

POST GRADUATE EDUCATION ACADEMIC INFORMATION AND REGULATIONS

2022



**SRI KONDALAXMAN TELANGANA
HORTICULTURAL UNIVERSITY**

**ADMINISTRATIVE OFFICE, MULUGU (V & M) - 502279
SIDDIPET DISTRICT TELANGANA**

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REGULATIONS

1. Short title, application and commencement

1.1 These regulations shall from now on be called as the Sri Konda Laxman Telangana Horticultural University Post Graduate Education Academic Information and Regulations, 2022.

1.2 They shall govern the Post-Graduate Studies leading to award of the Degrees of Master of Science and Doctor of Philosophy.

1.3 They shall come into force with effect from the academic year 2022-23 and they shall be applicable to the batch of students admitted from that academic year onwards.

2. Definitions

In these regulations, unless the context other-wise requires

i. Academic year and Registration, means an academic year of the University, which shall be normally from July to June of the following calendar year otherwise required under special situations. It shall be divided into two academic terms known as semesters. Dates of registration, commencement of instructions, semester end examination, end semester and academic year, etc. The Academic Calendar shall be developed by the University from time to time and notified accordingly by the Registrar in advance.

a. An orientation programme shall be organized by Dean of PG Studies for the benefit of the newly admitted students immediately after commencement of the semester.

b. On successful completion of a semester, the continuing students shall register for subsequent semester on the date specified in the Academic/Semester Calendar or specifically notified separately. Every enrolled student shall be required to register at the beginning of each semester till the completion of his/her degree programmes.

ii. Course, means a unit of instruction in a discipline carrying a specific number and credits to be covered in a semester as laid down in detail in the syllabus of a degree programme.

iii. Credit hour, semester credit or credit, means the unit of work load per week for a particular course in theory and/or practical. One credit of theory means one class of one clock hour duration and one credit practical means one class of minimum two clock hours of laboratory work per week.

- iv. Credit point of a course**, means the Grade point multiplied by the number of credits of the course, expressed and rounded off to second decimal place.
- v. Grade Point Average (G.P.A)** means the total credit point earned by a student divided by total number of credits of all the courses registered in the semester, expressed and rounded off to second decimal place.
- vi. Grade Point** of a course is a measure of performance. It is obtained by dividing the per cent marks secured by a student in a particular course by 10, expressed and rounded off to second decimal place.
- vii. Overall Grade Point Average (O.G.P.A)**, means the total credit points earned by a student in the entire degree programme divided by the total number of credits required for the P.G. degree, expressed and rounded off to second decimal place.
- viii. Credit Load** of a student refers to the total number of credits of all the courses he/she registers during a particular semester.
- ix. Semester**, means an academic term consisting of not less than 110 instructional days, except in the year of admission.
- x. Chairperson**, means a teacher of the major discipline proposed by the Head of Department through the Associate Dean of the College and duly approved by the Dean of Post Graduate Studies (or as per the procedure laid down in the concerned University regulations) to act as the Chairperson of the Advisory Committee and also to guide the student on academic issues.

3. Major Fields of Study

Major Fields of study shall be as decided by the Academic Council of SKLTGHU 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

4.a The qualifications to 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.

4.b Eligibility

Candidates seeking admission into the M.Sc.(Hort.) courses must have passed required examinations (10+2+4 years) with B.Sc. (Hons.) Hort. Degree; and B.Sc.(Hons.) Hort. and M.Sc.(Hort.) for admission into Ph.D.(Hort.) courses in respective department/discipline. Candidates will be given admission in Ph.D. (Hort.) in the same department in which they had specialized in M.Sc.(Hort.)

4.c Criteria for selection:

Entrance Test denotes the entrance conducted by ICAR. The score obtained in the All India Entrance Examinations conducted by ICAR, AIEEA (PG) examination for M.Sc. (Hort.) and AICE-JRF/SRF (Ph.D.) examination for Ph.D. (Hort.) shall be considered for the entrance test. The candidates should appear for the above entrance test at their own expenses. Rank will be calculated at SKLTGHU based on below criteria:

M.Sc. (Hort.) and other Masters Programmes: Previous academic records (B.Sc.–40%; and score in the ICAR Entrance Test-60%).

Ph.D. (Hort.) Programmes: Previous academic records (B.Sc.-20%, M.Sc.-20%, and score in the ICAR Entrance test-60%).

4.d Duration:

P.G. Programme (M.Sc.): Two Academic years (4 semesters)

Ph.D. Programme (Ph.D.): Three Academic years (6 semesters)

4.1 Reservation Policy

Reservation of seats in favour of Economically Weaker Sections, Other Backward Classes, Scheduled Castes, Scheduled Tribes, Minorities, and any other categories will be implemented as per the policies of the State Government of Telangana from time to time. 30% of seats over and above the seats in SKLTGHU will be reserved for students outside the state under ICAR quota.

5. Procedure for admission

5.1 Application for admission shall be made in the prescribed form can be obtained from the Registrar of the University/University web site after the notification is issued to this effect. The admissions shall be regulated and made in accordance with the rules and regulations in force.

5.2 The fee for applications, semester fee, special fee, examination fee and other fee 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 mess fees should be paid every month after it is displayed. The registration of courses shall be allowed on the production of a “No Dues Certificate” by the Student to the P.G. Academic-Incharge.

5.2.a Fees payable by in-service Ph.D. students while on duty: The in-service candidates of SKLTGHU who register research credits to conduct Ph.D. thesis research while on duty, shall also pay Tuition, Laboratory, Library and Examination Fee (which includes research fees, 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.

5.2.b 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 students by deducting the advance fee paid at the time counseling. The difference of fee collected (in the college) towards university fund will be transferred to the University.

5.3 Postgraduate student shall necessarily complete the postgraduate programme in the College where they joined. However, they can conduct the research work elsewhere as reflected in the PG Form No.3 (Research synopsis) or in other locations recognized by the University for this purpose with prior permission of the University.

5.4 Admission: No candidate shall be admitted to any of the PG programmes after the expiry of 10 working days from the date of commencement of the semester.

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

Registration does not denote payment of semester fee. Registration denotes filling of Registration cards and submission to the Course in-charge. Payment of fee and filling of course registration cards are two different aspects for completing registration process.

5.6 Late fee: Late fee for M.Sc. and Ph.D. programmes shall be Rs. 200/- for first three working days starting from the next day of scheduled date of registration. There after Rs. 400/- per day for a period of seven days from the Academic year 2022-23.

6. Advisory System

6.1 Advisory Committee: An advisor from the major field (Major Advisor) shall be assigned to each M.Sc. and Ph.D. 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 consist of two Members of the faculty or accredited teachers or research guides representing the major field and one each representing the minor field for Master's degree / two or three members of the faculty or accredited teachers or research guides representing the major field and one each representing the minor field 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 'Chairperson' 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.

6.1.a If any candidate is allotted to research station (including in-service) for thesis work,

Chairperson of the Advisory Committee may be allotted from research station. In case of Advisory Committee of PG student, Scientists from other organizations may be limited to only one candidate.

6.1.b The members of the Advisory Committee may be restricted to the limits prescribed in the regulations. If more members are required, approval of the Dean of PG Studies may be obtained by giving proper justification. Major Field of the members may be decided keeping in view the discipline in which their degrees were awarded.

6.1.c Allotment of M.Sc. /Ph.D. Students: The Heads of Departments are requested to allot some students to accredited teachers of the colleges in their region. All Heads of the Departments of colleges where PG programmes are offered, are requested to allot the students to accredited teachers / scientists in consultation with the University Heads of the concerned Departments. It is also informed 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 may visit the colleges and finalize the allotment of M.Sc. and Ph.D. students and synopsis of their thesis research.

6.1.d The student's Advisory Committee shall guide the student in the choice of courses in the major and minor academic activities. Proposals for the formation of the Student's Advisory Committees (in accordance with the proforma prescribed) shall be submitted to the Dean of Post Graduate Studies within six weeks from the commencement of the first semester. After the approval of the advisory Committee is intimated, the programme of studies (in accordance with the proforma prescribed) shall be submitted by the end of the first semester.

In case of project work, the Advisory Committee shall include two internal members and one external member from the industry where the student takes up project work. The name of external member (representative of industrial unit) shall be submitted along with the synopsis/project proposal at the end of II semester/beginning of III semester.

6.2 Change in Advisory Committee: If the Chairperson of the Advisory Committee of the student has got the plan of research work on PG 3 Form approved, he/she may be allowed to guide the student irrespective of where he is located, provided He continues in SKLTGHU service. If the Chairperson of the Advisory Committee proceeds on deputation to another organization, he may be permitted to guide his student provided he is located at the same place. In case the Chairperson of Advisory Committee of a student gives up his assignment by resignation or retirement, he may continue to guide the student provided the thesis is completed and submitted within a period of 6 months for M.Sc. students and 6 months for Ph.D. students. Otherwise, or in the event to fill health or death or any other unavoidable circumstances, the concerned Head of the Department shall recommend to the Dean of PG Studies for suitably reconstituting the Advisory Committee of the candidate keeping the second member from the major field as Chairperson and inducting a new member from the major field. Whenever, the Chairperson of the Advisory Committee is transferred or is away from the student for longer period, he/she should inform the concerned Head of the Department (before leaving the

Headquarters) 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 Chairperson.

6.2.a Change of the Chairperson or any member of the Advisory Committee is not ordinarily permissible. However, in exceptional cases, the change shall only be permitted before the completion of the research work with due approval of the Dean of PG Studies

Note: If it is essential to continue the Chairperson of the Advisory Committee beyond 4 months after retirement, approval of the Vice-Chancellors all be obtained.

Co-Chairperson: If the PG student and the Chairperson are located at far off places, the Co-Chairpersons may be nominated by the Head of the Department in consultation with the Chairperson 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 four months, or leaves the University, the Head of the Departments 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 then the members 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 examination, except in special cases the Associate Deans of the respective college is empowered for last minute substitution with information to the Dean of Post Graduate Studies.

Allotment of M.Sc.(Hort.) students to Teachers of Allied departments: To allot M.Sc.(Hort.) students to the teaching staff of allied departments. The major advisor of such students shall be from one of the Horticulture departments. The teachers from allied departments in Professor and Associate Professor cadre and had already acted as member of advisory committee for 2 M.Sc. students and Assistant Professor with Ph.D. having 5 years of experience and had already acted as member of advisory committee for 2 M.Sc. students shall be Co-Chairperson followed by other members as deemed necessary. The above students shall work in the specialization area of the Co-Chairperson but, within the Horticultural crops. Depending on the P.G. research work, the respective Associate Deans will decide the Co-chairperson after discussion with Chairperson and also depending on the need of the research work, while both the Chairperson and Co-chairperson have equal responsibility over the student's research work and thesis. The above students should also necessarily complete at least one minor course in the specialized area of his/her research offered by the Co-Chairperson.

