

MAHARANA PARTAP HORTICULTURAL UNIVERSITY

RULES AND REGULATIONS FOR POSTGRADUATE STUDENTS

1. ACADEMIC YEAR AND SEMESTER CALENDAR

The Academic year shall be from July to June. It shall be divided into two semesters of 21 weeks each.

2. REGISTRATION

2.1 Registration for the first semester of the programme is a part of admission and is governed by admission rules. Registration for subsequent semesters shall take place on the date notified in academic calendar and shall be governed by the following schedule:

- (a) Advisement and Registration without late fee on the prescribed date(s) **as per academic calendar**.
- (b) Registration with late fee of Rs. 100/- per day up to 15 days. Late fee is not to be exempted under any circumstance. No registration shall be permissible after 15 days of the date of registration.
- (c) No attendance benefit for late registration may be allowed.

2.2 The Dean, PGS may refuse/cancel registration to a student who has indulged in acts of indiscipline or gross misconduct. The Dean, PGS may cancel registration, if allowed by mistake, with the recommendations of the Dean concerned.

2.3 In case a teacher other than the one who is teaching the course has signed the registration cards of the student, it would be obligatory on the part of the teacher signing the cards to inform the teacher in writing who is teaching the course.

3. CREDIT LOAD

3.1 A credit load with minimum of 9 credit hours and a maximum of 18 credit hours may be taken by a student. Under no circumstances, except as provided below, the student should be allowed to take more or less credits than these limits. Non- credit courses to the extent of one course only in a semester are not to be taken into account while calculating the minimum and maximum number of credit hour to be offered by a student

- (a) Minimum condition of 9 credits may not be adhered to if the student has completed course work;
- (b) Final year students in the final semester be allowed to offer an additional load of not more than 5 credit hours of research;
- (c) More credit load than prescribed may be allowed to the extent of one Course only by the Dean, PGS provided the student is on good standing. No case for extra load be forwarded to Vice-Chancellor.

3.2 Major Advisor will be responsible to ensure that these rules and all other registration rules are faithfully and strictly followed at the time of registration/addition or withdrawal.

4. CHANGE OF COURSE

4.1 Application for change of course including any addition or withdrawal shall be made in appendix III, IV, V respectively along with a fee of Rs. 50/- in accordance with the instructions given on the back of the form on the dates notified in Academic Calendar. Normally the last date for adding a course shall be the working day immediately following the expiry of 6 days from the commencement of classes (**as notified in academic calendar**) in all semesters. The last date for withdrawal from a course shall normally be the working day immediately following the expiry of 10 days from the date of completion of mid-term examination. Withdrawal shall not be allowed if the students are taking minimum credit load.

4.2 The Dean PGS may permit a student to drop all the courses on exceptional emergent conditions like ill health up to the last date for dropping courses. In such cases, the student will withdraw from all courses and grade 'W' will be recorded against each course.

Note: The Dean, PGS may allow addition of course on the grounds considered genuine up to 15 days of the commencement of classes. No further addition after 15 days whatever the reasons may be, be allowed. Late withdrawal of courses may be allowed on the grounds considered genuine up to 10 days of the date fixed for the event.

5. ADVISORY SYSTEM

5.1 Heads of the Departments shall be responsible for maintenance of Academic standard in the departments.

5.2 HOD will ensure that a major advisor shall be assigned to each post-graduate student within one month after admission, in consultation with the post-graduate faculty of the department in which the student is doing his/her major work. Besides, there shall also be an Advisory Committee for each student which shall be approved by the Dean, PGS on the recommendations of the Advisor through the Head of the Department, Dean of the College, in the same semester. The members of the Advisory Committee shall be chosen from the postgraduate faculty. The Dean, PGS will ensure that Advisors are appointed in time so that non-appointment of Advisor does not come in the way of implementation of the rules. The Advisors should be appointed adequately in advance so that they are in a position to guide the students for preparing and submitting programme of work and synopsis.

Under no circumstances, the appointments of Advisors should take more than one semester.

5.3 The Advisory Committee shall meet at least once in a semester and the Major Advisor should send proceedings of the meeting to the Dean, PGS through the Head of the Department. If warranted due to nature of research project additional major/co-major from other Government institutes may be appointed with the permission of Dean, PGS.

5.4 For a student preparing for the Master's Programme, the Advisory Committee shall consist of at least two members of the Postgraduate faculty including the major advisor representing the major subject and at least one each member of Postgraduate faculty representing the minor and supporting subject. The chairman of the committee shall be the major advisor. The Dean, Postgraduate Studies will add one more member to represent him on Advisory Committee from other department. However, if it is not possible to have two members to represent the major subject, the fact must be brought to the notice of the Dean, Postgraduate Studies. The Dean, Postgraduate Studies may approve the constitution of Advisory Committee with only one Advisor from the major subject and approve the appointment of a second member from a closely related field.

5.5 For a student preparing for the Doctorate degree the Advisory Committee shall consist of at least

two members of the postgraduate faculty from major subject and at least one member from each minor subject and one member from the supporting field(s). The Chairman shall be the Major Advisor. The Dean, PGS may add one more member to represent him on the Advisory Committee. If, however, it is not possible to have two members to represent the major subject the fact must be brought to the notice of the Dean, PGS. The Dean, PGS may approve the constitution of the Advisory Committee with only one advisor from the major subject and approve the appointment of second member from closely related field.

5.6 Co-Major Advisor from same or other department/discipline may be appointed by the Dean, PGS on the recommendations of Major Advisor/HOD under the following conditions:

- (i) Where there is inter-institutional collaboration with an outside agency.
- (ii) When Major Advisor has gone on long leave for a period exceeding six months.
- (iii) Where there is distinct split in the research programme, extending to Minor/supporting field.
- (iv) When Major Advisor is at outstation, Co-Major Advisor will be from headquarter.

5.7 (a) The Advisory Committee shall guide a student in the choice of courses in the major and minor fields, in the selection of a suitable research problem for the thesis, and in all other matters relating to the student's academic activities. Major Advisor will ensure that the programme of work (**Form PG-2**) as per **Appendix-VIII of this chapter** must be submitted and got approved by M.Sc. & Ph. D. students through Advisor and HOD from the Dean, PGS within four months after admission failing which admission shall stand cancelled.

(b) While counting the number of semesters, the semester dropped by the student with due permission of the competent authority shall not be counted. It is essential that the dropping should be authorised and should have been availed after getting the permission of the appropriate authority. In case a student drops without taking approval of any competent authority, that semester shall be counted.

(c) The Advisor of such a student whose admission has been cancelled because of non-submission of programme of work or the synopsis in time, shall also be held responsible for this lapse and improper guidance.

5.8 The Major Advisor shall also have the following responsibilities.

(a) Immediately after admission by personal enquiries, he/she will complete Advisement Book. He/she will keep this record upto-date.

(b) He/she will guide the student in planning the programme of his/her studies and in the choice of courses. He/she will also help in determining the credit load which the student can safely and conveniently carry in each semester and advise regarding the addition and withdrawal of courses. He/she will be responsible to ensure that these rules and all other registration rules are faithfully and strictly followed at the time of registration/addition or withdrawal.

(c) He/she will keep in touch with the academic progress of the student for which purpose, he/she will be supplied with a copy of the Semester Report. He/she will maintain a record of the student's academic performance in the prescribed form.

(d) As and when he/she considers it necessary, the Advisor shall not hesitate to call a student individually, for counseling, and the Advisor shall encourage students to avail of this form of counseling, as often as possible.

(e) In order to strengthen teacher taught relationship, following ways and means be adopted so that students and teachers may come in more contacts with each other.

- (i) The teachers and students should participate in extra co-curricular activities which will result in closer contacts.
- (ii) Deans/Directors/Professors and equivalent/ Heads of Depts./Assoc. Profs. Asstt. Profs. and equivalents may visit hostels once a fortnight
- (iii) They should also organize games between the students and faculty members.
- (iv) Necessary reports be submitted to the Dean of the College concerned. Respective Deans will submit his/her monthly report to the Vice-Chancellor.

5.9 Student admitted to M.Sc. programme shall not be considered for shifting to any other college. However, change of discipline within the college may be considered as per admission rules of relevant year, is permissible in 2nd semester on the recommendations of concerned Head(s) of Department(s) and as per schedule to be notified by Dean, Postgraduate Studies.

5.10 (a) The Dean, PGS may change an advisor on the recommendations of the Major Advisor, submitted through the HOD, only in case the following situations arise

- (i) He/she ceases to be a member of the faculty.
- (ii) He/she has gone out of the jurisdiction of the University or on leave for a period of more than six months in case of M. Sc. student and one year in case of Ph. D. student.
- (iii) He/she is prevented by illness or other compelling reasons from functioning as Advisor.

(b) (i) Where the Major Advisor has gone out of the country but continue as Major Advisor under rule 5.6 (ii) ordinarily the second member of the Advisory Committee from the major discipline may be appointed by the Dean, PGS as Co-Major Advisor and should continue to be so till the student completes the study programme.

(ii) The second member of major subject may be appointed as Chairman (Major Advisor) of the students' advisory committee in certain extra ordinary circumstances.

(iii) If Major Advisor leaves or retires from the university and only viva- voce examination of the student is left, he/she may be allowed to continue as Major Advisor for the purpose and may be paid TA/ DA accordingly. In case, there is any problem in allowing the Major Advisor to continue, he/she may be changed as per existing rules.

6. TEACHING

- a) Senior teachers should be involved in teaching fresh students.
- b) As far as possible no teacher should take a course in which his/her ward is a student. However, if due to unavoidable circumstances he/she is allowed to teach, he/she should not be allowed to set the question paper or evaluate answer books for such courses.
- c) Dictation of notes in the class is banned (wherever felt necessary cyclostyled handouts be given). Dean concerned/Dean, PGS and Heads of Departments would occasionally take surprise rounds and monitor to ensure this.
- d) In order to enable the teachers to do their teaching work uninterruptedly meetings as far as possible should be convened in afternoon and Saturdays should be kept reserved for long detailed meetings.
- e) The medium of instructions shall be English.
- f) Ph.D. students having OGPA of 7.5 and above can be associated with the teachers for taking theory (UG courses) and practical classes (UG and PG) after the completion of oral comprehensive

examination depending upon their willingness. One Ph.D. student shall be allowed up to a maximum of six classes in a week. An honorarium of Rs. 500/- per theory (one contact hour) or practical (two contact hour) class should be paid to the Ph.D. students.

