fee, guidance and evaluation of progress of research) on par with fresh students for registering the research credits and conducting part time research while on duty.

Transfer of advance fee paid by ICAR students at the time of counseling: The advance fee paid by the ICAR student at the time of counseling shall be retained by the University. The colleges in turn collect the balance of fee from ICAR student by deducting the advance fee paid at the time of counseling. The difference of fee collected (in the college) towards University funds will be transferred to the University.

Certificate of the Academic Status/forwarding of applications of students: The request of students for certificates of academic status etc. to apply for ARS/UGC/CSIR/NET and for forwarding applications for fellowships etc. should be routed through concerned college. Associate Deans are requested to get the particulars verified in the college office and then duly certify before sending them to the administrative office. If the signature of the Dean/Registrar is required on any form the same may be submitted in duplicate.

Extra Copies of PG Forms no.4,5,7,9 & thesis etc. to be retained in Department : In order to avoid inconvenience to the students, if the result of qualifying examination thesis & viva reports are delayed/missing in transit, the Heads of the Departments are requested to keep one copy of thesis in the files of the students concerned, so that they can be of use in case of exigencies. In this regard, students may be advised to submit one extra copy of thesis, which can be of use in case of necessity.

Submission of Photographs/Convocation form: In order to facilitate affixing photographs on provisional degree certificates all M.Sc./Ph.D. students shall submit 4 passport size color **photographs** (duly indicating the name & ID. No. on the back side of photos) and convocation **application** along with P.G. Form No.6. If any candidate who submitted "In Absentia" application for convocation desires to take the degree "In person", he/she shall send a request before the last date prescribed in the respective Convocation notification.

Guidelines to start new PG Programmes

- 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 within or outside the university nominated by the Vice-Chancellor shall visit the departments and examine the proposals and submit recommendation 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 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 post 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 programme, the syllabus shall be referred to outside 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 to new PG courses/syllabus are referred to experts from outside Universities and hence require about 4 months time. Hence such proposals may be submitted to the Dean of PG Studies well in advance as and when visualized, even if the date of PG faculty meeting is not known.

Guidelines to prevent unethical practices in publication of articles *etc.*

In order to prevent any unethical practices in publications the following guidelines are issued for strict adherence by all the concerned, while preparing the research articles *etc.* for publication or their subsequent use.

1. For all the research papers prepared on the basis of student research, the authorship should be in the order of student, chairman, co-chairman and members of advisory committee who have put in considerable efforts in the research work.
2. In respect of papers prepared on the basis of student research work conducted at research stations, the authorship may be in the order of the quantum of contribution made by each research worker.
3. The first author should certify that due weightage was given to all those who contributed for the research work and also clearly indicate the source of material for the research article/ publication i.e. student research/scheme work *etc.* and the period of conduct of such research work. If any part/whole of the article/paper/manual of others is used by the students/staff, acknowledgment should invariably be made with regard to its original author to give a kind of gratification to him/her.
4. All the research papers (along with one extra copy) should be routed through the head of the department/research station/scheme where the work was carried out. The Heads of Research Stations/Departments/Research stations shall forward the articles to the concerned authorities, after recording the following details in a **“Register of Publications”** which shall be shown to the superior officers during their visit/office inspection.
 1. Date of Dispatch
 2. Title of the article/Bulletin.
 3. Names of Authors
 4. Source of material for publication