The Advisory committee shall be as follows.

i.	Chairperson	–	Horticulture
ii.	Co-Chairperson	–	Allied Department
iii	Members	–	Horticulture
iv	Members	-	As per requirement

In case the Chairperson retires or goes on leave, then the next Horticulture member will become Chairperson. Other rules apply as per PG regulations.

6.2.b 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 the final thesis oral examination with the approval of the competent authority who sanctions their tour programmes. The TA/DA shall be drawn from the office in which he/she is working.

6.3 Advisors proceeding on leave: Normally, staff members of the university on extra ordinary leave or on study leave or who leave the University service will cease to continue to serve as advisors of the post graduate students of the University. However, the Dean PG Studies may permit them to continue to serve as advisor subject to the following conditions:

- a. The concerned staff member must be resident in India and if he/she agrees to guide research and must be available for occasional consultations;
- b. An application is made by the student concerned duly supported by the Advisory Committee;
- c. In case of a Ph.D. student, he/she must have completed his/her comprehensive examinations and the research work must be well in progress and it is expected that the student will submit the thesis within a year;
- d. The Head of the Department and the Associate Dean of the College concerned agree to the proposal;
- e. The staff member, after leaving the University service is granted the status of honorary faculty's membership by the Vice-Chancellor on the recommendation of the Dean PG Studies for guiding as Chairperson or Member, Advisory Committee the thesis/theses of the student(s) concerned only.
- f. 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, substitute arrangements may be made immediately with the approval of the Dean of PG Studies but not just before final thesis oral examination.

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

- a. All Professors and Principal Scientists are eligible to teach M.Sc. and Ph.D. courses, guide M.Sc. students and those of them who had guided at least 2 M.Sc. students are eligible to guide Ph.D. students.
- b. Persons in Associate Professor/Senior Scientist cadre with Ph.D. degree and who have successfully guided at least 2 M.Sc. and completed 3 years of service after securing Ph.D. degree are eligible to teach and guide M.Sc. and Ph.D. students.
- c. Persons in Assistant Professor/ Scientist cadre with Ph.D. degree and 3 years of experience or Assistant Professor / Scientist with M.Sc. and 5 years of experience in teaching/ research / extension after obtaining M.Sc. level degree are eligible to teach and guide M.Sc. students.

- d. In case of Teachers/Scientists from other organizations, it is suggested that those who are in the cadre of Assistant Professors/Scientists and completed 5 years of service may only be accredited to guide of M.Sc. students and in the case of P.hD students same rules as above with apply.
- e. Qualified scientists (with required academic qualifications) in horticulture and allied subjects with 3 years and more experience from private organizations having MOU with SKLTGHU in the cadre of manager and above may be well utilized for teaching and guiding for M.Sc. and Ph.D. students as members and for giving guest lectures as some of these institutes have world class laboratories.
- f. If the staff of the private organizations have 15 years or more continuous experience at managerial level in the same industry then they can be nominated as members of the advisory committee even though they do not have required academic qualifications.
- g. If the PG research is done in such organizations without financial commitment to SKLTGHU, then the staff of the organization can act as Co-chairperson to the students of SKLTGHU.

6.5 Number of Students: Normally, not more than 5 students (total of M.Sc./Ph.D. and External students) shall be guided by any teacher as **Chairperson** at any point of time. However, if the M.Sc. students of an advisor have completed minimum residential requirement of 2 years and Ph.D. students have completed minimum residential requirement of 3 years and still not submitted their thesis, then the advisor can be allotted another new student.

6.6 In-service teachers who completed research credits shall not be counted for Accreditation till they submit their thesis, subject to fulfilling Rule 6.4.

6.7 Authority for accreditation: The teachers / Scientists of SKLTGHU who fulfill the above eligibility criteria are eligible to teach and guide PG students (as Chairperson of the advisory committee). If relaxation is required in the secriteria due to shortage of qualified teachers 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 teachers / scientists based on the recommendation 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).

6.8 Monitoring the progress of M.Sc./Ph.D. Student's work

6.8.a Scrutiny of Registration Cards: The Associate Dean shall get the registration cards of all the PG 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).

6.8.b Monitoring the Academic Progress of M.Sc./Ph.D. Students: PG Form 17 was prescribed for monitoring the academic progress of M.Sc./Ph.D. students which shall be maintained in the department. All Heads of Departments are requested to incorporate information in the above format immediately, if it has not already been done for perusal by

the Dean of Post Graduate Studies. 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.

6.8.c Evaluation of M.Sc./Ph.D. Research Credits: All the M.Sc./Ph.D. students who have registered research credits during any semester should furnish the progress of work in the PG Form 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 & 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 M.Sc./Ph.D. students have to re-register the unsatisfactory portion of the research credits during subsequent semesters.

6.8.d Reporting Progress of M.Sc./Ph.D. Research: The Major Advisors/Chairperson should inform the Associate Dean in (PG Form 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.

7. Formulation of Student Research Synopsis: For formulation of student research, Student Research Formulation Meeting (SRFM) has to be conducted to present the synopsis.

After formulation of the synopsis, the student will present the synopsis to the Advisory Committee, team of faculty, Dean of PG studies, Associate Dean, PG Academic Advisor and PG students for review and suggestions

7.1 The synopsis of research work after its approval during presentation in Student Research Formulation Meeting shall be submitted to the university in PG Form 3 for approval by the end of II semester.

7.2 After approval of the synopsis by the Dean of PG Studies it shall be forwarded to the Associate Dean and in turn to the Chairperson of the Advisory Committee for its implementation by the respective student from Academic year 2022-23 onwards.

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 the thesis problems shall not commence before the approval is communicated by the Dean of PG Studies. Students who have registered research credits should submit a report on the progress of research in PG Form 11 which will be evaluated by the Advisory Committee and submitted to the Associate Dean through the Head of the Department at the end of the concerned semester. Only the research credits which were satisfactorily completed shall be incorporated in GPA report. If progress is not satisfactory, research credits should be re-registered proportionately. If all the research credits are completed, it is deemed that the entire thesis work is completed.

For any change in approved synopsis/title, proposal should be submitted to the Dean of PG Studies for approval in PG form 3A.

7.3 Tours to Monitor M.Sc./Ph.D.StudentResearch: Tour proposals of the Chairpersons of the Advisory Committee to monitor the progress of student research have to be sent to the authorities who are competent to sanction their tour programmes. 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.

7.4 Payment of TA/DA to the Major Advisor after Retirement: The Major Advisor/Chairperson of M.Sc./Ph.D. students will continue to be the Chairperson 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 thesis oral examination has to be conducted by the Chairperson/Major Advisor along with the Advisory Committee Members. In few cases such examinations are conducted within a period of 6 months after retirement of the Major advisors. In such cases, there is no provision for payment of TA and DA as they are no more in the service.

TA and DA is paid to the Major Advisors/Chairperson only but not to the other members of the Advisory Committee, in connection with the conduct of the Final thesis oral examination of PG students. However, the payment shall be regulated with reference to the status of the Major Advisors at the time of his/her retirement from the University service.

7.5 Payment of TA/DA to External Members of the Advisory Committee: 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. They may be requested to travel only by train. However, if necessary, proposal for sanction of Air fare may be sent to the University for Consideration/approval of the Hon'ble Vice-chancellor.

7.6 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.

8. Credit Requirements:

8.1 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 Departments at least 15 days in advance of the commencement of the concerned semesters to avoid last minute inconvenience to students.

8.2 Credit Requirement for Master's Degree Programme: The minimum requirements for Master's Degree as per ICAR's restructured syllabus shall be:

i. Total Course credit hours required	:	40
ii. Research credit hours (thesis)	:	30
Total Course and Research credits	:	70
<u>Number of Credits</u>		
a. Major Courses	:	20
b. Minor Courses	:	08
c. Supporting Courses	:	06

d. Compulsory Courses	:	05
e. PG Seminar	:	01
f. PG Research	:	30
Total	:	70

Major courses: From the Discipline in which a student takes admission.

Minor courses: From the subjects closely related to a student's major subject.

Supporting courses: The subject not related to the major subject. It could be any subject considered relevant for student's research work (such as Statistical Methods, Design of Experiments etc.) or necessary for building his/her overall competence.

Common compulsory courses: The following courses (one credit each) will be offered to all students undergoing Master's degree programme, as non-credit courses. After examinations are conducted, the course in-charge will give report as Satisfactory/Non-Satisfactory(S/NS).

- i. Library and Information Services (0+1)
- ii. Technical Writing and Communications Skills (0+1)
- iii. Intellectual Property and its management in Agriculture (1+0)
- iv. Basic Concepts in Laboratory Techniques (0+1)
- v. Agricultural Research, Research Ethics and Rural Development Programmes (1+0)

Some of these courses are already in the form of e-courses/MOOCs. The students may be allowed to register these courses/similar courses on these aspects, if available online on SWAYAM or any other platform. If a student has already completed any of these courses during UG, he/she may be permitted to register for other related courses with the prior approval of the Head of the Department/BoS. These courses are non-credit courses and the teachers handling these courses will themselves evaluate the students and give a satisfactory report to the Associate Dean.

8.3 Online courses: In line with the suggestion in new education policy and the initiatives taken by ICAR and MHRD in the form of e-courses, MOOCs, SWAYAM etc. and also changes taking place globally in respect of learning through online resources it has been agreed to permit the students to enroll for online courses. It is expected that the provision of integrating available online courses with the traditional system of education would provide the students opportunities to improve their employability by imbibing the additional skills and competitive edge.

Guidelines for integrating the online courses:

- i. Board of Studies (BoS) of each Faculty shall identify available online courses and a student may select from the listed courses. The interested students may provide the details of the on-line courses to the BoS for its consideration.
- ii. A Postgraduate student may take up to a maximum of 20% credits in a semester through online learning resources.
- iii. The host institute offering the course does the evaluation and provides marks/grades. The BoS shall develop the conversion formula for calculation of GPA and it may do appropriate checks on delivery methods and do additional evaluations, if needed. The final grades obtained from the host institute will be submitted by the student to the Associate Dean.