6.1 ATTENDANCE REQUIREMENTS

- (a) Every post-graduate student is required to attend at least 75% of the lectures and practicals scheduled separately in each course, from the date of start of classes of a semester for being eligible to appear in the examination. In exceptional circumstances for the reasons considered appropriate relaxation up to 5% can be given by the Dean, PGS and further 5% by the Vice-Chancellor provided that student has attended 50% lectures and practical separately. Those who do not have the required attendance will not be allowed to appear for the End of Term examination. They will be deemed to have got Zero in the examination and the grade shall be awarded accordingly. Instructors in all the colleges should prepare four copies of attendance of students and submit three copies to HOD. Office of the Head of Department will display one copy on the departmental notice board and send the remaining two copies to the Dean, PGS before 10th of next month.
- (i) When the student is doing research he/she should mark his/her attendance with his/her Advisor. It will, however, not apply after he/ she has been allowed to re-join his/her duty.
- (ii) In order to keep the proper record of attendance of students in various classes during the period of strike, the following procedure be followed strictly:
- In case of students who have not completed credits of both course and research the attendance of these students be sent by the teacher offering the course to the Dean, PGS through their HODs while in case of students 'who have completed all course credits and only research credits are left or for those students who have completed both course and research credits, the attendance of such students be sent by their Advisors to the Dean, PGS through HODs.
- (b) Final examination will be held as per schedule given in the academic calendar notwithstanding any absence from classes. But if the collective absence on any account is more than 30 days, then the semester would be scrapped.
- (c) Names of such students be struck off by the Dean, PGS whose attendance in aggregate is below 33% at the end of semester/year, with no automatic provision for re-admission. 1st year students may compete afresh for admission, if interested and others to seek re-admission on payment of re-admission fee, as per rules".

6.2 Attendance benefit for absence to the maximum extent of 10 working days including journey days except for examination days in each semester shall be admissible subject to prior permission of the Dean PGS for participation in approved competition/hospitalization as indoor treatment/ outdoor treatment only for high fever, fracture, chickenpox, jaundice/other type of illness in which the student is not physically able to attend the class (on the recommendation of the SMO University Hospital/Govt. Hospital) must apply within one week of their fitness from illness and that the student who without attendance benefit has attended 50% lectures in theory and practical, separately.

7. EXAMINATIONS

7.1 For student admitted during 2017 & Onward.

- a) The concerned teacher will prepare and submit two model papers each for mid-term and final examinations within fortnight after registration to HOD. Each paper got to be unique and there should not be any repetition/duplicity w.r.t. questions between the two papers. At the top of

- every model paper, name of the concerned department, Course number, course title, Academic Year, Semester, time allowed and total marks must be indicated. Every question must be indicated with marks in all model papers. To prepare for the mid-term or final examination, HOD may reshuffle questions out of two model papers. Simultaneously, a question bank of every course may be prepared and be utilized to conduct comprehensive examination.
- b) Every HOD will maintain a record of released model question papers for each course (for mid-term and final examination) semester-wise/academic year.
 - c) Answer books will be evaluated by the concerned teacher. After evaluation by the concerned teacher, the HOD is required to ensure that the evaluation was done properly. The answer books will be in the custody of concerned teacher duly sealed and signed by the concerned teacher and the concerned HOD for one semester.
 - d) The concerned teacher will submit the time table, course content and course outline to HOD before the registration in every semester of each Academic Year and it should be forwarded to respective Dean within first fortnight of registration. HOD will display the time table of all the courses on the notice board, before registration.
 - e) There should be one examination date sheet each for mid-term and final examinations within the examination week. The date sheet will be submitted by each HOD to respective Dean within fortnight after registration. The Dean will ensure that for each semester there will be one date sheet and the seating plan suitable for all examinations of the semester be prepared in accordance with the date sheet. If there is any overlapping of exam. dates across colleges, it would be adjusted well in time in mutual consultation.
 - f) The grades of mid-term and final exam. may be submitted to the HOD by the teacher within a week of the conduct of examination. At the end of the semester HOD will compile the result and submit to the Dean, PGS.

7.2 The mid-term examination shall be scheduled near about the middle of the semester and on the days indicated in the academic calendar. Duration of the examination in each course shall be at least one hour. The subject(s) that are to be covered therein shall be announced by the Instructors concerned two weeks in advance. The end of term examination shall be scheduled at the end of semester and duration of examination in each course will be at least 2½ hours. It shall cover the entire subject matter of the course. Practical examination shall be conducted in scheduled examination week.

7.3 Mid-term and end of term examination should be completed in a period of 10 days as provided in the academic calendar. In no circumstances, the examination period shall spill over the period provided in the academic calendar. No excuse whatsoever shall be entertained for re-fixing the examination. Students missing the examination shall be awarded zero mark for that examination. Date sheet which shall also include name(s) of examination instructor(s), shall be announced by Instructor at least 15 days in advance of the examination. Schedule shall be prepared in such a manner that no student shall be required to appear in more than two examinations on one day. All theory examinations of regular courses should preferably be held in the 2nd half of the day. Seating plan and arrangement of examination in different rooms shall be done under the overall control of the **Dean concerned**.

Dean, PGS may advance the examination up to three days on the recommendation of the concerned Dean in specific circumstances.

Students must carry identity card with them in each and every examination.

7.4 During examination days as far as possible no student should be sponsored for participation in any event. However if International/National/State and Inter University Championship falls during examination days, the student (s) shall be allowed to represent the University and entitled to the attendance benefit as per rule 6.2.

7.5 After the examination has been completed and answer sheets collected, Instructor shall get the answer sheets sealed in separate bag (s) for each course and handover the same to the concerned

HOD.

- 7.6 At the postgraduate level, besides the mid-term, practical and the end of term examinations, there may also be other tests, Library and laboratory assignments and other exercise.

Weightage for various examinations shall be as under:

Weightage/marks			
Credit hours Theory & Practical	Midterm	Final	Practical
1+0	40	60	-
1+1	20	30	50
2+1	25	45	30
2+2	20	30	50
3+1	30	45	25
3+2	25	35	40
2+0	40	60	-
3+0	40	60	-
1+2	10	20	70

Wherever assignments are given, marks for the same may be adjusted from the theory marks and not from the practical marks.

Wherever course is of practical component only, ratio 40:60 marks be made applicable in midterm and final exams.

Every instructor shall prepare at the beginning of the semester, a course outline and submit the same to the Head of Department. A copy of the outline shall be given to the student(s).

8. OTHER EXAMINATIONS AT POSTGRADUATE LEVEL

8.1 Master's Degree Programme:

In the Master's Degree Programme, besides the examination and exercises detailed in 7.6, there will be a final viva-voce examination after the thesis has been submitted and it is considered good enough for the conduct of the viva-voce examination as per Rule 15.3. If the candidate fails in this oral examination, he/she will be permitted to reappear after three months from the date of examination and if he/she fails again, no further chance will be given and he/she shall stand automatically dropped from the University without any right of petition for re-admission.

8.2 Ph. D. Programme:

In the Ph.D. programme, besides the examination and other exercises, as scheduled in Rule 7.6 there will also be the following examinations:

- (i) Preliminary examination (Written and Viva-voce)
- (ii) Final examination (Viva-voce)

The Preliminary Oral Examination will be got fixed by the Head of the Department concerned with the external examiner after receipt of his/her consent and the date under intimation to Dean, PGS office.

A candidate can appear for this examination who has completed at least 75% of the prescribed course work in major including supporting and minor fields separately. Out of 22 credits, they should clear at least 17 credits as 75% (Major 15 credits, supporting 5 credits, seminar 2 credits i.e. 22 (total credits). In case of minor subject, out of eight credit hours, a student would have to clear at least six credit hours as 75%. This examination shall consist of a written examinations

followed by an oral test. The written examination shall consist of at least two papers in major subject and one paper in minor subject. The interval between major and minor written/preliminary examination should not be more than two months. However, this may be relaxed by the Dean, PGS where due to death or some other exceptional reasons the gap has been more.

The oral examination shall be held only after the student is declared to have passed in the written examination. If the student fails in one paper he/she will be examined only in that paper at the next chance which he/she can take not earlier than one month. However, if he/she fails in more than one paper, he/she will have to appear in complete examination including both major and minor papers which shall be held in next semester but not before three months after the first examination. If the student fails second time also he/she shall be dropped from the University automatically, without any right of petition for readmission. In case of written examination in major field, the examination shall not be limited to the courses taken by the student in the Ph. D. programme only. It should invariably include the questions to test the general comprehension of the student in regard to several courses put together. To achieve this, a syllabus will be formulated by the Department for all the students of their major sub-discipline. The examination in each paper of major field will be of at least three hours duration and shall be common to all the PG students on the dates fixed by the Head of the Department and communicated to Dean, PGS along with the list of students appearing for preliminary written examination in a particular semester. The examination in minor subject shall be conducted by minor advisor and Head of the Department after getting questions from other teachers who have offered courses and who will be responsible to mark that portion of the answer book.

8.3 The minimum pass marks in each paper shall be 50% with aggregate of 60% in major field and 60% in minor field. When the student successfully completes the written examination the result of both major and minor fields will be submitted through the major advisor to Head of Department who shall forward it to the Dean, PGS with the following information:

- (a) A panel of external examiners chosen by him/her in consultation with the Head of the Department.
- (b) Tentative dates of the oral examination

The oral examination will be conducted as per rule 16.1 by the Student's Advisory Committee with an additional member from outside the University who shall necessarily be a specialist in the major field and, will be chosen by the Dean, PGS, out of the panel of examiners submitted by Head of Department. The additional member from outside shall normally be same for re-examination. The completed dissertation shall be submitted at least 9 months after the preliminary oral examination. The candidate should have completed by that time all the course work in his/her programme of study with grade '6.0' or better and must have an overall grade point average of 6.5 or more. The viva-voce examination will be conducted in accordance with Rule 17.

8.4 During examination days as far as possible no student should be sponsored for participation in any event. However if International/National/State and Inter University Championship falls during examination days, the student (s) shall be allowed to represent the University and entitled to the attendance benefit as per rule 6.2.