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

APPENDIX

Schedule of Forms and other Information to be Furnished

1. **Within 6 weeks from the commencement of the first semester:**
Proposals for formation of advisory committee (PG Form No.1).
Subsequent changes to be sent in triplicate whenever required in PG Form No.1-A
2. **End of the first semester:** Programme of course work in PG Form No.2.
Proposals for subsequent permanent changes in (PG Form No. 2) to be sent in triplicate in PG Form No.2A to Dean PG Studies. Associate Dean may permit temporary change/withdrawal of an approved course registered during a semester in PG Form No.2A and sent a copy to the University.
3. **End of II Semester (M.Sc.) III Semester (Ph.D.) - Synopsis of Research – PG Form No.3,** for any subsequent change in title/programme of work PG Form No.3-A (triplicate) should be sent to the Dean of PG studies.
4. **During III/IV Semester:** The Chairman of the Advisory Committee shall submit PG Form No.4 to the Head of the Department for action to conduct qualifying examination. After conduct of the qualifying (Written and Oral) Examination PG Form No.4 and 5 should be sent to the Dean of PG studies. One copy to be retained in the Department.
5. **Two months before submission of thesis (for Ph.D. students only):**
Academic information (**PG Form No.10**)
Panel of eight external examiners with address
6. **Along with thesis** (One extra copy of thesis shall be preserved in the Department)
 - **PG Form No.6** (Proposal for submission of thesis)
 - **Colour Passport size Photographs- 4** (write name and ID No. on back side)
 - **Course completion and Non- employment certificates**
 - **G.P.A reports** (if not sent earlier)
 - **Copy of Degree certificate of qualifying examination**
 - **Convocation application form** (In person/absentia)
 - **Evidence of leave sanction** (for Ph.D. students on extension)
7. **After the conduct of final viva-voce Examination**
PG Form No.7: One copy to be preserved in the Department
Bound Copy certificate (**PG Form No.9**) along with Abstract of thesis (3 copies and CDs).

8. **Within a month from the commencement of the semester**
G.P.A report pertaining to the previous Semester
Information regarding the courses handled, number of classes conducted *etc.* by each teacher to be sent by Heads of Departments to Dean of PG Studies through the Associate Dean.
9. **At the end of each semester:** Proposal for evaluation of research credits in PG Form No. 11 should be submitted to the Associate Dean by all PG students through the chairman and Head of the Department.

Other Important Forms

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

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

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

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

PG Form No. 14 : Proposal for extension of time limit for Ph.D. thesis submission to be submitted at least 3 months before the expiry of maximum time limit prescribed under the Regulations.

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

PG Form No. 17 : Academic progress of PG students- (to be maintained in the department)

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Dr. Y.S.R. Horticultural University
 PROPOSAL FOR CONSTITUTION OF ADVISORY COMMITTEE
 (To be submitted in TRIPLICATE to the Dean of PG Studies)

Name of the Student :
 ID. No :
 Degree : Major Field:
 College :
 Date of Admission : Academic year &
 Semester of Admission:

State whether Fresh/In service/Nominee of Govt./ICAR /Foreigner :

Advisory Committee (M.Sc.(Hort.) – 2 from major field and 1 from minor field,
 Ph.D. (Hort.) – 2 each from major and minor fields)

Advisory Committee	Name	Designation	Department / Major Field
Chairman			
Member			
Member			
Member			
Member			

Certified that

1. The Chairman is eligible accredited to guide M.Sc.(Hort.) /Ph.D.(Hort.) Students.
2. The number of students being guided by the Chairman does not exceed the limit stipulated.

Note: If there is any deviation, indicate reasons.

Head of the Department

Academic Advisor (PG)

Associate Dean

To
 The Dean of Post Graduate Studies
 Dr. Y.S.R. Horticultural University
 Venkataramannagudem, West Godavari District.

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

Endt. No. _____

Date: _____

Approved/Returned with the following remarks

DEAN OF PG STUDIES

To
The Associate Dean,
College of Horticulture,

Dr. Y.S.R. Horticultural University

PROPOSAL FOR CHANGE OF ADVISORY COMMITTEE

(To be submitted in TRIPLICATE to the Dean of PG Studies)

1. Name of the Student :
2. ID. No. :
3. Full time/In-service :
4. Degree : Major Field of study:
5. College :
6. Advisory (Proposal for change of Chairman / Member):

Existing Chairman/Member	Proposed Chairman/Member	Reasons for change
Chairman		
Member		
Member		
Member		
Member		