8.4 Credit Requirements for Ph.D. programme: The minimum course/research requirement for Ph.D. programme shall be as follows as per recent ICAR's restructured syllabus.

i. Total Course credit hours	:	25
ii. Research credit hours (thesis)	:	75
Total course and research credits	:	100
<u>Number of Credits</u>		
a. Major courses	:	12
b. Minor courses	:	06
c. Supporting courses	:	05
d. Seminar (2 Nos)	:	02
e. Research	:	75
Total	:	100

8.5 Credit Load per semester: A fulltime PG student shall not register for more than 18 credit hours of course and / or research work in a semester. The student may be allowed to register one extra credit, *i.e.*, 18+1 credit hours for enabling marginal adjustments.

8.6 Seminar: A student of M.Sc. Programme shall be required to give one seminar in the major field, while a Ph.D. Student shall be required to give two seminars, of which one shall be in the major field and the one in minor field of

study.

8.6.a Seminar: PG seminar shall be treated as a part of course work, since it is included in the 40 or 25 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. All the students who had registered for PG 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 6 credits are proposed or approved.

8.7 All the students who have registered the credit seminar should attend the seminars regularly and maintain minimum attendance of 75% in seminars during that semester in the Department.

8.8 Evaluation of the seminar shall be done by the teacher in-charge for the seminar and

aminimum of two other post graduate teachers as given below along with Chairperson and at least one member of advisory committee.

Proforma for evaluation of Seminars (needed from atleast 5 teachers)

S. No.	Description	Marks
1	Synopsis of the seminar topic (Brief, simple, comprehensive, coverage of salient points, attractiveness of hand out)	05.00
2	Presentation	
	Introduction (Objective and importance)	05.00
	Coverage of topic comprehensively including latest developments	15.00
	Critical analysis and interpretation of topic	10.00
	Presentation of topic using appropriate visual aids	10.00
	Language and style of presentation	10.00
	Conclusion of the topic	05.00
3	Performance during discussion	
	Right response to the questions raised	10.00
	Brevity and specific answers	05.00
	Composure and conduct	05.00
4	Write up of the topic	20.00
	Total	100.00

8.9 Minimum and Maximum time limit to complete the course /thesis: The minimum residential requirements and the maximum time limit for completing the PG programme (from the date of admission) shall be as follows:

Course	Minimum residential requirement	Maximum time limit
M.Sc. Level	2 Academic years / 4 Semesters	5 Academic years / 10 Semesters
Ph.D. Level	3 Academic years / 6 Semesters	7 Academic years / 14 Semesters

*Student may be allowed to discontinue temporarily after completion of coursework. In case a student fails to complete the degree programme within the maximum duration of residential requirement, his/her admission shall stand cancelled. The requirement shall be treated as satisfactory in the cases in which a student submits his/ her thesis any time during the 4th and 6th semester of his/ her resident ship at the University for Masters' and Ph.D. programme, respectively.

The M.Sc./Ph.D. student should be on the rolls of the University duly paying the fee till the time of thesis submission. M.Sc./Ph.D. students who fail to submit thesis after completing the residential requirement and research work, shall pay the '**registration fee**' and '**Late Fee for thesis**' and register for 'thesis writing' without any credits during subsequent semester. Such students may submit thesis as soon as it is ready without waiting for completion of 75% attendance during that semester.

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 fulltime students. Registration shall be permitted only if

they produce relief/leave sanction certificate from the employer. The extension of time beyond the maximum time limit shall be allowed for one year and the candidate has to be full time student for a maximum of 1 to 2 semesters depending upon the requirement for completion and submission of thesis. These candidates are not eligible for stipend during the extra semesters.

The candidates who seek extension of time should apply in the prescribed form at least 3 months before the expiry of maximum time limit through the Chairperson, the Head of the Department and the Associate Dean concerned, so that they could be informed of the date of registration in advance for taking leave. The admission of all candidates who do not seek extension of time or seek extension of time after the expiry of prescribed time limit shall be treated as cancelled. The Dean of PG Studies may evolve a proforma and procedure for periodical evaluation of Research credits for a close monitoring of the progress of thesis research.

If Ph.D. thesis is not submitted within three years after the comprehensive oral examination, the students should appear for fresh comprehensive oral examination.

8.9.a Temporary discontinuation and resumption of studies: If a M.Sc./Ph.D. 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).**

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, such student may be accorded permission by the Associate Dean on payment of late fee of **Rs.1000/- per month** or part thereof, up to 5 months. **After stipulated time limit of 5 months the admission of the student shall be cancelled** for the students submitted from 2022-23 academic year onwards. The student who is permitted to temporarily discontinue studies should necessarily complete all the requirements within the time limit prescribed under regulation (8.5).

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

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

The discontinuation is allowed only once in M.Sc./Ph.D. Programme. The maximum time limit prescribed for the completion of graduation requirements however, shall remain unchanged.

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

8.9.b. Failure to register courses / research during consecutive semesters: It 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 for permission.

The 5 months period for taking permission to discontinue studies with late fee may be reckoned after excluding initial 30 days permission to discontinue studies with late fee may be reckoned after excluding the initial 30 days.

8.10. Employment during study: The M.Sc./Ph.D. students should not be on the active rolls of employment in Government or University or any other organization, private or public, during the period of fulfilling minimum residential requirements for course.

M.Sc./Ph.D. Students on fulfilling of minimum residential requirements may be permitted to join job subject to the following conditions.

- i. The students should have completed all the course credit hours.
- ii. The student should be on the rolls of the University by paying requisite fee till thesis submission.
- iii. The students should execute a bond with adequate sureties to refund the whole amount of stipend/financial assistance received. If he/she fails to submit the thesis within the prescribed time limit.

8.11 Engaging Ph.D. students/scholars in teaching:

All the full time Ph.D. students/scholars shall be engaged in teaching B.Sc. and M.Sc. courses after completion of course work and comprehensive examinations. The Ph.D. students shall not be the course in-charge. He/she shall be the associate teacher for the course being handled by a regular teacher and will teach under the supervision of the regular teacher. The Ph.D. students shall be assisting the course in-charge in conducting practical classes.

The Ph.D. student shall not be paid any remuneration for teaching the courses. They shall take a maximum of 16 classes per month. Such students shall be given a certificate of recognition by the concerned Head of the Department, counter-signed by the Associate Dean, specifying the nature and load of assignments completed.

9. In-service candidates of SKLTGHU

M.Sc.: The University employees studying M.Sc. courses in the constituent colleges as regular students may be permitted to resume duty on completion of the minimum residential requirements only from the Academic year 2022 – 23 onwards.

Ph.D.: In-service employees of SKLTGHU studying Ph.D. as regular student/on deputation may be permitted to resume duty and continue the research work on completion of course work *i.e.* 2 semesters or one year whichever is earlier.

- i. Their posting to the College/Research Stations/Extension Scheme shall be administratively feasible and he/she should conduct the research work in addition to normal duties.
- ii. They shall attend the preliminary or comprehensive examinations at the College where they have registered.

If any in-service candidate pursuing M.Sc./Ph.D. course is promoted, 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, to the student laboratory, library or field work. The student may also have to participate in seminars and submit term paper or similar exercises. Taking into consideration, the performance of the students in all the different kinds of tests and other exercises, the teacher shall allot a grade at the end of the semester. The test may consist of mid-term examination and final theory and practical examinations. Each test, term paper and examination, laboratory and other assignments, seminars, etc will carry weightage. The marks to be allotted between the theory and practical work shall be in the proportion of their respective credit hours. The weightage for theory and practical examinations may be as follows for a (2+1) course:

Weightage of Theory and Practical Examinations for M.Sc.

Theory	Marks	Practical	Marks
First Test*	10	Record and Class Work	50
Assignment/term papers/seminars etc	10	Final Examination	50
One mid-term exam	30		
Semester final exam of 2 to 3 hrs duration	50		
		Sub Total	100
Total	100	Reduced to	50

*First test included as per BSMA guidelines

For Ph.D.

Theory	Marks	Practical	Marks
First Test*	---	Record and Class Work	50
Assignment/term papers/seminars etc	20		
One mid-term exam	30	Final Examination	50
Semester final			

exam of 2 to 3 hrs duration	50	Sub Total	100
Total	100	Reduced to	50

Total to be reduced to their respective weightage

9.1.a Scrutiny of answer scripts etc.: Heads of Departments should 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 for 50 marks for each credit (theory/practical), which may finally be reduced to 100 for awarding grade.

In order to pass in a course a M.Sc./Ph.D. student should secure a minimum of 50% of marks in both theory and practical in semester final examinations.

First test:

The first test* for M.Sc. conducted by the course in-charge shall contain 40 objective questions for 10 marks. The duration of the examination shall be 20 minutes.

Midterm examination:

The mid term examination shall be conducted by the course in-charge. The paper is set for 50 marks to be written in 1.30 hours. The question paper contains part A and part B. Part A has objective questions for 10 marks (10 fill in the blanks @ 0.5 marks each and 10 multiple choice questions @ 0.25 marks each and 10 match the following questions @ 0.25 marks each). Part B has subjective questions for 40 marks consisting of 5 questions and the student has to answer all of them. Of the five questions, the first three questions have 8 marks each while question number 4 and 5 have two sub questions each with 4 marks allotted to them. Later the midterm examination marks are reduced as per requirement based on the course credits.

Final theory examination:

The time allotted for the examination is three hours and is for 100 marks. The question paper is sent from the office of the Dean PG Studies and shall be common for all colleges. The answer booklets would be evaluated at the spot evaluation centre at the Dean PG Studies section. The final theory paper shall be for 100 marks of subjective questions and contain part A and part B. The Part A contains 10 questions of 5 marks each, of which 8 questions have to be answered. The Part B contains 8 questions of 12 each, of which 5 have to be answered. Questions 1-4 of Part B shall have two sub questions each, while questions 5-8 will not have sub questions.

9.1.b Returns on courses handled: 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 consolidated list to Dean PGS at the end of each semester.

(P.G. Form No.8)

9.1.c Submission of PG forms: In order to enable the students to pay the examination fee (PG Form16) 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 Chairperson/Members of Advisory Committee, under such unavoidable circumstances, the Co-Chairperson/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 Chairperson/Major Advisor should be informed accordingly.

9.1.d 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 of Rs.500/within 25 days from the commencement of that semester.

The students should make a request in PG Form16 to the Associate Dean through the concerned course in-charge, Head of the Department (in which the 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 and appear for examinations shall seek re-examination during subsequent semesters.