8.5 a) Written comprehensive examination:

The Ph.D. student can appear in the written comprehensive examination in major subject either during mid-term or final examination scheduled as per academic calendar. The written comprehensive examination of Ph.D. students in major subject shall be conducted by the Dean concerned. The written comprehensive examination consists of two papers in major subject. The 1st paper shall be conducted on 1st date and 2nd paper on last date of mid-term/final examination. The HOD of concerned discipline will provide two sets of question papers to Dean concerned at least 15 days in advance. The Dean concerned can give one paper out of the two sets provided by HOD. The number of students appearing in written examination should also be informed by HOD to Dean concerned after taking consent from the students to appear in written comprehensive examination within 30 days of registration. A committee constituted by the HOD shall prepare the question paper and also evaluate the answer sheets.

The examination in minor field will be conducted by Minor Advisor in collaboration with at least one more teacher of the minor subject. The scope of examination should invariably include all the courses from minor field entered in the programme of work. Both the major and minor written comprehensive examinations should be completed in the same semester within two months. The Head of that Department will be overall responsible for conduct of examination.

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MAHARANA PARTAP HORTICULTURAL UNIVERSITY

CERTIFICATE OF PRELIMINARY WRITTEN EXAMINATION Ph.D.

This is to certify that the Preliminary Written Examination of Admn. No. the Department of has been conducted by **Dean of the concerned College**. The written examination in the major and minor fields were conducted on (1) (2)..... and respectively. Shri/Ms..... has passed the written examination in the first/second attempt. It is also certified that the conditions of the semester Rule 8.2 & 8.5(a) have been strictly observed.

Prof. & Head

Forwarded to the Dean, Post Graduate Studies, MHU, Karnal for taking necessary action.

Prof. & Head

a) Preliminary oral examination

Each Head of the Department may recommend a combined panel (see proforma given below) for conducting the preliminary oral examination of Ph. D. students appearing in written comprehensive examination in a particular Semester. The preliminary examination of all the students may be held together. If the oral exam of the students is unsatisfactory, the student can reappear in the oral examination after minimum three months from the date of previous oral

examination, but not in the same semester. Prior to oral comprehensive examination a preparatory exercise be done at the level of the department by the Committee constituted by HOD alongwith major advisor.

**PROFORMA FOR RECOMMENDING PANEL OF EXTERNAL EXAMINERS FOR
PRELIMINARY ORAL EXAMINATION OF PH.D. STUDENTS**

1. Name of the Department/discipline
2. Semester & Year
3. Names of the students appearing
4. Names of external examiners to be appointed in order of preference:
 - 1.
 - 2.
 - 3.
 - 4.
5. Suggested dates for holding the examination
(While suggesting dates kindly keep in view that it will take about 15 days to hear from the external examiners).
6. Certified that during the dates suggested for this, barring unforeseen circumstances all the members of the advisory committee will be at station and be able to attend.

Head of Department

Dean, PGS

For the Preliminary Oral Examination, the Examination Committee which includes the external examiner be made clear that no conditional decision be taken. The student should be declared satisfactory or unsatisfactory.

9. EVALUATION

9.1 Course Work:

The evaluation of a post-graduate student will be on the basis of his/her performance in tests, library and laboratory assignments and other exercises as provided in rule 7.6. The grading will be according to rule 10.3.

9.2 Other Examinations:

In other examinations such as the Preliminary Oral Examination of Ph. D. students and the Final Viva-voce Examination for both M. Sc. and Ph. D. students, the grading will be either 'S' (Satisfactory) or US (Unsatisfactory).

9.3 If in an oral examination (final oral examination for M.Sc. and Ph.D. or oral part of the preliminary examination for Ph. D.) there is difference of opinion among the examiners, a student will be deemed to have passed if majority of examiners, including the external examiner (only for Ph.D. examinations), regard his/her performance as satisfactory, otherwise he/she will be deemed to have failed.

9.4 Research Work

Research work done at the post-graduate level may extend to three or, more semesters. Pending the evaluation- of the thesis and the final oral examination, the progress made during each semester will be graded as 'S' or '.US'. If a student does not put in the required effort for the credits for which he/she is registered, the Major Advisor may give him/her a 'US' grade for all the credits for which he/she is registered, or he/she may give an 'S' grade for a reduced number

of credits. Credits for research in a semester shall count towards graduation- requirement only if the student gets an ‘S’ grade. ‘S’ or ‘US’ grade will also be awarded to indicate whether a Ph. D. student has passed the Preliminary examination.

- 9.5** Dean, PGS may accept the result up to 5 credit hours of research along with thesis seminar certificate, panel of examiners and thesis after mid-term examination of last semester of residential requirement. However, further relaxation up to 5 credit hours may be allowed in very genuine cases by Dean, PGS.

10. AWARD OF GRADE

- 10.1** At the end of each semester, the Instructor of a course, which will include farm practicals and Clinical Practice, shall in consultation with the Head of Department, prepare the grades of a student and submit them to the Dean, PGS through the Department.

- 10.2** Within a week after the completion of each test/examination, the Instructor shall put the award list on the notice board of the concerned department and college, with a copy to Head of Dept. concerned who will also ensure that the needful is done at the appropriate time. The marks obtained by all the students in that test/examination will be displayed so that every student knows not only his/her own marks but also the marks of others studying the same course.

After the answer books have been marked and the marks list has been put up on the notice board, the answer-books shall remain in the custody of the Head of the Department concerned. An aggrieved student who wants to see his/her own or that of any other student’s answer book shall have the right to do so on a petition in writing, in the presence of an Instructor or a responsible Person deputed for this purpose by the Head of Department, within a period of 10 days. Answer books be disposed off by the Head of Department, after a lapse of one semester thereafter, if there is no representation pending. The Head of the Department should also ensure that the answer books are torn at least in two pieces before their disposal. Grievances of the students, if any, in this regard be seen by the Dean, PGS who may obtain comments of the Head of department before taking a decision. Head of the Department shall send a certificate to the Dean, PGS within 10 days of the issue of semester report that representations if any, received regarding award have been duly disposed off.

- 10.3** Under 10 point scale following grading pattern shall be followed:

Marks in individual course	Grading
90 to 100 %	9.00 to 10
80 to 89.9%	8.00 to 8.9
70 to 79.9%	7.00 to 7.9
60 to 69.9%	6.00 to 6.9
Minimum Grade required passing a course	: 6.00
Minimum OGPA required completing degree	: 6.50

- 10.4** On completion of degree, division be also indicated in the DMC of final semester(year), **Provisional Degree Certificate and Final Degree** as under:

<u>OGPA</u>	<u>Division</u>
6.50 to 6.99	Second Division
7.00 to 8.49	First Division

8.5 and above First Division with
certificate of Honour

- 10.5** An instructor shall award 'W' only to a student who has been permitted to withdraw from a course under Rule 4.2.
- 10.6** Where an Instructor finds that he/she made a mistake in reporting the grade achieved by a student, he/she shall immediately, bring it to the notice of the Dean, PGS through the Head of Department within 15 days. The Dean, PGS after going through all the documents and satisfying himself/herself that there has been a genuine mistake will correct grade. If mistake is reported after the period, concerned instructor shall be advised against committing such a mistake and if repeated, the competent authority may initiate disciplinary action if the mistake has been committed for reasons not genuine.

11. MAKE-UP-EXAMINATION

- 11.1** The students missing an examination (mid-term or final including practical) may apply for permission for make up examination (along with a fee of Rs. 100 per course except in the case of request under rule 11.1(v) clearly stating reasons for missing the examination to the Dean PGS through the Advisor, Major Advisor within three days of the completion of the regular examination.

Reasons for award of make up examination may include the following:

- (i) If he/she falls ill, the medical certificate should be from the Govt. Hospital/Dispensary/University Hospital.
- (ii) Due to participation in competitions/interviews for services on production of certificate/proof,
- (iii) Due to the death of Mother/Father/real brother/real sister or spouse;
- (iv) Due to the marriage of the student or marriage of real brother or real sister;
- (v) The student has been sent to represent the University in International/ National/Inter-Varsity/State competitions and participation in the NCC/ NSS Camps during the days of the examination on production of certificate.

Accordingly the Advisor/Major Advisor will forward the request of the student to the concerned Instructor who will forward the same with his/her remarks to the Dean, PGS.

- 11.2** Permission for make up examination shall be subject to the following conditions:

- (a) Make up examination shall be allowed in mid-term or end of term examination including practical. A student missing all examinations of a particular course in a semester for whatever compelling circumstances may be, shall be awarded 'F' grade or take withdrawal, as per rules, except in case a student has already been allowed 'I' grade for mid-term examination but had to be sent for representing the University in the sports events listed in rule 7.4 and 8.4 he/she will be allowed 'I' grade even in the end of term examination by the Dean, PGS.
- (b) There shall be only one make up examination which will have the entire syllabus having two parts covering (a) courses taught up to mid-term examination and (b) entire course of the semester. The student will be required to attempt the paper as per their missed examination i.e. (a) part comprising mid-term and (b) part for the final examination. The

student who has missed the practical examination shall be required to appear for the same in the forenoon of the date fixed for make up examination of that course. In case Deans' Committee allows a student make-up examination even if he/she has already been allowed 'I' grade in mid term examination, he will have to attempt (b) part of the question paper i.e. out of entire course of the semester.

- 11.3 Make up examination shall be held preferably in break period/holidays, after the end of the term examination but before the registration for the next semester. Schedule for the same shall be notified by the concerned Instructor. Question papers shall be arranged by the HOD concerned. Procedure for holding the make-up examination, evaluation and grade submission shall be the same as that of end of term-examination. Registration for the subsequent semester as far as possible shall be allowed after the completion of make-up examination.
- 11.4 When 'I' grade is awarded, the Dean, PGS shall not declare the result and if already declared it will be treated as cancelled. On receipt of final grade, the Dean, PGS shall issue the semester report of that student.
- 11.5 If a student who has been awarded 'I' grade at the end of a semester does not remove deficiency within the prescribed period and if the final grade (s) is not received in the office of the Dean, PGS within 7 days, after examination, the Dean, PGS shall record 'F' grade (s) and grade point average will be calculated accordingly. The student will be required to repeat that course(s) in order to earn the credits corresponding to that course(s).