7. Whether the synopsis was approved :
(Mention the title of the Project)
8. If the change is proposed due to transfer of Chairman within Dr.YSRHU indicate whether he/she is not willing to guide the student from the new location :
9. Progress of research (ex. Literature collection, study conducted, data collection, analysis, thesis writing *etc.*) :

Signature of the Chairman

Recommended / Not Recommended

Head of the Department

ASSOCIATE DEAN

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

Endt. No. _____/PG/_____

Dated: _____

Approved / Returned with remarks

DEAN OF P.G. STUDIES

To
The Associate Dean,
College of Horticulture,

Dr. Y.S.R. Horticultural University

PROPOSAL PROGRAMME OF STUDIES FOR POST GRADUATE STUDENTS

(Five copies to be submitted)

Name :
 ID. No. :
 Degree :
 Major Field :
 College : College of Horticulture,
 State whether Fresh/In-service of Govt./ICAR Nominee:

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

Course No.	Title of the Course	Credits
Semester: I; First semester, 20 - 20		
	Details to be attached in separate sheet with signature of student and chairman. Data on 4 semesters (M.Sc. (Hort.)) or 6 semesters (Ph.D. (Hort.)) to be appended.	
	Total	
Semester: II; Second semester, 20 - 20		
	Total	
	Grand total	

ABSTRACT

Major courses (Core and non-core courses of the major department)		
Minor courses (Minor Departments)		
Supporting courses (Supporting Departments)		
Common courses (compulsory for Masters Programme)		
Seminar (s)		
Total Course credit hours		
Research		
	Total	

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 up to 2 weeks of the commencement of the semester or withdrawal of a registered course may be permitted up to 6 weeks from the date of commencement of the semester by the Associate Dean (PG Form 2-A).

Time limit for permanent changes in PG Form 2 (to be approved by Dean of PG Studies):

Addition of courses is allowed up to the end of II semester.
 Deletion/Substitution of courses is allowed up to 15 days in III semester.

Maximum time limit for completion of PG programme including thesis submission:

M.Sc. (Hort.): 5 academic years, Ph.D. (Hort.): 7 academic years (from date of admission)

Signature of the Student

ADVISORY COMMITTEE

Advisory Committee	Name	Designation	Major Field/ Department	Signature
Chairman				
Member				
Member				
Member				

Forwarded (5 copies) to the Dean of Post Graduate Studies for approval.

Head of the Department

Academic Advisor (PG)

Associate Dean

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

Endt. No. _____

Date: _____

Approved/Returned with the following remarks

DEAN OF P.G. STUDIES

To
The Associate Dean,
College of Horticulture,

(For distribution among the Associate Dean, Head of the Department, Chairman and Student)

Dr. Y.S.R. Horticultural University
 PROPOSAL FOR CHANGE IN PROGRAMME OF COURSE WORK
 (Five copies to be submitted for approval before registering the courses)

1. Name of the Student : ID. No. :
2. Degree : Major Field :
3. Full time/In-service etc. :
4. a) Year and Semester of admission :
 b) Year and Semester of Change :
 c) Date of commencement of semester in which change is proposed :
5. State whether the proposed change(s)/withdrawal/addition/deletion of course(s) is / are temporary or permanent :

EXISTING COURSE			PROPOSED COURSE		
Course No.	Title	Credit Hours	Course No.	Title	Credit Hours

Reasons for the change

Date:

SIGNATURE OF THE STUDENT

Advisory Committee

Advisory Committee	Name	Designation	Department/ Major Field	Signature
Chairman				
Member				
Member				
Member				
Member				

Head of the Department

(For use in the Office of Associate Dean)

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 No.2 and hence approved. The student shall study all courses approved in PG Form No.2 during subsequent semesters. Copy is sent to Dean PGS for information.

OR

Permanent change in PG Form No.2 is contemplated. Hence forwarded (TRIPLICATE) to the Dean (PGS) for approval

(Strike off whichever is not applicable)

ASSOCIATE DEAN

To
The Dean of PG Studies
Dr. Y.S.R. Horticultural University
Venkataramannagudem, West Godavari District.