9.2 The schedules for mid-term examination and 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, viz.,

- i. First test for M.Sc. before the midterm examination.
- ii. Mid-term examination after about 50 days from the commencement of the semester.
- iii. Semester final examination at the end of the semester.

9.2.a Non-Credit compulsory courses:

The performance in non-credit compulsory courses will be evaluated on the basis of attendance and examination. There shall be continuous evaluation of students in non-credit courses having practical only. It shall contain 50% class work (which includes regular class work, record, observations etc. 25% for assignments (term papers related to practical's and 25% for final examination. A student shall get a final examination to be qualified as satisfactory. If he/she fails to get 50% overall it is recorded as unsatisfactory. If a student records unsatisfactory by securing less than 50% in final examination he/she shall not register the course but shall appear for final examination to get satisfactory performance. The student should maintain 75% attendance.

In case of non-credit compulsory course, having only theory component, the student shall maintain minimum 75% attendance, the periodical examination carries 30% assignments / term paper 20% and final examination shall carry 50% weightage. This shall be reduced to 100% and to be graded as satisfactory, the student shall obtain a minimum of 50% and should

have obtained at 50% he/she shall be awarded unsatisfactory and shall appear for the examination as and when it is conducted and shall get qualified after getting satisfactory performance.

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.

9.3.a The student is supposed to reach the examination hall at the scheduled time. However, under unavoidable conditions he/she can be allowed up to 15 minutes after the scheduled time. No extra time will be given for such students. Further, no students shall be allowed to leave the hall before 30 minutes from the commencement of the examination.

9.4 The Dean of Post Graduate Studies/Head of Departments shall constantly exercise supervision and control to see that syllabus listed under each course is adequately covered and assessment of student is done strictly in accordance with the regulations.

9.5 All the midterm examination answer scripts shall be shown to the students by the teachers as soon as evaluation is completed. Final examination answer scripts shall be retained by the teacher concerned till the end of subsequent semester.

9.6 Students registering for a particular course shall take all the examinations conducted during the period of the course, viz., first test, 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 the 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. If a student does not attend midterm examination and is not approaching the teachers/authorities for re-examination within 2 weeks, then the re-examination will not be conducted. But the student is permitted to write final practical and final theory examinations and if he/she scores 6.0 GP, he/she is passed. If the student fails, then he/she has to write midterm, final practical and final theory examinations again in the ensuing semester.

9.7 If a student absents himself/herself for the semester final examination in a course or courses, zero mark shall be awarded. The grade in such 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 with regard to missed tests/examinations so that the students may not suffer while due to 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 The M.Sc./Ph.D. 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 a 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 tests and examinations including semester final examination in that course when conducted next, according to regular schedule in the concerned department. All the examinations in the failed course be conducted in the next semester, even though, the said course is not offered in the next semester. Whenever re-examination in a course is conducted, the students of other departments who have registered for such 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 (IV semester for M.Sc. students/VI semester for Ph.D. students) in consultation with the concerned teacher and the Head of the Department.

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

9.11 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.

9.12 Verification of Course/research credits: The Heads of Departments have to ensure that the research credits registered are verified with reference to the PG Form 11 and corrections, if any, shall be made in the "Registration Cards" in the Department and Associate Deans Office at the end of each semester before the GPA reports are prepared and submitted to the University. In order to avoid discrepancies/typographical errors, etc., in the GPA reports, the Associate Deans are requested to get the copies of typed GPA reports verified in the concerned Departments in which the PG students are prosecuting studies. The Heads of Departments may entrust the jobs of checking the GPA reports with reference to Registration Cards and PG Form 11 (for research credits) etc., to the teacher in-charge who is looking after PG programmes or any other teacher. After verification at the Department level, the GPA report may be sent to the University so that errors can be avoided. This procedure avoids delays due to returning the GPA reports for corrections. The GPA reports may be sent to the University in about a month after completion of the concerned semester.

9.13 Scrutiny of GPA Reports: The Associate Deans have to get the GPA reports of the M.Sc./Ph.D. students scrutinized and signed by the PG Academic Advisor before they are submitted to the University for approval.

9.14 Monitoring of Academic Progress of M.Sc./Ph.D. students (PG Form 17): The

Heads of the Departments shall 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.

10. Attendance

10.1 Ordinarily the student is required to attend all the classes in a course. Absence upto 25% of the total classes can, however, be condoned by the teacher on valid grounds. If any student falls short of 75% attendance, he/she shall not be permitted to appear for semester final examinations and no grade be awarded in that course and the fact be recorded in his/her semester Report/Transcript. When the course is repeated, a letter 'R' be recorded against the course, in his/her Semester Report/Transcript.

10.1.a All the PG students should inform in writing to the concerned teacher whenever they are unable to attend classes, failing which it may be treated as unauthorized absence/discontinuation without permission.

10.1.b Discontinuation of studies without prior permission, discontinuation before completing 2 semesters of study (Regulation 8.6), Shortage of Attendance even on medical grounds during first two semesters of study (Regulation 10.3) and failure to maintain the prescribed GPA/OGPA shall lead to cancellation of admission.

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, M.Sc./Ph.D. students shall register a minimum of 18 course credits per semester, 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.

11.1.a. If a student is found copying in the examination, he/she shall not be allowed to write the examination and awarded zero marks, If he/she repeats the same in other examinations during the degree programme, then he/she shall be withdrawn from the University.

11.1.b. If a student is found copying/discussing with other students or using any source, gadgets, sign or symbol, the invigilator shall seize the answer script along with copying material if any, from the students and shall demand the explanation or statement of the student concerned. If the student refuses to give the statement, he/she shall be asked to record in writing his/her refusal to give a statement. If the student refuses to do even that, the fact shall be noted, duly witnessed by at least one another invigilator. The invigilator shall write the

remarks on the answer paper and affix signature duly witnessed by another invigilator and the student shall be sent out of the hall. The matter shall be immediately brought to the notice of the concerned Associate Dean. For the mid semester examination, if the student uses unfair means, the examination of the particular course will be cancelled and zero marks will be awarded to candidate. If the student uses unfair means during the final examinations, the courses registered by the student during that particular semester will stand cancelled. If he repeats the same in other examinations during the degree programme, then he shall be withdrawn from the university.

11.2 Maintenance of discipline among students

11.2.a Every student of the university shall confirm to the rules of good conduct and respect the authorities of the university.

11.2.b Every student of the University shall have an identification card (ID card) with a recent photograph affixed and signed by the concerned Associate Dean and shall show to the University officials on demand.

11.2.c Any student who attempts to deface/destroy the University property or other public property shall be liable for appropriate punishment. In addition, the cost of damaged property (as assessed by the University) or other public authority shall be recovered from the student (s), as ordered by the competent authority of the University.

11.2.d If a student is found in social media posting any unfair and demoralizing defaming of university or publishing the statements in print media which is giving negative impact on university then such of the student be withdrawn from the University.

11.2.e No student shall disturb normal work of the University by disorderly conduct. Boisterous behavior and unauthorized assembly, both on and off the college campus is prohibited.

11.2.f Ragging and hazing in any form in the University premises is strictly prohibited.

11.2.g Absenting to a class or examination enmasse, for whatever reason shall be considered as an act of indiscipline.

11.2.h The concerned Associate Dean shall enquire into the act of indiscipline of the student(s) and shall take immediate action such as administering a warning, fine, expulsion from the hostel and suspension from attending the classes for a period not exceeding a month.

11.2.i Further, in serious cases of disciplinary action, a committee shall be constituted by the Associate Dean of the college with 3 members of senior most faculty of the college, and action shall be initiated based on the recommendations of the committee formed by the Associate Dean and communicated to the University.

11.2.j The students who are recipients of concessions or other benefits like stipend from the University or from other institutions with the approval of the University shall lose these concessions and benefits, if they are found involved in any serious acts of indiscipline.

12. Grading

The final grading of students shall be done on a 10.0-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, the 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 The M.Sc./Ph.D. student who has secured GPA/OGPA between 6.00 and 6.49 in a particular semester, shall be placed on Scholastic probation during the subsequent semester. If the M.Sc./Ph.D. 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. M.Sc./Ph.D. 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 M.Sc./Ph.D. student fails to secure a minimum GPA of 6.0/10.00 at the end of I semester or OGPA 6.5/10.00 during subsequent semesters, his/her admissions **shall stand cancelled** and the student is deemed to have been withdrawn from the University.

13.4 Academic Performance

The academic performance of M.Sc. students shall be given as below, if a graduate desires, specifying the purpose for which it is required.

Class	Master's
First class with distinction	08.50 – and above
First class	08.00 – 08.49
Second class	07.00 – 07.99
Pass	06.50 – 06.99

14. Withdrawal or change of courses

14.1 A student shall normally register only for the load which he/she can carry efficiently. The Chairperson of the Student's Advisory Committee shall, as far as possible, discourage the student from carrying a greater load even though a maximum of 18 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 change in PG Form 2 approval from the Dean of PG Studies is required.

For addition of courses in PG Form 2, approval of the Dean of PG Studies shall be obtained before the end of III semester and also for substitution/deletion of course in PG Form 2. The approval of the Dean of PG Studies shall be obtained within 15 days of the commencement of III semester of study. Courses registered without the approval of the Dean of PG Studies shall be treated as Audit course and grades shall not be computed for such courses.

15. Qualifying (Comprehensive) Examinations

15.1 After completion of all (**major, minor and supporting**) courses (for M.Sc. students) and 75% of approved credit load, excluding seminars, a qualifying/comprehensive examination comprising of both written and oral components shall be conducted. A comprehensive examination comprising of both written and oral shall also be conducted for Ph.D. students. **Ph.D. students** are eligible for attending the qualifying examination **after completion of all courses (major, minor and supporting)** excluding seminars. In order to be eligible to appear for the comprehensive/qualifying examination, the student should have secured an OGPA of 6.50.

15.2 The Head of the Department shall take action in consultation with the Chairperson of the student's Advisory Committee, (if he is not Chairperson of the said Committee) to conduct the qualifying examination after completion of courses prescribed above.

15.2.a Qualifying examination (Comprehensive Written): The PG Form 4 needs to be filled in by the Chairperson 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 4. After satisfying that the student has fulfilled all the criteria laid down in regulations, permission for conduct of qualifying examination will be accorded. PG Form 5 may be completed and sent to the University along with PG Form 4 immediately after conducting the oral examination.