12. MINIMUM REQUIREMENT

In order to complete a course and earn the credits corresponding to the course, a minimum of Grade 6.0 is required.

12.1 Requirement for Good Standing and for Graduation:

The minimum Overall Grade Point Average required shall be 6.5 (10.00 basis).

12.2 Scholastic Probation:

If a student fails at the end of a semester, to achieve the minimum standard prescribed in rule 12.1. He/she shall be placed on **SCHOLASTIC PROBATION** and dealt with as per rules.

- 12.3 If a student gets grade 'F' in a particular course, he/she shall be deemed to have failed in that course only and will be required to repeat that course when offered in subsequent semester (s). When a student gets grade 'F' in a course, the credits corresponding to that course will not- count -for graduation requirements but the credits and grade will be taken into account for computing the grade point average.

12.4 Repeating course in order to fill the minimum requirement

The student getting 6.0 to 7.4 in a course may be allowed to repeat that course(s) with prior permission of Dean, PGS to fulfill the minimum requirements of OGPA as prescribed in rule 12.1 in the last semester subject to the following conditions:

- (a) The repetition shall be allowed only once. The student shall have to put in attendance requirement and appear in all the examinations, as per rules.
- (b) The repetition shall be permitted only to enable the student to fulfill the minimum grade point average requirement and not for the improvement of his/her grade point average or for enabling him/her to qualify for the award of a Scholarship/Fellowship or for

competing for a Certificate of honor or for a position in the University.

- (c) The restriction contained in clause(s) of this rule shall apply only in case of a student getting grade 6.0 to 7.4. A student, who gets 'F' grade in a particular course, may be allowed to repeat that course without any such restriction.
- (d) When a student repeats a course after getting 'F' grade or is permitted to repeat a course after getting grades as specified above, as the case may be, the credits corresponding to that course shall be counted only once for the graduation requirements.
- (e) When a student improves his/her grade after repeating a course, for computing Overall Grade Point Average, the original grade, before repeating, shall be ignored and the grade obtained by him/her after repeating the course shall alone be taken into account. But in the official record of the student maintained in the Dean, PGS office, both the earlier grade and the grade obtained after repetition, improved or otherwise, shall be mentioned and the fact that he/she repeated the course shall be indicated by the letter 'r' written above the grade point which he/she obtained after such repetition. But till such time as student repeats the course the original grade and credits shall be used to compute the Overall Grade Point Average.

If however, a student, who repeats a course, obtains a grade lower than what he/she had obtained in the first attempt, the grade secured by him/her in the first attempt shall be taken into account for calculating the Overall Grade Point Average. Student however will not be allowed to repeat that very course again.

13. SEMESTER REPORT

At the end of each semester, the Dean, PGS after obtaining the grades from all concerned as per rule 9.1 shall make out these grades on the semester report (7 copies) in Annexure-VI in respect of each student giving therein the grade point in each course and/or research or preliminary examination, grade point average for that semester, overall grade point average and the standing of the student at the end of Semester. Distribution of copies of semester report will be as under:

The Dean, PGS will retain one copy for students personal file and transmit three copies to the HOD (one copy each for the Major Advisor, student concerned and the HOD).

14. THESIS REQUIREMENTS

14.1 Preparation of the Draft thesis:

- (a) A student preparing for Master's/Ph.D. degree shall submit the subject of proposed thesis and its synopsis (**Form PG-3 as per Appendix IX of this chapter**) to the Dean, PGS (through Advisor/HOD). Major Advisor will ensure that it should be got approved from Dean, PGS before the start of end term/final examination of 2nd semester of their admission, under all circumstances failing which it will not be accepted after the stipulated period and admission shall stand cancelled. However, for the student admitted in Master's Programme the synopsis should be submitted to the Dean, PGS before the start of mid term examination of the 2nd semester. Comprehensive written examination will not be held till the synopsis is approved by the Dean, PGS.

The research of PG students should be a part of on going research project/priority area. HOD will ensure that there is no duplication in the proposed research work.

- (b) Provision of rule 5.7 (c) shall be equally applicable in rule 14.1 (a).
- (c) The subject of the thesis will, as far as possible, relate to some research needs of the

State. The student shall be required to deliver the synopsis seminar after the Advisory Committee has discussed and approved the plan of work. The Head of the Department should ensure that there is an active participation of the faculty members at the time of synopsis seminar. The Head of Department will get the synopsis evaluated by one or two experts, preferably locally or if such expert is not available locally, then by outside experts within three months; thereafter, the synopsis shall be submitted by the Head of the Department after incorporating modifications, if any, for the approval of the Dean, PGS.

Before a student can be permitted to start writing the thesis, the following requirements must be fulfilled:

- (i) The student shall give a seminar presenting all the data collected by him/her and analysis of such data.
- (ii) The Advisory Committee should approve quantum and quality of the Research work done by the student.

The completed dissertation of Ph. D. student shall be submitted only after successful completion of preliminary oral examination.

For the students admitted for Ph.D. for thesis submission one research paper should have been accepted/presented in national/international/symposium /conference/seminar or one patent submitted/filed in lieu of the research publication out of the thesis work.

14.2 Approval of thesis Draft:

The thesis will be prepared on the following format.

Format of P.G. thesis

1.	No. of copies to be prepared by a student	4 (four). One each for Nehru Library, Major Advisor, HOD and student One CD to Library
2.	Spacing for text of thesis	1 ½ space
3.	Font of thesis	Times New Roman
4.	Printing of thesis	Both sides of the paper. As far as possible photographs, graphs and tables must be adjusted in between the running text
5.	Font size for text & tables	11 points
6.	References & appendices	10 points in single space (1½ space after each reference) following the style of Journal of Ecology
7.	Chapter page before each chapter	Deleted
8.	Font size for chapter headings	12 pt. Size
9.	Margin for thesis	1 inch top & bottom, 1.25 inch left and right
10.	Introduction (a) General background (b) Most relevant review of literature (c) Significance of study (d) Objectives	2 to 4 pages
11.	Review and Patent Search	Up to 10 pages

12.	Materials & Methods	Same in the text on font size as described earlier.
13.	Results	Result should be in a separate chapter and presented either with tables or graphs
14.	Discussion	Separate chapter
15.	Summary & Conclusion	Up to 4 pages
16.	Tables	Tables may be adjusted in the text as far as possible. Only bigger table may be kept on single page
17.	Acknowledgements	Maximum one page
18.	Dedication page	Deleted
19.	Abstract	Maximum one page (single space, 10 pt. size)
20.	CV ands list for publications along with colour photograph of the student	One page

- (a) Name :
- (b) Date of birth :
- (c) Place of birth :
- (d) Mother's name :
- (e) Father's name :
- (f) Permanent address (with pin code) :
- (g) Telephone :
- (h) Mobile :
- (i) E-mail :
- (j) Academic qualifications :

Degree	University/Board	Year of passing	Percentage of marks	Subjects

- (k) Co-curricular activities :
- (l) Medals/Honours received :
- (m) List of Publications :
- (related to thesis work only)

21. Citation: Biological Abstracts :

22. Copy Right: MHU, Karnal (through an undertaking to be furnished by the student with the thesis)

Note: The same format shall be applicable for submission of synopsis. However, 5 copies of synopsis may be sent in future

The following certificate may be given by the Head of Department while sending the thesis of a postgraduate student:

"It is certified that the thesis submitted by Sh. _____, Admn.No. _____, an M.Sc/M.Tech./Ph.D student of this department has been checked and found as per specifications of the format circulated by the Dean, PGS vide his memo No. _____ dated _____."

An undertaking of copy right given by the student may also be appended with the thesis on the following lines:

UNDERTAKING OF COPY RIGHT

"I _____, Admn. No. _____ undertake that I give copy right to the CCS HAU, Hisar of my thesis entitled

" _____ "

I also undertake that patent, if any, arising out of the research work conducted during the programme shall be filed by me only with due permission of the competent authority of CCS HAU, Hisar.

Signature of the student

The draft of the thesis will be submitted to members of the Advisory Committee for their approval at least two weeks before the last date for the submission of the thesis to the Dean, PGS.

The Dean, PGS will accept the thesis only when it is accompanied by a certificate of approval, in the prescribed form, signed by all the members of the Advisory Committee.

14.3 Submission of the Thesis

Period/Date of submission of thesis:

M.Sc. & Ph.D. students can submit the thesis only in the last semester of residential requirement & after one and two year respectively of submission of synopsis in the office of Dean, PGS. The period of one or two years will also include the semesters dropped during this period.

Similarly after delivering thesis seminar, M.Sc. & Ph.D. students should submit their thesis within 3 and 6 months respectively. This period can be extended by the Dean, PGS for 3 months in both the cases. There should be minimum gap of 7 and 15 days in M.Sc. and Ph.D. between thesis seminar and thesis submission. Thesis seminar should only be conducted after successful completion of all course work (complete research).

The last date for submission of thesis will be the same as for the submission of grades for that particular semester for which the student has registered. **However, during the break period, thesis can be submitted with a late fee of Rs. 100/- per day upto 20 days. No further relaxation will be granted.**

M. Sc. and Ph. D. students shall submit to his/her Major Advisor **one and two copies of thesis, respectively for evaluation by external examiner. At the time of final viva-voce** four copies of thesis along with CD shall be submitted. However, extra copies of thesis over and above the number specified must be submitted by the student for supply to the sponsoring agency in case of sponsored project.

The Major Advisor will retain one copy and send the other along with CD through Head of the department to the Dean, PGS along with a certificate of approval. The Dean, PGS shall send one or two copies, as the case may be, to the External Examiner (s). The remaining copies will go to the members of the Advisory Committee and the sponsoring agency, if any.

15. EVALUATION OF M. Sc. THESIS

15.1 The M. Sc. theses shall be evaluated by an Examining Committee constituted as under:

- (i) Student's Advisory Committee.
- (ii) One external examiner, who will be specialist in the student's major field and will be appointed by the Dean, PGS.