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

Endt. No. _____

Date: _____

Approved/Returned with the following remarks

DEAN OF P.G. STUDIES

To
The Associate Dean,
College of Horticulture,

(For distribution among the Associate Dean, Head of the Department, Chairman and Student)

Note: PRESCRIBED TIME LIMIT

Temporary change

(Without change in PG Form No.2)

Permanent Change

(Without change in PG Form No.2)

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

* From the commencement of semester

Dr. Y.S.R. Horticultural University
ORIGINAL/REVISED SYNOPSIS OF THESIS / DISSERTATION PROBLEM
(Five copies to be submitted)

Name of the Student _____ ID. No. _____

Degree _____ Major Field _____

College _____

Fresh/In service/Nominee of Govt./ICAR/Foreigner *etc.* _____

Title of the Research Problem

Introduction and Objectives of Investigation

Brief review of work in India and abroad

Literature cited

Technical Programme of work (including details
such as location of work,
collaboration with other Department(s) *etc.*)

Details to be appended with signatures of student and chairman certificate

Signature of the Student

Note: Time gap between submission of synopsis and thesis is one semester for M.Sc.(Hort.) & two semesters for Ph.D.(Hort.).

For any change in title/synopsis furnish details in PG Form No. 3-A

CERTIFICATE

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

Note: If 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	Name	Designation	Department	Signature
Chairman				
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 Post Graduate Studies,
Dr. Y.S.R. Horticultural University,
Venkataramannagudem, West Godavari District.

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

Endt. No. _____

Date: _____

Approved/Returned with the following reasons

DEAN OF P.G. STUDIES

To
The Associate Dean,
College of Horticulture,

(For distribution among Associate Dean, Head of the Department, Chairman and Student)

Page 2 of 2

Dr.Y.S.R. Horticultural University

PROPOSAL PROGRAMME OF STUDIES FOR POST GRADUATE STUDENTS

(Five copies to be submitted)

1.Name of the Student (in BLOCK letters):

2. ID. No. :

3. Course :

4. Major Field :

5. College :

6. State whether the change is in respect
of title or technical programme or both :

7. For change in title, please furnish :

Approved Title :

Proposed Title :

8. Whether the proposed change involves any major
alternation in the approved technical programme
(If yes, revised synopsis in PG Form No. 3 should be enclosed)

9. Reasons for change
(attach separate sheet if needed)

10. 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 proposed to be re-registered	No. of Research Credits

11. Whether the OGPA report in which the completed research credits were indicated was approved by the University (If 'yes', furnish details and enclose all copies including the students copy for cancellation of research credits) :
12. State whether all the requirements for 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 and Designation	Department / Major Field	Signature
Chairman			
Member			
Member			
Member			
Member			

Head of the Department

(For use in the Office of Associate Dean)

Endt. No. _____

Date: _____

Submitted to the Dean of Post Graduate Studies for approval

Remarks (if any)

ASSOCIATE DEAN

To
The Dean of Post Graduate Studies
Dr. Y.S.R. Horticultural University

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.

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

Endt. No. _____

Date: _____

Approved/Returned with the following remarks

DEAN OF P.G. STUDIES

To
The Associate Dean,
College of Horticulture,

(For distribution among the Associate Dean, Head of the Department, Chairman and Student)

Dr. Y.S.R. Horticultural University

REPORT ON THE M.Sc. (Hort.) /Ph.D. (Hort.) QUALIFYING EXAMINATION
(To be submitted in TRIPLICATE to the Dean of PG Studies)

1. Name of the College :
2. Degree :
3. Name of the Student : Major Field of Study:
4. ID. No :
5. Date of Joining :
6. Period of discontinuance if any From _____ to _____
Duration _____
7. Date of conducting qualifying examination
 - a) **WRITTEN**
 - b) **ORAL**
8. Total credits programmed for the Degree programme and percentage completed and OGPA obtained.