15.3 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 may be held thrice during an academic year. The manner of conducting these examinations and evaluation of answer-scripts shall be such as may be prescribed by the Dean of Post Graduate Studies. The same applies for Ph.D. students.

15.4 The question paper for written qualifying examination for M.Sc. shall cover all the major courses. The examination will be of 3 hour duration. It is proposed to obtain the question paper from teacher's in-charge of the courses by Dean of PG Studies. The question paper shall be sent to the colleges by the Dean of PG Studies.

The pattern of question paper shall consist of part A and part B. In part A, 12 short note questions shall be given, where each question carries 4 marks, out of which student has to attempt 10 questions (approx. 8 minutes per question - 80 minutes). Part B contain 8 questions of 10 marks each, out of which 6 questions to be answered (approx. 15 minutes per question - 90 minutes). Last 10 minutes are for the student to verify the answers. In addition, in part B,

one question among the 6 to be answered shall be of general nature covering the subject. This question shall be compulsory for all the students.

A student should get a minimum of 60% in M.Sc. to be eligible to appear for oral qualifying examination. If a student fails to secure a minimum of 60%, he/she is deemed to have failed in written examination and shall appear after three months from the date of announcement of results. If a student fails for the second time, then, a third examination may be conducted after three months from the second examination which will be final. Re-examination for a fourth time shall not be permitted and a student failing for a third time shall not continue as a student in the University or qualifying for a degree in the University.

In case of Ph.D. students, the duration and pattern for written examination shall be same as for M.Sc. students and shall cover all the courses registered by the student. There will be two question papers and examinations are to be conducted on two separate consecutive days. The first question paper covering all the major courses shall be obtained from teacher's in-charge of the courses by the Dean PG Studies. The second question paper covering all minor and supporting subjects shall be obtained from teacher's in-charge of the courses by the Dean PG Studies. The question papers shall be sent to the colleges by the Dean of PG studies. A student should get a minimum of 70% individually in each paper in Ph.D. to be eligible to appear for oral examination. If a student fails to secure a minimum of 70%, he/she is deemed to have failed in written examination and shall appear after three months from the date of announcement of results. If a student fails for the second time, then, a third examination may be conducted after three months from the second examination which will be final. Re-examination for a fourth time shall not be permitted and a student failing for a third time shall not continue as a student in the University or qualifying for a degree in the University.

15.5 The oral qualifying examination shall be held only after the student has secured the minimum qualifying marks in the comprehensive written examination (60% for M.Sc. and 70% Ph.D. students).

15.6 The oral qualifying examination shall cover both the core and other courses and shall be conducted by the student's Advisory Committee. The Dean of PostGraduate studies shall nominate an External Examiner either from another Campus of this University or other SAU. 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 the oral examination. It is desirable to examine only 5-6 M.Sc. students and 3-4 Ph.D. students in a day for oral examination, so that sufficient time is available for examining the students in all subjects. The result of oral examination shall be announced as satisfactory/non-satisfactory. The student's performance in the qualifying oral examination may be considered "satisfactory" on the unanimous recommendation of the Examination committee. If the committee feels that the student is deficient, the student may be asked to reappear for oral examination after three months or the advisory committee shall suggest rectification either in the form of term papers or seminars. 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. 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.

15.6.a 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 for oral examination.

15.7 The Chairperson of the Student's Advisory Committee shall be responsible for communicating the results of the qualifying examination to the Dean of Post Graduate Studies in the prescribed form with the signatures of all the members of the committee through the Associate Dean.

16. M.Sc. Degree Thesis:

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

Six copies of the thesis **abstracts** of about 150 - 200 words shall be submitted (2 copies for the Department, 1 copy for the Associate Dean's office and three for the University) along with bound copy certificate (PG Form-9). The M.Sc. student should submit **two Pen drives** of the thesis (one each to the Library and Head of the Department) along with bound copies of thesis.

16.2 In M.Sc. thesis, students must demonstrate familiarity with the tools of research, reveal scholastic capabilities in their major field and ability to interpret and present the results of their investigation effectively and present a pre-colloquium before submission of thesis.

16.3 After approval by the Advisory Committee the thesis submitted by the student shall be sent to the Dean of PG Studies who in turn shall send it to an External Examiner for evaluation, who shall be required to send a detailed report on the thesis preferably within three weeks to the Dean of Post Graduate Studies. In case, the External Examiner recommends acceptance of the thesis, the report will be forwarded to the Chairperson of the Student's Advisory Committee who shall arrange for the conduct of final thesis oral examination. M.Sc. Students shall publish one research paper from the M.Sc. research work before appearing for the final thesis oral examination, while Ph.D. students shall publish at least two research papers in standard peer reviewed journals. 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 the 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 thesis oral examination in the form prescribed, duly signed by all members of the committee, shall be forwarded to the Dean of Post Graduate Studies by the Chairperson of the student's Advisory Committee through the Head of the Department. After the certificate is sent, the thesis shall be bound as specified after effecting changes if any suggested by the Advisory Committee and it shall be submitted by the student in quadruplicate to the Chairperson of the Student's Advisory Committee. Unless final thesis copies are bound by the student concerned and handed over to the Chairperson of the Student's Advisory Committee, his/her final result shall not be declared.

If a student is not successful in the final thesis oral examination, he/she shall be examined again after a period of three months. There shall be no re-examination in case of final thesis oral examination 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 Examiners suggest major modifications to be made before acceptance, the same shall be communicated to the Chairperson of the 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 the thesis along with the comments made by the first examiners 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 admissions shall be deemed to have been cancelled.

M.Sc. / Ph.D. student should appear for the final thesis oral 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 admissions shall be deemed to have been cancelled.

Note: If the External Examiner recommends resubmission of thesis after 3 months, the candidate should resubmit thesis within six months thereafter *i.e.* between 3 and 9 months from the date of issue of orders by the University.

17. Ph.D. Degree Thesis

17.1 A student shall submit his/her thesis for Ph.D. degree after he/she has completed his/her course work requirements and the required number of research credits and has passed the qualifying examination successfully and after its approval in pre-colloquium. Two copies of the thesis shall be type written, temporarily bound as specified and submitted in duplicate along with a “**no dues certificate**” and a certificate in the prescribed proforma by the Advisor. **Six copies of thesis abstracts** of about 300 words shall be submitted (2 copies for the Department, 1 copy for the Associate Dean's office and 3 copies for the University) **along with bound copy certificate** (PG Form 9). The student should submit **two Pen Drives of thesis** (one each to library and Head of the Department) along with bound copies of thesis.

17.2 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 conclusions presented shall be of sufficient

importance to merit publication. The thesis shall be on a topic falling within the field of the major subject and shall be the result of the student's own work. A certificate to this effect duly endorsed by the Chairperson of the Advisory Committee shall accompany the thesis.

17.3 The thesis shall be typewritten and temporarily bound as specified and submitted in **Quadruplicate** along with a “**No Dues Certificate**” and a certificate in the prescribed proforma by the Advisor.

17.4 The thesis submitted for the Ph.D. degree shall be sent for evaluation to two External Examiners from outside the University. In case both the Examiners recommend acceptance of the thesis, the final thesis oral examination along with **post-colloquium** 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 thesis 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 thesis oral examination.

17.5 In case both the Examiners do not recommend acceptance of the thesis then the thesis shall not be considered for the award of the degree. In case of only one unfavorable report, the thesis shall be referred to the third Examiner from outside 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.

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

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

A Ph.D. student should appear for the final thesis oral 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 admissions shall be deemed to have been cancelled.

Note: If the External Examiner recommends resubmission of thesis after 6 months, the candidate should resubmit thesis within six months thereafter *i.e.* between 6 months and 1 year from the date of issue of orders by the University.

17.7 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.

17.8 The recommendations of the Examination Committee shall be forwarded to the Dean of Post Graduate Studies by the Chairperson, through the Head of the Department and Associate Dean of the college in the prescribed form which shall be signed by all members of the Committee.

17.9 Whenever any material from the thesis is published, a footnote shall always be given saying that the thesis has been submitted to the M.Sc./Ph.D. degree of Sri Konda Laxman Telangana Horticultural University.

18. 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 thesis 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.

18.1. Thesis submission: Some students approach PG 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 I semester to the end of IV semester for conducting research for thesis submission of M.Sc. programme. After receiving the thesis in PG section, about 40-45 days' time is needed in case of M.Sc. thesis (2 to 2½ months for Ph.D. thesis) for sending by post, evaluation by the Examiner and receiving back from the Examiner by post and for processing/completing formalities in PG section. More time may be needed if the Examiner is pre-occupied with other work. Some students' complaint that reports of thesis submitted later were received earlier than those who submitted earlier. It depends upon the pre-occupations of the External Examiners with the irregular work. Such issues are not in control of PG section. Similar to the situation where in all students who join the course on the same day are not able to submit thesis on the same day due to various reasons.

External Examiners from other institutes/universities have their pre-occupations and work pressure. Often, they express displeasure that they are busy and sufficient time is not given for evaluation. The Examiners are reluctant to accept, if the thesis are sent frequently to the same Examiners. Sometimes, the Examiners return the thesis without evaluation if they are frequently reminded. If the 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. / 6 months in case of Ph.D.**

In some cases, M.Sc. students who completed the crop during Kharif of previous year (around November) 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 pay more attention to the thesis work, they may be advised to record the work done during each week in a workbook. 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 18 research credits may have to devote a minimum of 36 hours for research work during that week). The work turned out by the student may be regularly monitored by the Chairperson and evaluated by the Advisory Committee at the end of each semester and reported to the Associate Dean in PG Form 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.

18.2 Colloquium before thesis submission: In order to minimize mistakes and improve quality of thesis, M.Sc./Ph.D. students should present thesis work in a pre-colloquium prior to thesis submission before the 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. For Ph.D. student post thesis colloquium is mandatory.

18.2.a Time period for submitting Thesis: M.Sc. (Hort.) students should submit their thesis within 10 working days and Ph.D.(Hort.) students should submit their thesis within 21 working days after conducting their respective pre-colloquium. If thesis is not submitted within the above period the students should conduct the pre-colloquium again.

18.3 Delay in thesis submission: It was decided to permit PG students to join jobs after completing residential requirement, all courses and research but only thesis writing remain incomplete. Such student 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 rolls of the University student should pay registration fee and late fee for thesis.