15.2 Sending of Thesis to External Examiners. The Dean, PGS shall send the thesis to the external examiner for evaluation. The external examiner will submit a report in the prescribed proforma commenting on the thesis and stating whether he/she recommends acceptance, only then the Oral Examination be arranged. If he/she rejects it, the case will be submitted to the Advisory Committee for a decision. If the Advisory Committee agrees with the external examiner, the thesis shall be rejected. If the Advisory Committee does not agree, the thesis shall be re-examined by another external examiner whose decision shall be final;

Where the thesis is returned for revision, the student will be given one chance to revise the thesis and submit it within three months from the date of receipt of report in Dean, PGS office. If the thesis is rejected second time he/she will be dropped from the University without any right of petition for re-admission.

15.3 Final Viva-Voce examination

In case the external examiner recommends the acceptance of thesis:

1. Final Viva-Voce examination will be conducted by the external examiner and the Advisory Committee.
2. Final Viva-voce examination will cover the thesis and the course work at M.Sc. level.

Note: If the performance of the student at the time of Viva-voce examination is unsatisfactory, the student will be required to reappear for Viva Voce exam after 3 months and if he/she fails again, no further chance will be given.

16. EVALUATION OF Ph. D. THESIS

16.1 The Ph. D. thesis shall be evaluated by two external examiners of different institutions. The final oral examination conducted by an Examining committee constituted as under:

- (i) Student's Advisory Committee
- (ii) One external examiner from other institutions out of the two to whom the thesis were sent for evaluation. They shall be specialists in the student's major field and will be appointed by the Vice-Chancellor.

16.2 Sending of Thesis to External Examiners

The thesis will be sent by the Dean, PGS to two external examiners appointed by the Vice-Chancellor for their comments. The external examiners will advise whether the thesis is good enough for the conduct of the viva-voce examination. If they recommend that the thesis is good enough for the conduct of the viva-voce examination, the viva-voce examination will be arranged. If there is a difference of opinion between the external examiners, the thesis will then be referred to third external examiner, whose decision shall be final.

If the thesis is not recommended and returned for revision, it shall be revised on the basis of the comments of the External Examiner(s). The revised thesis will be sent to two External Examiners who had not examined it earlier and

- (i) Should both the External Examiners again condemn the thesis, then it shall be rejected.
- (ii) Should both the External Examiners agree to accept the thesis, the viva-voce examination shall be arranged, to which one of these two external examiners shall be invited, and
- (iii) Should there again be a difference of opinion between these two External Examiners, the case may be submitted to the Vice-Chancellor with the comments of the External Examiners and of the Advisory Committee and decision of the Vice-Chancellor shall be final.

16.3 Rates of remuneration for evaluating thesis and conducting oral examination.

Rates of payment of remuneration for M.Sc./M.Tech./MA		Rates of payment of remuneration for Ph.D.			Remarks
Thesis evaluation	Viva-voce	Thesis evaluation	Viva-voce for comprehensive oral exam.	Viva-voce for final oral exam.	
Rs. 1000/-	Rs. 1000/- each student (Max. Rs. 2000/-)	Rs. 1250/-	Rs. 1000/- per student Rs. 2000/- for two students and thereafter additional Rs. 1000/- per two students.	Rs. 1000/- per each student (Max. Rs. 2000/-)	

17. Final Viva-voce Examination:

Report of External Examiner(s) recommending the acceptance of thesis will be sent by the Dean, PGS to the Head of Department concerned for arranging viva-voce examination, as the case may be. A copy of the correspondence to be made with the External Examiner by the Head of Department be invariably sent to Dean, PGS's office for records.

18. RE-SUBMISSION OF THESIS/RE-APPEAR

If the thesis is not accepted or the performance of the student at the viva voce examination is unsatisfactory, the student will be required to resubmit the thesis or re-appear for viva-voce after three months from the date of examination and if he/she fails again, no further chance will be given.

19. DISPOSAL OF THESIS

After the final viva-voce examination has been held and the thesis has been approved, all the copies of the thesis shall be sent to the Dean, PGS who will forward the original copy to the University Librarian **along with a soft copy in PDF format which should be complete replication of printed dissertation i.e the sequence of pages in the PDF file should be same as that of printed dissertation**, one to the Head of the Department, one to the Major Advisor and one to the student. First authorship shall always be in the name of the student for papers sent for publication out of student's thesis

20. POSTGRADUATION REQUIREMENTS

20.1 General Credit Requirements:

The minimum credit requirements in PG programs shall be prescribed by the Academic Council from time to time. These can be modified as per provisions made in subsequent paras of this rule.

In postgraduate programmes minimum credit requirements shall include the credit requirements for course work and Research.

Where a candidate is not having exactly the same pre-admission requirements, Advisory Committee of PG students shall evaluate academic attainments of the student and shall recommend additional courses to be taken by the student. The Dean, PGS will after scrutinizing the recommendations shall take decision after making change(s). Decision of the Dean, PGS shall be final. Such courses that had earlier been registered by students, result declared and grade earned will not be deleted. However, deletion change of nature of course may be allowed if it was taken in the 1st semester or was not a compulsory course of the programme of study when yellow form was not filled or advisory committee not constituted.

20.2 After a student has been admitted to a programme, the Advisory Committee will evaluate academic attainments of the student including deficiency courses wherever necessary. The same committee will also recommend exemption from courses, if any. The Advisory Committee of the student shall forward its recommendations to the Dean, PGS, who after scrutinizing the same and making any change (s) that may be considered necessary, shall communicate the decision to the Head of Department of the student concerned.

The case of student migrated from other Universities to CCS Haryana Agricultural University, will be dealt with under the provisions applicable to fresh admissions. The Committee examining such, cases will specify the exemption from or addition of courses as well as grouping of the courses, to be cleared by such candidates, in semesters. The Dean, PGS will be the final authority to approve the recommendations of the committee.

Regarding admission of foreign nationals certificate from embassies of the countries from which foreign national seek admission at CCSHAU should be obtained that candidates have sufficient knowledge of English. Such students may come about a month earlier before the actual registration and a test may be given to them. If they are found deficient, they will have to spend one extra semester on language courses only.

20.3 Requirements for M. Sc. Degree:

The minimum requirements for M.Sc. degree will be as under:

1. **Total course credit hours required: 55**
 - (a) Major: 20 credit hours
Note: For M.Sc. Statistics students only, credit hours are 36
 - (b) one credit Seminar in the major field.
 - (c) Supporting: 5 credit hours
 - (d) (i) Minor: 9 credit hours covering one or more related fields. Normally the minor subjects shall be from the Department other than the major and at least six out of nine credit hours should be taken from the minor department.
 - (ii) Splitting of supporting courses permissible
2. Research credit hours: 20 (grading S or US)
Note: For M.Sc. Statistics students only, credit hours are 10 (grading S or US).
3. Within the above limits the M. Sc. student shall be required to take the following:

Note:- The following rule will be applicable for student taking admission in the year 2010-11 & onward. For M.Sc. Programme there would be noncredit compulsory courses from PGS.501 to PGS.505

CODE	COURSE TITLE	CREDITS
PGS.501	LIBRARY AND INFORMATION SERVICES	0+1
PGS.502	TECHNICAL WRITING AND COMMUNICATION SKILLS	0+1
PGS.503 (e-course)	INTELLECTUAL PROPERTY AND ITS MANAGEMENT IN AGRICULTURE	1+0
PGS.504 (e-course)	AGRICULTURAL RESEARCH, RESEARCH ETHICS AND RURAL DEVELOPMENT PROGRAMMES	1+0
PGS.505 (e-course)	DISASTER MANAGEMENT	1+0
Hindi 1	PRARAMBHC HINDI (Only for foreign students)	1+0

In case of Ph.D. a student who has cleared these courses at Master's level will be exempted.

20.4 Ph. D. Degree Requirements:

The minimum requirement for Ph. D. degree will be as under:

1. Total credit hours required: 75
 - (a) Major 15 credit hours including minimum of six credit hours of 600 series of major field.
 - (b) Two credit Seminars (1 credit hour each) in the major field.
 - (c) Supporting: 5 credit hours
 - (d)
 - i) Minor 8 credit hours covering a field related to the field of specialization.
 - ii) Splitting of supporting courses permissible.
2. Research credit hours: 45 (grading S or US)
3. In addition, the Ph. D. student shall be required to take Preliminary examination (Written and oral).

21. MINIMUM RESIDENTIAL REQUIREMENTS

- 21.1 M. Sc. = 4 semesters*
Ph. D. = 5 semesters*

*Thesis can also be submitted in this duration.

For the purpose of this rule, residence at the University's research stations and other Research institutions with which the University has collaborative arrangements will be deemed to be residence at the University.

Semester(s) dropped due to any reason(s) shall not be counted towards the residential requirements.

*All students (till submission of thesis) are full-time students of the University. They cannot join any other degree / programme being offered by other institutes/Universities except diploma courses or computer/other courses being offered by various private institutions like NIIT, NIFT, APTECH, etc. or other correspondence courses offered by various Universities like IGNOU where there is no condition of submission of migration certificate from the Universities where the students are already enrolled or have already completed degree.

Note : It is the responsibility of the Head of the Department to ensure strict compliance of Rule 21. 1 of University Calendar Volume-II and other instructions and to certify on the basis of the attendance of the students that the student is not in job. The head of the department may enquire the position/facts of each case from any source he likes and may also obtain affidavit in this regard from the students. Regarding cancellation of admission in cases where it is established that the student has violated any of the rules or conditions, the admission committee, i. e. Dean, PGS, Dean of the college concerned and Registrar/ his representative, along with the Head of Department concerned shall examine the case and make recommendations to the Vice-Chancellor in this regard. Thereafter, Dean, PGS shall take action in accordance with the decision of the Vice- Chancellor.

21.2 If a student is unable to complete the programme within the normal residential requirement as indicated in rule 21.1, he/she will be dealt with as under:

- a) The M.Sc. students should normally complete all requirements for the degree in six semesters from first registration. In case, the student is unable to complete the programme due to some reasons beyond his/her control, the period may be extended by the Dean, PGS on the recommendation of the Advisory committee and the Dean concerned and further on payment of prescribed extension fee up to a maximum of eight semesters

7th Semester Rs. 1000/-

8th Semester Rs. 2000/-

Such students who fail to complete the programme of studies within the maximum period indicate above, be dropped.

Ordinarily, no student should be given time beyond the extended period of two years. However, in exceptional circumstances and on the basis of the merits of each case, university may allow a student one more year for completion of the programme alongwith additional fee of Rs.4000/-.