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

9. Whether completed 75% of prescribed course work & secured prescribed OGPA (i.e. 6.5 out of 10.0 for M.Sc. (Hort.) & Ph.D. (Hort.)) :
10. Whether completed the entire prescribed core courses :
11. State whether there are any substitutions in the members of Advisory committee (if yes, furnish reasons) :

12. Name and designation of the members of the Advisory Committee

Advisory Committee	Name and Designation	Department/ Major Field	Signature
Chairman			
Member			
Member			
Member			
Member			

Date:

Place:

**Signature of the Chairman
of the Advisory Committee**

RESULT OF THE QUALIFYING EXAMINATION (Written & Oral)

I. Written Examination

This is to certify that _____ ID. No. _____
student of _____ course in the major field of
_____ at the College of Horticulture _____ 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 :

Chairman of the Advisory Committee

External Examiner

Member

Member

Member

Member

Head of the Department (Co- opted Member)

Submitted by the Chairman (Major Advisor) of Advisory Committee to the Dean of Post- Graduate Studies.

CHAIRMAN

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

Endt. No. _____

Date: _____

Approved/ Returned with remarks

DEAN OF P.G. STUDIES

To

The Head, Dept. of _____

The Associate Dean, College of Horticulture, _____

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

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

2. This form duly filled by the Chairman has to be sent in a sealed cover to the Dean of PG Studies immediately after the Examination. If there is any change in the Advisory Committee, approval of Dean of PG Studies is necessary. Temporary substitution of Chairman is not permissible.

Dr. Y.S.R. Horticultural University

PROPOSAL FOR SUBMISSION OF THESIS FOR _____ (Degree)

*(To be submitted in TRIPLICATE along with two pass port size photographs)***College** :**Department / Major Field** :

1. Name of the Student (in BLOCK letters) :

a) Father's Name :

b) Mother's Name :

c) Permanent Address (in BLOCK letters) :

2. ID. No. :

3. (a) whether full time/in-service student :

(b) date of joining duty (in-service) :

4. (a) 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.(Hort.) / 6 years for Ph.D. (Hort.))(b) If no, indicate the ref. through which extension of time (only for :
Ph.D. (Hort.)) was granted (enclose copy of leave sanction order)(c) whether the fee paid for Transcript of :
Academic Record- cum- Provisional Certificate
in the final semester.

6. Credits prescribed and completed

	Major courses Minor courses Supporting courses Compulsory common courses	Seminar(s)	Total Course Credits	Research Credits	Grand Total
Approved (as per PG Form No. 2) Completed					

7. Semester wise academic record

Year & Semester	Course Credits	Research Credits	Total	OGPA	Remarks

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) Date of clearing the deficiencies, if any :

11. (a) 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 - one semester for M.Sc. (Hort.) and two semesters for Ph.D. (Hort.))

12. State whether change in Advisory committee/ approved programme of courses / research was approved by Dean of PG Studies (if no change indicate the same) :

CERTIFICATE

Certified that the thesis is not a duplication / copy of the research work of other.

I was not on the active rolls of employment in Government or 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 and Name of the
Chairman of Advisory Committee.**

(For use in the Office of Associate Dean)

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 No. 2 and PG Form 2-A have been submitted to the university.

The thesis (_____ copies) is/are FORWARDED along with **Photographs and leave sanction order**
(for Ph.D. (Hort.) students on extension)

ASSOCIATE DEAN

To
The Dean of PG Studies,
Dr.YSRHU

CONFIDENTIAL

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

Endt. No. _____

Date: _____

Approved / Returned with remarks

DEAN OF P.G. STUDIES

To
The Associate Dean,
College of Horticulture,

Dr. Y.S.R. Horticultural University
REPORT ON P.G. THESIS AND FINAL VIVA-VOCE EXAMINATION
(To be submitted in Triplicate)

1. Name of the student (in BLOCK letters) :
2. (a) Degree of Examination :
- (b) Major Field of Study :
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 on its adjudication, have conducted the Final Oral Examination. In the judgement of the Examination Committee, the candidate's thesis has been accepted and he/she is * _____ in the final Oral Examination held on _____.