18.4 Extension of Time for submission of Thesis: Requests for extension of time limit for thesis submission by M.Sc. level students (in-service candidates also) beyond the maximum time limit prescribed in the regulations, shall not be entertained. As per the existing PG Regulation no.8.9 Ph.D. student should complete the graduation requirement within a maximum period of 7 years from the date of admission. Considering the work load, the Academic Council shall decide to grant extension of time to Ph.D. students 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 fulltime students 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 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 years from date of admission). Hence, it was already communicated that Ph.D. students should apply at least 3 months in advance of the deadline in PG Form 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 (6years).

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 their 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/Chairpersons 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 Chairperson/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 thesis within 5 years from the date of admission. Chairpersons/Heads 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 years/10 semesters for M.Sc. and 7 years/14 semesters 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 (II list/III 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.

18.5 Copying of thesis: While writing thesis even though the Advisory Committee/Research problem may be similar to those students, who have obtained their PG degree earlier, the PG students are expected to write various chapters in their own sentences and should not reproduce verb at in the contents of thesis submitted earlier. If it is essential to quote the research of earlier works, it should be done duly quoting the citation.

Copying of thesis/research work of others amounts 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 Committee 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 students and teachers could be avoided. The Chairperson/Members of the Advisory Committee 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 have to ensure that no research topic is allotted by the Chairperson of Advisory Committee of a student unless the Chairperson has sufficient expertise on it.

18.5.a Plagiarism: All the teachers acting as major advisors should check the submitted thesis with software, recommended by UGC (PDS-Shodhshuddi), and check for the similarities before submission. These instructions should compulsorily be followed.

M.Sc.	PDS-Shodhshuddi software proposed for adoption for thesis as well as for publishing Research papers
Ph.D.	PDS-Shodhshuddi software proposed for adoption for thesis as well as for publishing Research papers

The following guidelines were approved for plagiarism check:

Before submission of the draft of synopsis of the proposal or thesis/dissertation/research papers which are pre-requisite for submission of thesis may be run through the above software to check plagiarism. The permissible per cent or similarity limits for the documents shall be as follows.

S. No.	Thesis/Dissertation	Research papers (pre-requisite for submission)	Per cent similarity limit
1.	Introduction	Introduction	50%
2.	Review of literature	--	
3.	Material and methods	Material and methods	

4.	Abstract and executive summary	Abstract or summary	< 50%
5.	Results and discussion	Results and discussion	
6.	Summary and conclusions	Summary and conclusions	
7.	References/bibliography/literature cited, authors list and affiliation, covering letters, certificates, preface, acknowledgements, annexures and appendices		Exempted

19. Eligibility for Degree

19.1 A student of M.Sc. Degree programme shall be eligible for award of degree after he/she

- Successfully complete the course requirements with a minimum **OGPA of 6.5** or above and
- Complete the qualifying and final thesis or examinations satisfactorily

19.2 A student of Ph.D. programme shall be eligible for the award of the degree after he/she

- Successfully complete the course requirements with a minimum **OGPA of 6.5** or above
- Complete qualifying examination and final thesis or examination satisfactorily

20. Approval of Results and Issue of Certificates

20.1 The Vice-Chancellor shall approve the results on the recommendation of the Dean of Post

Graduate Studies and the Registrar shall issue Provisional Pass Certificates, Transcripts, etc. to the successful candidates.

20.2 Processing of results: The final results of the M.Sc./Ph.D. student will be processed after receipt to PG Form 7 (report of thesis oral examination), and PG Form 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 PG 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 PG Section for provisional certificate. He/she may give full address with pin code and the Provisional Certificate will be sent by Registered Post.

20.3 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.

20.4 Extra Copies of PG Forms nos. 4,5,7,9 & thesis etc. to be retained in Department: In order to avoid inconvenience to the students, in case the result of qualifying examination,

thesis and final thesis oral examination reports are delayed/missing in transit, the Heads of the Departments are requested to keep one copy of these 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.

21. Award of Degree: A degree 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 degree of a Candidate admitted 'In absentia' 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 / she (the Vice-Chancellor) may deem necessary in that matter.

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 powers, at any time, notwithstanding the award 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/she may decide.

23. Convocation

23.1 A convocation for conferring degrees shall be held once a year and at other times as directed by the Chancellor.

23.2 The Registrar shall issue a notification every year prescribing the last date for receiving applications for conferment of degrees during ensuing convocation from the graduating candidates who have completed their degree programme by that year.

23.3 If a candidate who had applied for a particular convocation to receive the degree "IN PERSON" fails to attend the convocation, he/she shall pay a penal fee of Rs. 500/- in addition to the prescribed fees and get the certificate as "IN ABSENTIA" from the office of the Registrar after the convocation. Such student shall give an undertaking (indicating the reason of absence) to the office of the Registrar.

23.4 Name of the students in OGP cards, provisional certificates and degree certificates shall be spelt as in the qualifying degree certificate.

23.5 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 & I.D. No. on the back side of Photos) and convocation application along with PG Form 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.

24 Award of Medals/Prizes to M.Sc./Ph.D. 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 up to prescribed date (irrespective of the year of admission) are considered.

25 Return of Original certificates of M.Sc./Ph.D. 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 M.Sc./Ph.D. student after final thesis oral examination is satisfactorily completed and bound copies of thesis are submitted to the Library/other authorities and production of “**No Dues certificate**” from the Library/Colleges/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 Ph.D./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.

Guidelines to start new PG Programme

- 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 the 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 recommendations which shall be placed before the Board of Faculty for PG studies and Academic Council for approval.
- After approval of Academic Council, the proposal for starting new PG programme shall be placed before the Finance committee (if financial commitment is involved) and the Board of Management for approval.
- If the Academic Council/Board of Management approves the starting of new PG programme with additional staff and huge amount of funds, the programme shall be started only after obtaining the sanction of State Government.
- If posts are to be redeployed, such posts need to be identified by the concerned Deans/Directors and Academic/Services sections. New programmes involving new posts may be started after filling up of at least 50% of the posts.
- The teacher identified/redeployed to run the programme shall prepare the syllabus/courses and do the needful for creating infrastructure facilities like laboratories, etc.
- If new posts and large amounts of funds are required, the proposal/request shall be sent to the Government/Funding agencies.
- If the Academic Council approves the starting of the new PG programme without any additional staff and budget, the programme can be started immediately if it is extension of an existing programme to a new campus.
- In case of new programmes, the syllabus shall be referred to 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 author ship should be in the order of Student, Chairperson, Co-Chairperson and Members of Advisory Committee who have put in considerable efforts in the research work.
2. In respect of papers prepared on the basis of student research work conducted at research stations, the authorship may be in the order of the quantum of contribution made by each research worker.
3. The first author should certify that due weightage was given to all those who contributed for the research work and also clearly indicate the source of material for the research article /publication *i.e.*, student research /scheme work etc. and the period of conduct of such research work .If any part /whole of the article /paper /manual of others is used by the students /staff, 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
5. The M.Sc. and Ph.D. students should obtain a No Objection Certificate before submitting a paper for publication from PG research and should have submitted an undertaking during admission itself stating that due weightage will be given to the advisory committee as the authors of the published paper that is an outcome of the PG research as given below:

UNDERTAKING BY M.Sc./Ph.D. STUDENTS

I, _____ I.D.No. _____
studying _____, hereby undertake to give due weight-age to the members of
advisory committee and other teachers who helped me in my research work and writing thesis,
in authorship of all research papers published by me from the P.G. research. The order of
authors in all papers published would be - 1st author - Student; 2nd author – Major
advisor/Chairperson; 3rd author - Members of advisory committee.
I declare that, if I break the above undertaking, I give right to the University to recall my paper
from the publisher.

Signature of the Student

*To be taken from all M.Sc./Ph.D. students at the time of admission.

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

*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 the Dean of PG Studies. Associate Dean may permit temporary change /withdrawal of an approved course registered during a semester in PG Form 2A and send 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 research work or part of it or title programme of work in PG Form No.3A (triplicate).**4. During III /IV semester:** The Chairperson 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 examination (Written and Oral) PG Form No. 4 & 5 should be sent to the Dean of PG Studies. One copy to be retained in the Department.**5. Two months before submission of thesis (for Ph.D. Students only):**

Academic information (PG Form No.10) Panel of eight Examiners

6. Along with thesis (One extra copy of thesis shall be preserved in the Department)

- PG Form No.6 (Proposals for submission of thesis)
- Colour Photographs–4 (write Name & ID No. on back side)
- Course completion & Non-employment certificates
- G.P.A. reports (if not sent earlier)
- Copy of Degree certificate of qualifying examination
- Convocation application form (In person /In absentia)
- Evidence of leave sanction (for Ph.D. students on extension)

After the conduct of Final thesis oral 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 & Pen drives)

7. Within a month from the commencement of the semester:

G.P.A. reports 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 the Dean of PG Studies through the Associate Dean.

8. Before 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 Chairperson 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)

Sri Konda Laxman Telangana Horticultural University

Administrative Office, Mulugu, Siddipet (Dist.) – 502 279

PROPOSAL FOR CONSTITUTION OF ADVISORY COMMITTEE

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

Name of the Student:

I.D. 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.-2 from major and 1 from minor field, Ph.D. -2 each from major And minor fields)

Name Field	Designation	Department / Major
Chairperson		
Member		
Member		
Member		

Certified that

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

Note: If there is any deviation indicate the reason

Academic Advisor (PG)

Head of the Department

To

Associate Dean

The Dean of Post Graduate Studies
SKLTS Horticultural University,
Mulugu, Siddipet Dist., 502279

For use in PG Section, Administrative Office

Endt No. _____

Date: _____

Approved / Returned with the following remarks

To

DEAN OF PG STUDIES

The Associate Dean

Sri Konda Laxman Telangana Horticultural University

Administrative Office, Mulugu, Siddipet (Dist) – 502 279

PROPOSAL FOR RE-CONSTITUTION OF ADVISORY COMMITTEE

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

1. Name of the Student:

2. I.D. No :

3. Degree : Major Field:

4. College :

5. Date of Admission :

6. Advisory (Proposal for change of Chairperson / Member):

Existing Chairperson / Member	Proposed Chairperson / Member	Reasons for change

7. Whether the synopsis was approved : Yes / No

8. If the change is proposed due to transfer :
Of Chairperson within SKLTGHU indicate
Whether he/she is not willing to guide
The student from the new location

9. Progress of research (eg. Literature
Collection, study conducted, data
Collection, analysis, thesis writing etc.) :

Recommendation

**SIGNATURE OF THE CHAIRPERSON
HEAD OF THE DEPARTMENT
ASSOCIATE DEAN**

To
The Dean of PG Studies
SKLTS Horticultural University
[Mulugu, Siddipet Dist., 502279](#)

Endt.