- b) The Ph.D. students should normally complete all requirements for the degree in 8 semesters from first registration. In case, the student is unable to complete the programme, due to some reason beyond his/her control, the period may be extended by the Dean, PGS on the recommendation of the Advisory committee and the Dean concerned and further on payment of prescribed extension fee up to a maximum of 10 semesters provided he/she has cleared preliminary written and oral examination.

9th Semester Rs.1500/-

10th Semester Rs.2000/-

Such students who fail to complete the programme of studies within the maximum period indicate above, be dropped.

Ordinarily, no student should be given time beyond the extended period of two years. However, in exceptional circumstances and on the basis of the merits of each case, university may allow a student one more year for completion of the programme alongwith additional fee of Rs.5000/-.

- (c) For the purpose of counting maximum period for completing M. Sc. and Ph. D. degree for dropping etc. where a student leaves either M. Sc. or Ph. D. programme for joining service or for any other purpose, with the permission of the competent authority, such period will not be counted towards calculating the duration. No condition, however, shall be, imposed on the student, who has left the studies for joining services for coming back and resuming his/her Ph.D/M.Sc. studies and it will be for the student to decide as to at what stage he/she wants to come back and resume studies. Under no circumstances, however, he/she will not be allowed to exceed maximum duration allowed to complete the degree and shall not be given any exemption from the rules prescribed for getting extension. Dropping the semester with any reason whatsoever, with the permission of the competent authority or otherwise including dropping with the permission of the competent authority to join services, no concession shall be given while

counting the normal duration within which a student is supposed to be completing the degree.

- (d) No M.Sc. & Ph.D. student shall be allowed to continue for more than **four (eight semesters) and five (ten semesters)** academic years respectively for completing M.Sc./Ph.D. degree. However, the marginal cases such as where the student has completed all the requirements and is left with thesis seminar and/or thesis submission, extension in such cases beyond the maximum period prescribed in rule 21.2(a) and (b) be allowed but restricted to a maximum of three months by the Vice-Chancellor on the recommendations of Deans Committee where after student shall be dropped from the university.

21.3 In case extension at any stage is not allowed by the competent authority, the student shall, be dropped from the University.

21.4 In such cases where the students are not able to clear their courses in due time, following steps would be taken:

- (i) The Advisor shall communicate the progress/deficiency of such a student to his/her parents asking them to meet the Advisor to discuss such case.
- (ii) If the parents do not report to the Advisor as a result of such communication which might be due to postal lapses, personal communication would be ensured to such parents through our K.G.K.'s/ K.V.K.'s staff who will ensure delivery of such letters at personal level.
- (iii) Such student would be treated by the Advisor as 'problem case' and shall be kept under constant watch.
- (iv) The Advisor would regularly maintain record of such student including the number of times he/she did counseling with the student and efforts on the part of Advisor to take necessary corrective action including contact with the parents.
In the event of any such cases of overstayd coming before the Vice-Chancellor/Academic Council, full facts including number of chances taken in each course, duration of stay, reasons of failure, role played by the Advisor etc. would be put up before the Vice-Chancellor/Academic Council. Advisor concerned shall be required to be present in the meeting to explain his/her accountability to the student before the Academic Council.

22. LEAVING STUDIES - RE-ADMISSION

The students studying in semester system should not be permitted to drop studies in the first semester of first year and those studying in traditional annual system should not be permitted to drop studies for first year, where after dropping of studies re-admission shall be governed by the following rules:

- 22.1 A student who is on Good Standing and leaves College at the end of a Semester (with prior permission of Dean, PGS,) shall be eligible for re-admission provided he/she seeks readmission within one year of leaving the college. This re-admission will be at the discretion of the Dean, PGS.
- 22.2 A student on Good Standing who, for certain compelling reasons, had to leave the College, with the permission of the Dean, PGS during the currency of a semester may be re-admitted by the Dean, PGS within a period of one year of leaving the college.
- 22.3 Name of such students who do not get/have not got registered continuously for two or more

semesters (without permission of the Dean) be struck off. Re-admission in such case shall not be allowed. It is made clear that if a student turns up for registration after willful absence of one semester, a sum of Rs. 1000/- will be charged as a penalty. He will also be issued a warning by the Dean, PGS not to repeat such absence in future failing which admission shall stand cancelled without issuing further notice.

- 22.4 The Dean, PGS may, in exceptional cases, with the prior approval of the Vice- Chancellor allow a student to drop the studies for a maximum period of 2 years for the purpose of undergoing training on the basis of selection made through open competitive examination like IAS, IFS, IPS, ARS, HCS, IES/Indian Statistical Services, Indian Income Tax, Indian Audit & Accounts, Indian P & T., Accounts and Finance, Indian Forest, Indian Customs and Central Excise, Combined Defense, NDA and All India Banking (Officers cadre) services.

Case for any other similar service falling out of the purview of the above services shall be put up to the Vice-Chancellor, as a special case, for consideration.

- 22.5 In all such cases, semester(s) dropped shall not be counted towards the residential requirement and the student shall have to pay re-admission fee in addition to the normal charges at the time of re-admission.

23. MIGRATION

23.1 Migration from other Universities:

Migration in the middle of a programme from other universities is not permissible in the PG programme.

Requests of migration of children of university employees may also be considered on compassionate grounds.

The students seeking migration in the middle of a programme of studies must furnish from Head of Department of the Institution in which he/she studied last, the Certificate of Character, Medical fitness certificate and a transcript of courses and credits taken in the previous university Request of migration shall be examined by the Dean, PGS on the basis of following criteria:

- (i) The candidate should not have fewer marks in the qualifying examination for that degree than the candidate last admitted to the degree programme during that year.
- (ii) The student should be on good standing; good conduct and medically fit at the time of migration as per rules of the University where he/she is studying.

Even if a candidate fulfils the above criteria yet it is discretion of the CCSHAU to allow or may not allow migration. Vice-Chancellor shall be the final authority to approve Deans' recommendations.

Students who migrate from other universities/colleges shall not be eligible for MHU scholarship/fellowship.

Regarding the benefit of courses, the Equivalence Committee of the College will work out equivalence of the courses cleared by the student before migration with the course(s) existing at MHU and will recommend the exemption to be allowed to the students which will be finally approved by the Dean of the college concerned.

Grades earned by a student in previous institution shall be indicated in the transcript with

a clear note that these have been given by the institution previous to the student's migration to MHU. These grades however, shall not be counted for calculating OGPA in this university.

- 23.2 Migration certificate may be issued to the students even if they leave their studies before completing their degree programme to join any other University, after payment of prescribed fee and 'No objection certificate' from the concerned Dean, No dues certificate is not required, if migration certificate is asked for after the completion of degree programme.

24. REFUND OF TUITION FEES (SECURITY)

- (a) A student who pays tuition fee in advance, for the entire course for a term/semester but is not finally admitted to a class shall be entitled to refund of the full fees paid by him/her provided he/she claims the refund within a period of three months from the date of admission.
- (b) A student who paid fee in advance for a term and who does not join or withdraws his/her name after having been admitted to a class shall not be entitled to the refund of fees paid by him/her.
- (c) A student who has paid fee in advance for a term but is not allowed to join the class shall be entitled to refund of fees paid by him/her if claimed before the end of the term.
- (d) A student who had paid fees in advance for a term but is prevented from pursuing studies because of illness will be allowed to carry forward fees paid by him/her for adjustment in a subsequent term, in case the medical certificate is from a Govt. Hospital/ University hospital.
- (e) If a student has paid fees in advance for a term but is admitted provisionally pending declaration of the examination result, the university will charge fees for the period his/her name remains on the rolls, in case he/she is declared ineligible for continuing studies in the higher class. if, however, he/she decides to continue his/her studies in the lower class, the fees paid will be adjusted against the fees for that class.
- (f) Adjust fees and securities of candidates admitted to one programme, allowed to shift to another programme later on.

25. MISCELLANEOUS

- 25.1 In order to ensure that the requirements for the award of a degree have been duly completed by a student, the Dean, PGS office shall keep a record of the courses completed by the student. Result notification will be issued by the Dean, PGS after the students has completed the postgraduation requirements.
- 25.2 In all matters relating to admission and the operation of the semester system, the Dean, PGS shall, ordinarily, act in accordance with the recommendations of the Selection Committee as authorized for the purpose under the rules of the University. Where, however he/she does not agree with such recommendations, he/she shall refer the matter to the Vice-Chancellor whose decision shall be final.

- 25.3 Admission/continuation of those students who are convicted by the court of law or against whom a case in a court of law, is in progress will not be eligible for admission. However, when such a student takes re-admission his/her case would be considered afresh on merits keeping in view the grounds of conviction.
- 25.4 Head of the Department will ensure that every student should carry his/ her identity card and those without identity card should not be allowed to sit in the examination. In case of impersonation, if both the students involved are students of this university they should be expelled as per rules after following the prescribed procedure. If a person, who impersonates is from outside the university, his/her case should, in addition also be referred to the Police.
- 25.5 Any matter not covered by these rules shall be referred to the Academic Council for decision.

26. ALLOTMENT OF PG STUDENTS

- 26.1 A maximum of 8 PG students to Professor/equiv., 6 PG students to Assoc. Prof./equiv. and 4 PG students to Asstt. Prof./equiv. should be adhered to. However, for allotment of Ph.D. students, there should be a maximum limit of 4, 3 and 2 to the above cadres of faculty, respectively, and half the number of above should be allotted to the faculty working in extension. The Dean, PGS is authorized to allow one or two extra students after taking stock of the situation. M.Sc. & Ph.D. students may be allotted to the faculty members who are going to retire within two or three years, respectively, after taking their willingness to guide the students. The Faculty after retirement, if willing to guide PG students with no financial liability, may continue to guide the students upto one year with the permission of Dean, PGS. The Faculty/Scientists working in other Govt. Institutes/Universities should be included as additional major or co-major with permission of Dean, PGS with no financial liability to MHU.
- 26.2 The postgraduate faculty members (teaching, research or extension) participating in teaching activities in the department are entitled to get a student to guide as Major Advisor depending upon the eligibility in accordance with academic merit and seniority from the date of becoming post- graduate faculty member. The allotment of students may be done by a cycling process roster for which shall be maintained separately for M.Sc. & Ph.D. students i.e. in first round one student may be given to faculty members in teaching, research and extension, 2nd round to teacher only, 3rd round to faculty members in teaching, research and extension and 4th round to teachers only, so that every faculty member in his/her turn gets at least one student to guide. This will be applicable to Professor of Eminence, National Fellows and Project Coordinators provided they participate in teaching activities of the department. The students may be allotted to a person working at research station only if the Head of the Department is satisfied that sufficient facilities exist at that station. When a faculty member from outstation is allotted a student, a faculty member from the Campus from the major field should be included as co-major advisor.