Chairman of Advisory Committee

Member

Member

Member

**Head of the Department
(Co-opted Member)**

ASSOCIATE DEAN

Certified that the typographical and other errors / omissions pointed out by the External Examiner(s) in their assessment of the thesis and by the Examination Committee as well as during the Final *Viva-voce*, have been corrected by the candidate and the thesis is approved by the Advisory Committee.

Chairman of the Advisory Committee

To

The Dean of Post Graduate Studies, Dr. YSRHU

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

Name and Designations to be written without fail.

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

Endt. No. _____

Date: _____

Approved/Returned with remarks

DEAN OF P.G. STUDIES

To
The Associate Dean,
College of Horticulture,

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

Endt. No. _____

Date: _____

Approved/Returned with the following remarks

DEAN OF P.G. STUDIES

To
The Associate Dean,
College of Horticulture,

Dr. Y.S.R. Horticultural University

ADMINISTRATIVE OFFICE: VENKATARAMANNAGUDEM, WEST GODAVARI DIST -534 101
 INFORMATION IN RESPECT OF Ph.D. (Hort.) STUDENTS BEFORE SUBMISSION OF THESIS
 (To be submitted to the Dean of PG Studies two months before Submission of Thesis)

1. Name of the student :
2. ID. No. :
3. Major Field :
4. College :
5. Whether admitted as In-Service/Fresh Candidate :
6. Date of admission :
7. Likely date of thesis submission :
8. Whether thesis will be submitted within 6 years from date of admission. If no, indicate reference through which extension of time was granted :

9. Credits Registered (Semester-wise) :

Semester	Fulltime /In-service	Course Credits	Research Credits	OGPA

10. Date of rejoining duty in case of In-service candidate periods to be specified :
11. Period of discontinuance : From _____ To _____
If any
12. Semester of Re-admission / Rejoining :
13. Reference through which permitted to rejoin :
14. Date of passing the Qualifying Examination : Written _____ Oral _____
15. If discontinued for more than 4 semesters whether comprehensive exam was conducted afresh :
16. State whether
 - a) The GPA reports of all semesters were submitted :
 - b) Deficiencies pointed out in Qualifying Examination were cleared/seminars have been completed :
17. Title of the thesis approved (If there is any change in the synopsis, the same should be got approved in PG Form No.3-A) :

Signature of the Candidate

Page 1 of 2

CONFIDENTIAL

Submitted to the Dean of PG Studies along with the panel of '8' examiners (in sealed cover) in PG Form No. 13.

Chairman of Advisory Committee

Note: The student should submit the form to the Chairman of the Advisory Committee who in turn will submit it to the Dean of PG Studies in a sealed cover along with panel of examiners.

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

Endt. No. _____

Date: _____

Approved/Returned with the following remarks

DEAN OF P.G. STUDIES

To
The Associate Dean,
College of Horticulture,

Dr. Y.S.R. Horticultural University

PROPOSAL FOR EVALUATION OF RESEARCH CREDITS

(To be submitted to the Associate Dean through 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 :
2. ID. No. :
3. Course : 4. Major Field :
5. Whether Admitted as Fresh/In-service Candidate :
6. Date of Admission :
7. If In-service, Date of Joining Duty :
8. Total credits proposed and completed
so far up to the end of previous semester :
-

Approved in P.G. Form No. 2**Completed so far****Course Credits****Research credits**

-
9. Research Credits registered during the
Semester just completed :
10. Research work done during the semester
(Indicate thesis title & the activities *i.e.*,
literature collection, sowing, observations
recorded, analysis conducted *etc.*) :
11. 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.
12. If there is any deviation in the approved synopsis, state whether the change was
approved by the Dean of PG 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 and designations

Advisory Committee	Name	Designation	Department/ Major field	Signature
Chairman				
Member				
Member				
Member				

Chairman of the Advisory Committee

Submitted to the Associate Dean for incorporation in GPA report.