No. _____/PG/_____ Date: _____

Approved / Returned with the following remarks

DEAN OF PG STUDIES

To: The Associate Dean

Sri Konda Laxman Telangana Horticultural University

Administrative Office, Mulugu, Siddipet (Dist) – 502 279

PROPOSAL PROGRAMME OF STUDIES FOR POST GRADUATE STUDENTS

Name: _____ I.D.No. _____

Degree: _____ Major Field: _____

College : _____

State whether Fresh / In service of Govt. / ICAR nominee _____

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

Course No. (T+P)	Title of the course	Credits
A. Major courses/ Minor courses		
B. Courses other than those indicated at A		

No. of credits: Course: Seminar: Research: Total:

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

The time limit for permanent changes in PG form 2 (to be got approved by Dean PGS):

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. 5 years/10 semesters and Ph.D. 7 years/14 semesters (from date of admission)

SIGNATURE OF THE STUDENT

ADVISORY COMMITTEE

Advisory committee	Name	Designation	Major Field/Department	Signature
Chairperson				
Member				
Member				
Member				

Forwarded (5 copies) to the Dean of P.G. 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 following remarks

DEAN OF POST GRADUATE STUDIES

To
The Associate Dean

(for distribution among the Associate Dean, Head of the Department, Chairperson and Student)

P.G.No.2-A

Sri Konda Laxman Telangana Horticultural University

Administrative Office, Mulugu, Siddipet (Dist) – 502 279

PROPOSAL FOR CHANGE IN PROGRAMME OF COURSE WORK

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

1. Name of the Student: ID No:
2. Degree: Major field:
3. Full time/ in service *etc*:
4. (a) Year & Semester of admission
(b) Year & Semester of Change
(c) Date of commencement of semester in which change is proposed

5. State whether the proposed change / withdrawal / addition / deletion of courses is temporary / permanent

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

Reasons for the change

Date

SIGNATURE OF THE STUDENT

Advisory Committee

	Name	Designation	Department	Signature
Chairperson / Members				

HEAD OF THE DEPARTMENT

(For Office use only)

Endt .No. _____

Date: _____

The proposal was received within the prescribed time limit

The proposal does not involve any change in the courses in PG form 2 and hence approved.

The student shall study all courses approved in PG form 2 during subsequent semesters. Copy is sent to Dean of P.G. Studies for information.

OR

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

(Strike off whichever is not applicable)

ASSOCIATE DEAN

To
The Dean of PG Studies
SKLTS Horticultural University
Mulugu, Siddipet Dist., 502279

Note: PRESCRIBED TIME LIMIT

Temporary change

(without change in PG form 2)

Change - 2 weeks*

Withdrawal - 6 weeks*

Permanent change

(without change in PG form 2)

Addition of courses before end of II Semester

Deletion/Substitution up to 15 days in III Semester

Of courses

*from the commencement of Semester

P.G.No.3

Sri Konda Laxman Telangana Horticultural University
Administrative Office, Mulugu, Siddipet (Dist) – 502 279

Original / revised synopsis of thesis / dissertation problem
(For revision of Synopsis form 3A should also be furnished)

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

Degree _____ Major Field _____

College _____

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

Title of the Research Problem

Objectives of Investigation

Brief resume of work in India & abroad

Technical Programme work:

Location of work:

Collaboration with Other departments/ Institutions:

Bibliography

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

Certificate

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

Note: Whether research credits are registered, the progress of research should be furnished in

PG from II 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
Chairperson				
Member				
Member				
Member				

University Head of the Department
(or) ref; Through which University Head
Approved the synopsis

Head of the Department

Submitted to the Dean of Post Graduate Studies for approval

ASSOCIATE DEAN

To
The Dean of P.G. Studies
SKLTelangana Horticultural University
Mulugu, Siddipet (Dist)-502279

(For use in University Office)

Endt.No. _____

Date: _____

Approved / Returned for the following reasons

DEAN OF P.G. STUDIES

To
Associate Dean

(For distribution among Associate Dean, Head of the Department, Chairperson and student)

P.G.No.3-A

Sri Konda Laxman Telangana Horticultural University
Administrative Office, Mulugu, Siddipet (Dist) – 502 279

PROPOSAL FOR CHANGE IN APPROVED SYNOPSIS/TITLE

1. Name of the student :
ID. No. :
2. Course :
Major Field :
3. College :
4. State Whether the change is in respect :
Of title of technical programme or both
5. For Change in title, please furnish :

Approved title:

Proposed title:

6. Whether the proposed change involves any :
Major alternation in the approved technical
Programme (if yes, revised synopsis in PG
From 3 should be enclosed)
7. Reasons for change (attach separate sheet if needed):
8. a) Date of initiation of research work
b) Date of change
c) Total research credits programmed
d) No. of research credits completed
e) Whether the work already done is useful even after change (If 'yes' indicate the
weightage in terms of research credits claimed for the work done)

f) No. of research credits proposed to be cancelled & re-registered

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

9. 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)
10. State whether all the requirement for PG Programme including thesis submission could
be completed within the time limit stipulated even after change in synopsis

Date:

SIGNATURE OF THE STUDENT

ADVISORY COMMITTEE

Name	Designation & Department	Signature
Chairperson		

Members		
---------	--	--

HEAD OF THE DEPARTMENT

Endt No. _____

Dated: _____

Forwarded

Remarks (if any)

To
The Dean of P.G. Studies
SKLTS Horticultural University
Mulugu, Siddipet (Dist)-502279

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.

P.G.No.4 & 5

Sri Konda Laxman Telangana Horticultural University
Administrative Office, Mulugu, Siddipet (Dist) – 502 279

Report on the M.Sc./Ph.D. Qualifying Examination
(To be sent in TRIPLICATE to the Dean of P.G. Studies)

1. Name of the College :
2. Degree:
3. Name of the Candidate:
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	Total credits Programmed	Credits completed so far	Percentage of credits completed	OGPA
a) Course Credits				
b) Research Credits				
Total				

9. Whether completed 80% of prescribed :
Course work & secured prescribed OGPA
(6.5 out of 10.00 for M.Sc. & Ph.D)

10. Whether completed all the 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

S.No.	Name	Designation

Date: _____ Signature of the Major Advisor

Place: _____ Signatures of the Head of the Department

RESULT OF THE QUALIFYING EXAMINATION (Written & Oral)

I. Written Examination

This is to certify that _____ I.D.No. _____ Student of _____ course in the major filed of _____ at the College of _____ has
(*) _____ in the Written Qualifying Examination held on _____

II. Oral Examination

His / her performance was (**) _____ at the oral Qualifying examination held on _____. Deficiencies, if any

MAJOR ADVISOR (CHAIRPERSON)

EXTERNAL EXAMINER

MEMBER

MEMBER

MEMBER

MEMBER

Head of the Department

(Co-opted member)

Forwarded by the Chairperson (Major Advisor) of the Advisory Committee to the Dean of Post Graduate Studies.

CHAIRPERSON

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

Endt. No. _____

Date: _____

Approved

To

The Head, Dept. of _____

Dean of P.G. Studies

The Associate Dean, College of _____

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

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

(2) This form duly filled by the Chairperson has to be sent in a sealed cover to the Dean of P.G. Studies immediately after the Examination. If there is any change in the Advisory Committee approval of Dean of P.G. Studies is necessary.

P.G.No.6

Sri Konda Laxman Telangana Horticultural University

Administrative Office, Mulugu, Siddipet (Dist) – 502 279

PROPOSAL FOR SUBMISSION OF THESIS FOR _____ (Degree)

(To be submitted along with two passport size photographs)

College:

Department/Major filed

1. Name of the Student :
- a) Father's Name: b) Mother's Name
- c) Permanent Address :
2. I.D. 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./6 years for Ph.D.)
- (b) If no, indicate the ref. Through which extension of time (only for Ph.D.)
Was granted (Enclose copy of leave sanction order)
- (c) Whether the fee paid for Transcript of
Academic Record-cum-Provisional Certificate
in the final semester
6. Credits prescribed & completed

	Core courses (M.Sc.) / Minor Course (Ph.D.)	Seminar	Total course credits	Research credits	Grand Total
Approved (PG Form) 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.& two semesters for Ph.D.)
12. State whether change in Advisory committee/approved programme of courses / research was approved by Dean of P.G. Studies (If no change indicate the same)

Certificate

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

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 fulltime student in the University.

Signature of the student

Course completion certificate

certified that the above student has completed _____ course credits,
_____ Seminar credits and _____ research credits.

Head of the Department

**Signature & Name of the
Chairperson of the Advisory Committee**

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 11 and PG Form 2/2A and sent to the University.

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

Associate Dean

To
The Dean of PG Studies,
SKLTGHU, Mulugu

CONFIDENTIAL

P.G.No.7

Sri Konda Laxman Telangana Horticultural University

Administrative Office, Mulugu, Siddipet (Dist) – 502 279

Report on P.G. Thesis and Final Viva-Voce Examination

1. Name of the student :
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 after going through the report of the External Examiner on its adjudication, have conducted the Final Oral Examination. In the judgement of the Examining Committee, the candidate's thesis has been accepted and he/she is*_____ in the Final Oral Examination held on _____.

**Chairperson of
Advisory Committee**
()

**Member (External Examiner
Only for Ph.D.)**

Member
()

Member
()

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

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

Chairperson

To
The Dean of Post-Graduate Studies, SKLTGHU, Mulugu
Note:* Successful/Not successful whichever is applicable shall be written in handwriting

P.G.NO.8

Sri Konda Laxman Telangana Horticultural University

RETURNS ON COURSES HANDLED

GP Report of previous semester and information regarding the course handled by teachers (to be sent by the end of each semester)

1. Name of the college :
2. Degree :
3. Year and Semester :

4. Whether GP reports of previous _____ :

Semester were sent

5. Information regarding course handled by teachers and number classes conducted:

S.No.	Name of the Teacher	Designation	Courses handled	Number of classes conducted

Head of the Department

Associate Dean

To
The Dean of Post Graduate Studies,
SKLTGHU
Mulugu

P.G.No.9

Sri Konda Laxman Telangana Horticultural University

Administrative Office, Mulugu, Siddipet (Dist) – 502 279

Certificate Regarding Submission of Bound Copies of Thesis

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

Address for correspondence

COUNTERSIGNED

Signature of the Student _____

Name of the Student _____

I.D.No. _____

Major Field _____
College _____

Signature of the Major Advisor
Designation and Date & Stamp.