Note: The Vice-Chancellor/Dean/Director/Officer of the University are allowed for teaching/research/ guiding students as per their specialization and willingness even though they are not a permanent faculty of MHU, Karnal.

- 26.3 Student may be asked to give their choice for specialization or subject/discipline, crop/species etc. which may be kept in view as far as possible in allotting the students as in para 27.2 above.

Note: The Dean, PGS is competent to take a final decision in consultation with the concerned Dean, on such cases which are not covered in the above guidelines.

26.4 A teacher may not be nominated on more than 10 advisory committees exclusive of those where he/she is acting as Major Advisor. In case of exceptions, special permission from the Dean, Postgraduate Studies may be obtained.

For this, the Head of Department of Minor and Supporting subjects should nominate faculty member on the advisory committee.

Similarly no teacher should be appointed as Dean's nominee for more than ten Advisory Committees.

26.5 An Assistant Professor may be allotted M.Sc. students only after his/her satisfactory completion of probationary period. To guide M.Sc. students for research, member of the staff must belong to the Postgraduate Faculty and must have a Ph.D. degree with two years experience or M.Sc. with 10 years experience in teaching/research/ extension education. For guiding M.Tech. students of College of Agril. Engineering the faculty possessing M.Tech. degree should have an experience of 5 years in teaching/research/ extension. To guide Ph.D. students the teacher should preferably have guided two M.Sc. students limited to at least one M.Sc. student.

26.6 The second Advisor from the major department has to be chosen with care, particularly, when the Major Advisor is to guide for the first time. In such cases, a senior person from the major subject be included on the advisory committee.

Advisors from the minor subject should be from a discipline which is related to the research of the candidate. For this Major Advisor should seek guidance from the concerned Head of the Department of the minor field.

26.7 **Dean PGS's nominee:**

The Dean's nominee has a significant role in monitoring the functions of Advisory Committee. He/she may ensure that rules are followed for the effective functioning of the Advisory Committee. He/she may give the technical assistance as regards programme of work and research work. He/she may send a report about the progress of the student in respect of programme of studies when he/she feels necessary, direct to the Head of the concerned department with a copy to the Dean, PGS.

26.8 **Areas of research:**

The Departments should formulate broad research areas, in which the students are to pursue their research. This may be done with the help of the postgraduate faculty of the department once in every 3 years. Major Advisor should be allowed to initiate student's research problems from the identified areas of research.

26.9 **Comprehensive knowledge of the subjects:**

The departmental committee should identify a few courses which the student must take in order to have comprehensive knowledge of the subject. The Head of the Department should monitor this in consultation with the major advisor and the advisory committee.

27. PERMISSION FOR RESEARCH IN FOREIGN COUNTRY

27.1 The student(s) should have normally completed 75% of the course work, prescribed by the Advisory Committee. However, if the requirement is such that the student needs some relaxation in credits, the Dean, Postgraduate Studies would consider the case on its merit and grant such relaxation. It need not be referred to the Academic Council.

27.2 The problem of research on which the student would work in the foreign country shall be decided by his/her Major Advisor in consultation with the foreign scientist with whom the student is expected to work there. The synopsis must be approved by the Committee before he/she proceeds to avail the fellowship. This is necessary to ensure that the problem of research should be such that its results are of mutual interest to both the countries.

27.3 There is no need for student to register at MHU. The proof of his/her having registered at University of foreign country would be considered as registration here.

27.4 The student, on return from abroad would, if necessary complete the remaining portion of the

research, present thesis to his/her Advisory Committee in accordance with the rules of the University.

27.5 The Foreign Advisor would for the purpose of research, be treated as a Co-Major Advisor. He/she would send the evaluation of the research conducted under him/her, in term of S/US grade and the number of credit hours devoted to research work by the student during each semester to the Major Advisor of the student in this University. Report should be sent by the Student after every semester through his/her Co-Advisor there.

27.6 The Foreign Advisor would not be expected to sign on the thesis as the certificate, already received from him/her, would serve the purpose. However, he/she would be included as a Co-author in the research papers published from thesis of the student.

The student will acknowledge the financial assistance, received from the foreign Govt./Institution, for carrying out research on the problem.

28. BENCH FEE FROM THE STUDENTS OF OTHER UNIVERSITIES

Students from the Universities/Institutions where we do not have any Memorandum of Understanding, are to conduct some research in the university and they are to be provided some infrastructure facilities like land and lab equipments etc. be charged a bench fee of Rs.20,000/- per student for a period not exceeding three months and an amount of \$ 2000 be charged from NRIs/Foreigners for one semester. The bench fee will cover use of infrastructural facilities and laboratory equipments but not the chemicals, consumable and glassware which the students shall have to bring themselves. Any loss of university property shall also be borne by the students of the sponsoring University/Institute”.

29. REJOIN SERVICE/JOIN SERVICE, RESEARCH ASSOCIATESHIP AND RESEARCH FELLOWSHIP

29.1 For Inservice:

(i) Inservice Ph. D. students studying at MHU or at other universities

Time limit for rejoining service should be residential period. After completing this period, inservice candidate should be allowed to rejoin their duty only after submission of their thesis. For this purpose, they are required to produce a certificate from the Dean, PGS/competent authority of the University concerned.

(ii) For Inservice M. Sc. students time limit for rejoining service should be residential period (4 semesters). After completing this period, the inservice candidates of CCSHAU should be allowed to rejoin their duty only after submission of their thesis.

29.2 Other than inservice:

(i) For Ph. D. students to join as Research Assoc./Research Fellow/STA

A student having completed his/her preliminary examination and residential requirements can join on production of authentic proof as STA/Asstt. Scientist/Asstt. Prof. or equivalent or any service. He has to complete the degree in the prescribed time limit. **He may be allowed to rejoin study excluding the semester in which he had joined service.** He will be allowed to rejoin service after submission of thesis and he will have to get leave of the kind due from the date of registration to the date of submission of thesis. However, the students who have joined service after thesis seminar may submit the thesis after registration without any kind of leave but within the limit prescribed.

- (ii) A Ph. D. student appointed as JRF and SRF by the CCS HAU at the main campus may be permitted to join the same after completing his/her Preliminary examination and course requirements without dropping the studies.

29.3 For M. Sc. Students to join service:

- (i) The M.Sc. students who have completed the minimum residential requirements as well as all the credit hours of course work and research work and have delivered their thesis seminar may be allowed to join service by the Dean, PGS and they should be allowed dropping during which they can register themselves and submit their thesis.
- (ii) The other M. Sc. students who have completed their course work and are yet to complete the research credits as well as some part of the semester to fulfill their residential requirements may also be allowed to join service subject to the condition that such students will have to rejoin their studies as regular students and after taking leave of the kind due from the Institution/Department where they join and they shall have to stay at the University from the day of registration after rejoining till submission of thesis.
- (iii) The dropping given under rule 30.3 (i & ii) for joining service may be allowed subject to the condition of completion of the programme within the time limit already prescribed for completion of M. Sc. programme and no extension in the period should be given on the basis of dropping.
- (iv) The M. Sc. students who are awarded some fellowship in some research schemes may be allowed to join the schemes as JRF/SRF in CCS HAU main campus on completion of course work without dropping their studies.

Note: Registration for viva-voce be allowed at any time without late fee on nominal fee of Rs. 100/-.

30. CASUAL STUDENTSHIP

- (i) The training may be imparted to Agricultural scientists in course(s) already being offered by the University.
- (ii) The minimum qualifying requirement for the training need be at least a Bachelor's degree in the field concerned if the casual studentship is sought in M. Sc. programme and M.Sc. in the discipline concerned if it is sought in Ph.D. programme.
- (iii) The casual studentship may not be less than one semester.
- (iv) Full fee for the semester may be charged from the trainee as required in case of regular postgraduate students.
- (v) The short-term training may be imparted if recommended by the Head of the Department and Dean of the College concerned and approved by the Vice-Chancellor.
- (vi) The trainee may be charged hostel charges for a semester as prescribed for postgraduate students in case he/she wanted to stay in the hostel. The accommodation in the hostel would, however, be provided if it is available.
- (vii) The persons admitted to the short-term training/casual studentship shall not be entitled to appear in any examination of the University.
- (viii) The Dean of the College concerned, on the recommendation of Head of Department concerned may grant him/her a certificate that he/she has attended the specific course of lectures and practicals.
- (ix) The short-term training shall not entitle the trainee to any advantage for obtaining admission to any M., Sc. or Ph. D. programme of the University.
- (x) Student, admitted to a regular programme of the University but who arrives late, may be allowed to enroll as a casual student for that semester and to register himself/herself as a

regular student of the University from the next semester.

- (xi) Five candidates might be admitted for a short-term training in a course scheduled to be offered by the University.
- (xii) The candidate may be allowed to sign for one course only not exceeding five credit hours.