Head of the Department

To

The Associate Dean,
College of Horticulture,

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

Dr. Y.S.R. Horticultural University

(Five copies to be submitted)

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_____

ID.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 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 the semester in which readmission is sought for
3. If the duration of break is more than 4 semesters fresh comprehensive examination shall be conducted.
4. The maximum time limit prescribed for completing the graduation requirements (including thesis submission) *i.e.*, 5 academic years (for M.Sc. (Hort.)) or 7 academic years (for Ph.D. (Hort.)) from the date of original admission remains unchanged, irrespective of discontinuation period.

ASSOCIATE DEAN

To
Sri/Miss._____

Cc to Dr._____ (Major Advisor)

Cc to the Head, Department of _____

Cc to the Dean of P.G Studies, Dr. YSRHU, Venkataramannagudem.

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

Endt. No. _____

Date: _____

Approved/Returned with the following remarks

DEAN OF P.G. STUDIES

To
The Associate Dean,
College of Horticulture,

Dr. Y.S.R. Horticultural University

(REQUEST FOR PERMISSION TO RESUME STUDIES (RE-ADMISSION))

(To be submitted in TRIPLICATE. After final orders, the Associate Dean may send two copies to the Dean of PG studies along with PG Form No. 12-B)

1. a) College: _____

b) Name of the Student: _____ ID. No. _____

2. Course _____ Major field _____

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 _____

10. Credits registered and OGPA secured so far

Semester No.	Semester & Acad. Year	Credits registered	Course	Research	OGPA	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 :
(5 academic years for M.Sc. (Hort.) or
7 academic years for Ph.D.(Hort.)
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)

1. The student has discontinued after studying for _____
semesters with/ without the permission of the Associate Dean.
2. This is the FIRST discontinuation
3. 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.
4. The duration of break is more/ not more than 4 semesters. Fresh comprehensive examination
shall/need not be conducted

**Signature of the Head of
the Department**

**Signature of the Chairman of the
Advisory Committee**

Orders of the Associate Dean

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 rejected.

ASSOCIATE DEAN

Copy submitted to the Dean of PG Studies with PG Form No. 12-B

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

Endt. No. _____

Date: _____

Approved/Returned with the following remarks

DEAN OF P.G. STUDIES

To
The Associate Dean,
College of Horticulture,

Dr. Y.S.R. Horticultural University

(Five copies to be submitted)

COLLEGE:

Memo. No. _____ **dated**

Sub:- P.G. Students – **Permission to resume studies after discontinuation** – Regarding.

Ref:- Request in PG Form No. 12-A of Mr./Ms. _____

With reference to the request for permission to resume studies submitted through PG Form 12-A, Mr / Ms. _____ ID. No. _____ student of _____ course majoring _____ is hereby informed as follows.

A) S(he) is permitted to resume studies from the _____ semester of 20____-20____ 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 (5 academic years for M.Sc. (Hort.) or 7 academic years Ph.D. (Hort.) from the date of original admission.)
2. He/she is not entitled for stipend.
3. In-service 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 fresh comprehensive examination shall be conducted.

OR

B) He/she did not fulfill the requirements under the relevant P.G Regulation No. 8.7 and hence the request is rejected.