Received two bound copies of the thesis and two Pen Drives submitted by the student

SIGNATURE OF THE LIBRARIAN

Endt.No. _____ Dated: _____

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

HEAD OF THE DEPARTMENT / MAJOR ADVISOR

Encl: Thesis abstracts (3 copies)

To
The Dean of Post Graduate Studies
SKLTS Horticultural University
Mulugu, Siddipet (Dist.)

Note: 1. Only after receipt of this Certificate, the result of the student will be processed.
2. Students located at Rajendranagar, and Mojerla should submit Two bound copies of thesis with the Central Library and Regional Library.

P.G.No.10

Sri Konda Laxman Telangana Horticultural University
Administrative Office, Mulugu, Siddipet (Dist) – 502 279

Information in respect of Ph.D. students before submission of Thesis
(To be submitted to the Dean of P.G. studies two months before submission of thesis)

1. Name of the student :
2. I.D. 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

Semester of re-admission/ :

Rejoining

Reference through which :

Permitted to rejoin

12. Date of passing the Qualifying : Written _____ Oral

Examination

13. If discontinued for more than :

4 semesters whether comprehensive

Exam was conducted a fresh

14. State whether

a. The GPA reports of all semesters were sent

b. Deficiencies pointed out in Qualifying Examination were cleared / seminars have been completed.

15. Title of the thesis approved :

(If there is any Change in

The synopsis the same should be got approved in PG.3A)

SIGNATURE OF THE CANDIDATE

CONFIDENTIAL

Forwarded to the Dean of P.G. Studies along with the panel of 8 examiners (in sealed cover)

CHAIRPERSON

NOTE: The student should submit the form to the Chairperson of the Advisory Committee who in turn will send it to Dean of P.G. Studies in a sealed cover along with panel of examiners.

P.G.No.11

Sri Konda Laxman Telangana Horticultural University
Administrative Office, Mulugu, Siddipet (Dist) – 502 279

Proposal for Evaluation of Research Credits

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

COLLEGE:

ACADEMIC YEAR	SEMESTER
---------------	----------

1. Name of the Student:

I.D. No.:

2. Course: Major Field:
3. Whether Admitted as Fresh / In service Candidate:
4. Date of Admission:

5. If in service, date of joining duty:
6. Total credits proposed and completed:
So far up to the end of previous semester:

Approved in P.G. form 2	Completed so far
-------------------------	------------------

Course credits

Research credits

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

Date:

SIGNATURE OF THE STUDENT

EVALUATION BY THE ADVISORY COMMITTEE
(Strike off whichever is not applicable)

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

OR

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

Signature of the members of the Advisory Committee with names & designations

Major Advisor

Member

Member

Member

Member

CHAIRPERSON OF THE ADVISORY COMMITTEE

Forwarded to the Associate Dean for incorporation in GPA report.

HEAD OF THE DEPARTMENT

To
The Associate Dean

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

P.G.No.12

Sri Konda Laxman Telangana Horticultural University
Administrative Office, Mulugu, Siddipet (Dist) – 502 279

COLLEGE:

Memo. No.

Dated:

Sub: P.G. students – Discontinuation of studies – permission – Accorded.

Ref: Representation of Sri/Miss _____ dated: _____

_____ with reference to the letter cited, Sri / Miss
_____ I.D.No. _____ Student

of _____ course majoring in _____ is hereby informed as follows.

1. He/She joined the course on _____ during _____ Semester of _____ (academic year) and completed _____ semester of study. He/she is permitted to discontinue studies temporarily with effect from _____ semester of _____ (academic year).

Those who discontinued in the middle of a Semester shall be deemed to have discontinued from the beginning of the semester.

2. He /She should apply for permission to resume studies in the prescribed form well in advance of the commencement of 4th semester (for M.Sc. Students) 6th semester (for Ph.D. students) of discontinuation through the Chairperson of the Advisory Committee and Head of the Department.
3. If the duration of break is more than 4 semesters (for Ph.D. students) fresh comprehensive examination shall be conducted.
4. The maximum time limit prescribed for completing the Post-graduation requirement (including thesis submission) i.e., 4 years (for M.Sc.) or 6 years (for Ph.D.) from the date of original admission remains unchanged.
5. If the student does not resume studies within 4 semesters of discontinuation (for M.Sc. students) or 6 semesters of discontinuation (Ph.D. students) his/her admission shall be treated as cancelled.

ASSOCIATE DEAN

To

Sri/Miss. _____

CC to Dr. _____ (Major Advisor)

CC to the Head, Department of _____

CC to the Dean of P.G. Studies, SKLTGHU. _____

P.G.No.12-A

Sri Konda Laxman Telangana Horticultural University
Administrative Office, Mulugu, Siddipet (Dist) – 502 279

REQUEST FOR PERMISSION TO RESUME STUDIES (RE – ADMISSION.)

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

1. a) College : _____
b) Name of the Student _____ I.D. No. _____
2. Course _____ Major field _____.
3. Date & Semester of original admission _____
(Date) (Semester & Year)
4. Date & Semester discontinuation _____
(Date) (Semester & Year)

5. Date & Semester of which resumption of _____
Studies is proposed (Date) (Semester & Year)
6. No. of semesters discontinued (If discontinued in the middle of a semester, that should be counted as discontinued). _____
7. Reasons for discontinuation _____

8. Reference of the Associate Dean permitting discontinuation _____
9. Whether permission to resume studies is being sought before the prescribed time limit, *i.e.* before 4th semester (for M.Sc.) 6th semester (for Ph.D.) of discontinuation.

10. Credits registered and OGPA secured so far

Sl.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
(4 years for M.Sc. or 6 years for Ph.D. from
the date of original admission

b) State whether thesis could submitted
before the above date, if permitted. _____

SIGNATURE OF THE STUDENT

Date: _____

REMARKS : (Strike off whichever is not applicable)

- The student has discontinued after studying for _____ Semesters with/without the permission of the principal.
- This is the FIRST discontinuation
- The 4th (for M.Sc.) 6th (for Ph.D.) semester of discontinuation has/has not commenced.
- The student has to further register a total of _____ Course and research credits for which _____ semesters is/are required. If permitted to resume studies from _____ semester of 2016 _____ commencing on _____ (date) he/she Can/cannot complete all the requirements within the prescribed time limit.
- The duration of break is more/not more than 4 semesters. Fresh comprehensive examination Shall/need not be conducted (for Ph.D.)

**Signature of the Head of
the
of the Department.**

**Signature of the Chairperson of
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 2016

_____commencing on _____(date)

OR

The request may be negative.

ASSOCIATE DEAN

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

P.G.No.12-B

Sri Konda Laxman Telangana Horticultural University
Administrative Office, Mulugu, Siddipet (Dist) – 502 279

COLLEGE:

MEMO.NO.

Dated:

Sub: P.G. Students – permission to resume studies after discontinuation – Reg.

Ref: Request in PG Form No. 12-A of Sri/Miss. _____

With reference to the request for permission to resume studies (PG Form 12-A.) Sri/Miss

_____ I.D. No. _____ student of
_____ course majoring in _____ is hereby informed as
follows.

- A) He /She is permitted to resume studies from the _____ semester of 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 (4years for M.Sc. or 6 years for Ph.D. 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 (for Ph.D. students) fresh comprehensive examination shall be conducted

OR

- B) He /She did not fulfill the requirements under the relevant P.G. Regulation No.8(g) and hence the request is negative.

ASSOCIATE DEAN

To

Sri/Miss. _____

CC to (Major Advisor) Dr. _____

CC to the Head, Department of _____

CC to the Dean of P.G. Studies, SKLTGHU, with P.G. Form 12-A

P.G.No.13

Sri Konda Laxman Telangana Horticultural University
Administrative Office, Mulugu, Siddipet (Dist) – 502 279

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

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

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

Name

Designation and complete address of the examiner with

Contact Number

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

**Signature of Major Advisor with
Designation Address**

ANNEXURE - 1

P.G.No.14

Sri Konda Laxman Telangana Horticultural University
Administrative Office, Mulugu, Siddipet (Dist) – 502 279

PROPOSAL FOR EXTENSION OF TIME FOR SUBMISSION OF Ph.D. THESIS

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

COLLEGE: _____ MAJOR FIELD _____

1. Name of the Student :
2. ID. No. :
3. a) Whether full time (FRESH) :
(for in service students)
- b) Date of joining duty :
(for in service students)
4. 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. :
5. Credits prescribed and completed

	COURSE CREDITS	RESEARCH CREDITS
TOTAL		

Approved (P.G. Form. No.2)

Completed successfully-

6. Final OGPA :
7. State whether 'F' grade, id
Any, was cleared, if so, when :
8. a) Period of discontinuance (if any)
readmitted / permitted to resume studies :
9. a) Date of passing Qualifying : WRITTEN _____
ORAL _____

b)Date of clearing the deficiencies, If any :

10. Title of the Thesis :

11. State whether the thesis is as per the : Attach separate sheet
Approved synopsis
(if there is any change, indicate whether
The change was approved in P.G Form No.3-A)
- 12.a) Brief account of research work done so far :
b) Work yet to be completed
c) Reasons for delay
13. If employee, furnish :
a) Name & Address of the employer
b) Date of Joining
c) Whether the employer has sanctioned
Leave for thesis completion.
14. No.& Date of receipt through :
Which late fee was paid

SIGNATURE OF THE STUDENT

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

**SIGNATURE OF THE CHAIRPERSON/
Major Advisor of Advisory Committee**

b) Remarks of the Head of the Department :

Endt. No.
Department

Signature of the Head of the

Date:

To
The Dean of P.G. Studies, SKLTGHU

ASSOCIATE DEAN

ANNEXURE - 1

P.G.No.16

Sri Konda Laxman Telangana Horticultural University
Administrative Office, Mulugu, Siddipet (Dist) – 502 279

PROPOSAL FOR RE-EXAMINATION IN FAILED COURSE
(To be submitted in the semester in which re-examination is proposed)

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

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

- The teacher-in-charge of course shall note the names of all students seeking re-examination and conduct the examinations as per schedule. However, the examination in failed core 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 midterm examination 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

Forwarded to the Associate Dean with a request to accept the re-examinations fee @ Rs.500/- per each course within 25 days from the commencement of semester.

Head of the Department
In which student is admitted