- Note**
- 1. For Scholarship, stipend and merit stipend see Chapter-V.**
 - 2. For allotment of Accommodation in PG (Married Hostel) see Chapter-X.**
 - 3. For Award of Gold Medals see Chapter-XVII.**
 - 4. For Detail of fee for various certificates see Chapter-XVIII.**

APPENDIX-I

[Rule 2.1]

MAHARANA PARTAP HORTICULTURAL UNIVERSITY

REGISTRATION CARD

[Please read carefully the instructions overleaf before filling this card]

Admission No.		Name	
Semester		Year & Class	
Local Address			

Title of course	Course No.	Credit hours	Signature (in full) of instructor

Total credits offered

Signature of student	Signature of Advisor	Signature of Librarian	Signature of Dir. Students Welfare (stamp & Date)	Signature of Admn.-cum-Accounts Officer (stamp & date)	Signature of Dean (stamp & date)	Assistant Registrar (PGS.) for Dean, PGS
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INSTRUCTIONS

(To be observed strictly in the following sequence)

A. FOR STUDENTS

1. Obtain 5 cards meant for relevant class and semester from the Deans office. Yellow coloured cards be used for registration of repeat courses.
2. Meet the advisor and fill these cards in accordance with his/her advice. One filled in card will be retained by him/her.
3. Most of the courses are already printed. Students should check up these and score out those not to be offered and enter those in ink, in the blank space provided for the purpose, that are not included in the printed list.
4. The entries be made neatly and legibly. Erasing/scoring off etc. be duly authenticated by the authority competent to make/allow such corrections.
5. Obtain signatures of the instructors concerned against relevant course. In case a teacher other than the one who is teaching the course has signed the registration card of the student, it would be obligatory on the part of the teacher signing the card to inform in writing the teacher who is teaching the course.
6. Pay hostel dues and obtain signatures of DSW (non-hosteller should get this fact recorded from DSW on these cards).
7. Make payment of fees/dues and obtain signatures of Administrative-cum-Accounts Officer of the College concerned.
8. Leave all the cards in Dean's office (Dean, PGS in the case of Post-Graduate students) and obtain acknowledgement on the reverse of fee receipt. The Deans office after scrutiny shall transmit the cards to Registrar's office within 3 days of the date of registration. The Registrar's office after completing the formalities and scrutiny within 3 days of the receipt of cards shall retain one card.

B. FOR ADVISOR

1. Advise the student properly before he/she fills in these cards.
2. Sign these cards after these have been signed by All concerned except Dean of the College concerned. Please put full signatures.
3. Ensure that the cards are properly filled in and cutting/erasing etc. duly authenticated.
4. Ensure that the student has cleared pre-requisite of a particular course or fulfills the required condition.
5. No student be allowed registration in advance course(s).
6. Do not allow registration by proxy.
7. Ensure that repeat course(s) are registered only in the yellow card and are accompanied by the information in Appendix-II.

APPENDIX-II
[Rule 2.1]

Statement in regard to repeat course registered in semester.

I hereby state that I have included in registration cards the following courses as non teaching in semester for the times shown against each.

Course No.	No. of times (including current semester repeated the course as non teaching
------------	--

I further state that- I have included courses in my registration cards for the time to improve the grades.

Signature of Student

Verified

Advisor

The information supplied by the above student has been checked from the record maintained in my office. The statement is correct and the case is in order which may be accepted for registration.

Signature of Dean with
Office Stamp

APPENDIX-III

(Rule 4.1)

CHANGE OF COURSE FORM

MAHARANA PARTAP HORTICULTURAL UNIVERSITY College of -----	Name		Year	
	Preparing for		Semester	
	Admission No.		Standing	

Total Credit hours for Semester

Total Credit hours Earned to-date

Title of Course	Course No.	Credits	Section	Instructor's Recommendation
Added				
withdrawn				
Reasons for Adding/withdrawing	Total Credits for Semester after Adding/Withdrawing			
Signature of the Student	Recommend	Approved	Fee Paid	Change Recorded Dean, PGS
	Advisor	Dean	A&AO	

INSTRUCTIONS FOR THE STUDENTS

1. A postgraduate student is required to fill in six change of course forms (Dean/Advisor/Student/Computer Cell for the Dean, Post-graduate Studies office) and one adding/withdrawal card (for the Instructor) for each course to be added or withdrawn.
2. These forms should be completed in all respects. You must make sure that you have got the signatures/recommendations of the Instructors/Advisor and the Dean on all the forms at the appropriate places.
3. A clash in the time table, your inability to cope with the volume of work in a particular course, your having to repeat some course or courses, your having been placed on Scholastic Probation and consequent need for a lightening of the load or some such valid reason could be cited for withdrawal.
4. First go to your Advisor and place before him/her your problems, if he/she advises you to add some course or withdraw from some others, fill in this form and get the Advisors recommendations recorded on it.
5. After completing (4) above, go to the concerned instructors and secure their recommendations for your withdrawing/ adding any course(s).
6. After the Dean approves of your change, go to the college office, pay rupees fifty as the fee for this change and obtain the signature of the Admn.-cum-Accounts Officer.
7. After completing (5) above, go to the Dean, PGS and obtain his approval for the change.
8. Leave all the cards in the Dean, PGS office and obtain acknowledgement on reverse of fee receipt. Further process of these cards shall be same as that of registration cards.

APPENDIX-IV

(Rule 4.1)

MAHARANA PARTAP HORTICULTURAL UNIVERSITY COURSE ADDING CARD	Name		Year	
	Preparing for		Semester	
	Admission No.		Standing	
Name of the Instructor	Title of Course	Course No.	Credits	Instructor's Signature

Addition allowed

Dean, PGS Signature & Seal

APPENDIX-V

(Rule 4.1)

MAHARANA PARTAP HORTICULTURAL UNIVERSITY COURSE WITHDRAWAL CARD	Name		Year	
	Preparing for		Semester	
	Admission No.		Standing	
Name of the Instructor	Title of Course	Course No.	Credits	Instructor's Signature

Withdrawal allowed

Dean, PGS Signature & Seal

APPENDIX-VI

MAHARANA PARTAP HORTICULTURAL UNIVERSITY

COLLEGE OF

SEMESTER REPORT FOR

Name		Admission No.			
Sr. No.	Title of course	Course No.	Credit Hrs.	Grade Points	Credit Points
Total		–	–	GPA:	
Previous		–	–	–	
Cumulative		–	–	–	
OGPA					

Cumulative credit Hours Obtained Min. required to pass of CCA
 Standing : Start End

Date

Prepared by Checked by Asstt. Registrar (PGS.)
 for Dean, PGS

Note : The student, his/her Advisor, the Dean concerned or any other person to whom a copy of this report is supplied is required to go through the same carefully and point out error/omission discrepancy within 15 days of the issue of this report, failing which it will be presumed that the report is in order and no complaint whatsoever, will thereafter, be entertained. The Registrar, however, reserves the right to correct and rectify at any stage, any mistake that comes to his notice.

2. INTERPRETATION OF VARIOUS GRADES

Points	Marks	Points	Marks	Points	Marks	Points	Marks	Points	Marks
10.0	100	9.0	90	8.0	80	7.0	70	6.0	60
09.9	99	8.9	89	7.9	79	6.9	69	F below 60	
09.8	98	8.8	88	7.8	78	6.8	68		
09.7	97	8.7	87	7.7	77	6.7	67		
09.6	96	8.6	86	7.6	76	6.6	66		
09.5	95	8.5	85	7.5	75	6.5	65		
09.4	94	8.4	84	7.4	74	6.4	64		
09.3	93	8.3	83	7.3	73	6.3	63		
09.2	92	8.2	82	7.2	72	6.2	62		
09.1	91	8.1	81	7.1	71	6.1	61		

3. MEANING OF VARIOUS GRADES/TERMS

F-Fail, W-Withdrawn, r-Repeat, S-Satisfactory, US-Unsatisfactory, SP-Scholastic Probation, when the students performance falls below the expected level, Good-Satisfactory level of studies. GPA-Grade Point Average of current Semester, OGPA—Overall Grade Point Average up-to-date.

APPENDIX-VII

[Rule 6.1 (a)]

Department of

MHU, Karnal

Sr. No.	Name of the student	Admission No.	Willful absence if any, (give the number of course and dates of willful absence in any)	Signature of Major Advisor
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Certified that the above students were regular in attendance during the month_____. Their stipend/fellowship may be paid for the month please.

HOD

Dean, PGS

APPENDIX-VIII

[Rule 5.7 (a)]

MAHARANA PARTAP HORTICULTURAL UNIVERSITY

PROGRAMME OF WORK FOR POSTGRADUATE STUDIES

To

The Dean, Postgraduate Studies

The Advisory Committee of.....Admission
 No..... admitted to M.Sc./M.Tech./M.A./Ph.D programme in the College of
in.....majoring
 in.....

(Academic year and semester)

after a conference with him/her submit the following statement and recommendations:

Field of investigation for thesis/Dissertation:.....

His/her minor field.....

ACADEMIC QUALIFICATION PRIOR TO JOINING THE UNIVERSITY

Degree or diploma	Year of passing	Division	Aggregate percentage of marks or grade point average	Institution	Major subject
Secondary/ Senior Secondary					
B.Sc./B.Tech.					
M.Sc./M.Tech./ M.A.					

Undergraduate preparation of the major fields

Courses or subjects taken	Course No.	Credits or hours spent	Grade

Previous postgraduate training, if any, for the major and minor fields

Courses or subjects taken	Course No.	Credits or hours spent	Grade

Course to be completed by the student to meet post-graduation requirement:

Classification courses	Course No.	Title of Course	Credits
i) Deficiencies to be completed	1		
ii) Major subject	1		
	2		
iii) Supporting	1		
	2		
iv) Minor	1		

2			
---	--	--	--

Signature of student

ADDITIONAL INFORMATION

ADVISORY COMMITTEE

Major Advisor.....

Advisory Committee

1.....

2.....

3.....

4.....

Forwarded (6 copies) to the Dean, Postgraduate Studies
for approval.

Head of Department

Approved

Dean, Postgraduate Studies

MAHARANA PARTAP HORTICULTURAL UNIVERSITY

**Synopsis of Thesis/Dissertation Problem of
Post-Graduate Student M.Sc./M.Tech./M.A./Ph.D.**

Name of the Student..... Admission No.....

Major Subject..... Minor Subject.....

Major Adviser.....

Title of the research problems.....

1. Objectives of investigation:
2. A brief resume of work done in India and abroad
3. Technical programme of work
(including place of work, facilities available etc.)
4. Collaboration with other Deptts.
(Specify details)
5. Bibliography

Signature of Student

CERTIFICATE

- (i) It is certified that the student has delivered synopsis seminar on..... and all the suggestions have been incorporated.
- (ii) It is certified that the research proposed in the synopsis is a part of research programme of the department in which the major Adviser is involved.
- (iii) Certified that the synopsis has been evaluated internally and the necessary modifications have been incorporated as suggested.
- (iv) Certified that there is no duplicacy in the title of synopsis.

.....

Advisory Committee

Major Advisor

- 1.....
- 2.....
- 3.....
- 4.....
- 5.....

Forwarded (6 copies) to the Dean, Postgraduate studies for approval

Head of Department

Approved

Dean, PGS