ASSOCIATE DEAN

To

Mr./Ms. _____

Cc to Dr. _____ (Major Advisor)

Cc to the Head, Department of _____

Cc to the Dean of PG Studies, Dr.YSRHU with PG Form No. 12-A

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

Endt. No. _____

Date: _____

Approved/Returned with the following remarks

DEAN OF PG STUDIES

To

The Associate Dean,

College of Horticulture,

Dr. Y.S.R. Horticultural University

PROFORMA FOR SENDING PANEL OF NAMES FOR EVALUATION OF Ph.D. THESIS

Panel of eight names of eminent scientists representing reputed institutions in the country may be submitted to the Dean of PG studies two months before the submission of Ph.D. (Hort.) thesis

1. Name of the student with ID. No. :
2. Subject :
3. Title of approved synopsis :

S. No.	Name	Designation and complete address of the examiner with mobile number and email id.
1		
2		
3		
4		
5		
6		
7		
8		

Signature of the Chairman of the Advisory Committee
with Designation and Address

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

Endt. No. _____

Date: _____

Approved/Returned with the remarks

DEAN OF P.G. STUDIES

To
The Chairman of Advisory Committee

Dr. Y.S.R. Horticultural University
 PROPOSAL FOR EXTENSION OF TIME FOR SUBMISSION OF Ph.D. THESIS
 (To be submitted in TRIPLICATE)

(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. ID. No. :
- 3. a) Whether full time (FRESH) :
(for In-service students)
- 4. b) Date of joining duty :
(for In-service students)
- 5. a) Date & Semester of Admission :
- b) Date of completion of maximum time :
 limit prescribed
- c) Period for which extension is sought :
 (maximum 2 semesters)
- d) Date of commencement of semester :
 in which fresh registration is proposed.
- 6. Credits prescribed and completed

	COURSE CREDITS TOTAL	RESEARCH CREDITS
Approved (as per PG.Form.No.2) Completed successfully		

- 7. Final OGPA :
- 8. State whether 'F' grade, if any, was cleared, :
If so, when
- 9. a) Period of discontinuance (if any) :
readmitted / permitted to resume studies
- 10. a) Date of passing Qualifying : WRITTEN _____
ORAL _____
- b) Date of clearing the deficiencies, if any :
- 11. Title of the Thesis :

12. 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) : Attach separate sheet if necessary
13. a) Brief account of research work done so far :
 b) Work yet to be completed :
 c) Reasons for delay :
14. If employee, furnish
 a) Name & Address of the employer :
 b) Date of joining :
 c) Whether the employer has sanctioned leave for thesis completion. :
15. No. & Date of receipt through which late fee was paid. :

Signature of the Student

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

**Signature of the Chairman
of the Advisory Committee**

- b) Remarks of the Head of the Department :

Endt. No. _____
 Date: _____

**Signature of the Head of the
Department**

To
 The Dean of P.G. Studies, Dr.YSRHU

ASSOCIATE DEAN

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

Endt. No. _____

Date: _____

Approved/Returned with the following remarks

DEAN OF P.G. STUDIES

To
 The Associate Dean,
 College of Horticulture,

Dr. Y.S.R. Horticultural University
 PROPOSAL FOR RE-EXAMINATION IN FAILED COURSE(S)
 (To be submitted the semester in which re-examination is proposed)

1. NAME :
2. ID .No. :
3. DEGREE : MAJOR FIELD :
4. Date of commencement of semester in which
 Re-examination is sought :
5. Course for which re-examination is sought

Course No. and Title	Core / Non- Core Course	Name and Dept. of the Course-in-charge	Signature

- 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 courses be conducted, even if not offered.
- Although 25 days time is allowed to pay the fees, the student should pay the fee and appear for the mid semester *etc.*, if conducted prior to 25 days stipulated for fee payment
- It is the responsibility of student to ascertain examination dates.

Signature of the Student

Submitted to the Associate Dean with a request to accept the re-examinations fee @ Rs.50/- per each course within 25 days from the commencement of semester.

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

Dr. Y. S. R. Horticultural University

ACADEMIC PROGRSS OF P.G STUDENTS

(to be maintained in each department)

Degree:

Major Field:

College:

Academic Year of Admission:

Date of Admission:

Name/ ID.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 ID.No. Chairman	Course Research OGPA																	
Name ID.No. Chairman	Course Research OGPA																	
Name ID.No. Chairman	Course Research OGPA																	
Name ID.No. Chairman	Course Research OGPA																	
Name ID.No. Chairman	Course Research OGPA																	