

ACADEMIC REGULATIONS

FOR

POST GRADUATE STUDIES



प्रशासनिक
भवन



Acharya Narendra Deva University of Agriculture & Technology
Kumarganj, Ayodhya (U.P.) – 224 229, India

A Policy Document



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**Acharya Narendra Deva University of Agriculture & Technology
Kumarganj, Ayodhya (U.P.) – 224 229, India**

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प्रोफेसर जे.एस. संधू

कुलपति

पूर्व कृषि आयुक्त, भारत सरकार

Professor J. S. Sandhu

Vice Chancellor

Ex Commissioner (Agri), GOI



आचार्य नरेन्द्र देव कृषि एवं प्रौद्योगिक विश्वविद्यालय

कुमारगंज, अयोध्या-224 229 (उ.प्र.), भारत

Acharya Narendra Deva University of Agriculture & Technology

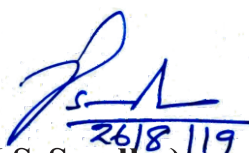
Kumarganj, Ayodhya-224 229 (U.P.) India

Foreword



It is a matter of great pleasure and satisfaction that Academic Regulations for Post Graduate Studies have taken a sound shape with the efforts of senior faculty members and Dean's of various colleges. This university has always strived for improving and enhancing the level of scientific education and research in its scope by assimilating and implementing new ideas, tools and regulations generated on its own or from outside resources. Therefore, the Academic Council of the University has consistency made sincere efforts to modify, improve and incorporate rules in Academic Regulations for betterment of the standards in the field of teaching and research for bright future of the students.

As the chairman of Academic Council, I express my appreciation to all the members of the Academic Council for their immense contribution in the development of Regulations for Post Graduate Studies and their poise support in improving the academic atmosphere of the University.


(J.S. Sandhu) 26/8/19



ACADEMIC REGULATIONS FOR POST-GRADUATE STUDIES

1. Advisor

Every student on admission to the Post-Graduate Studies shall be assigned to an advisor. An Advisor must be specialist in the field of studies of the student and shall be staff of the University.

- a** The HOD concerned shall propose an advisor for each and every student in the department according to guidelines, if any, within one month of the date of registration of the student and submit the proposal to the Dean of the College concerned. The Dean of the College concerned may, at his discretion; either endorses the proposal submitted by the HOD or proposes change in the proposal submitted by the HOD and forward the final proposal to the Dean Post-Graduate Studies normally within fifteen days of the receipt of the proposal from the HOD. The reasons for not accepting the proposals of HOD shall be recorded in writing by the Dean concerned with a copy to the HOD concerned. In case there is difference of opinion between Dean of the college and Dean, Post Graduate Studies, the matter shall be referred to the Vice-Chancellor whose decision shall be final. The Dean Post-Graduate Studies shall intimate the final approval on the proposal normally within fifteen days of the receipt of the proposal from the Dean of the College concerned.

The allotment of PG students shall preferably be made to those accredited faculty members who have research project (funded by outside agencies like ICAR/CSIR/AICTE etc.) in their name as Project Leader/Co-Project Leader. The maximum number of M.Sc. as well as Ph.D. comprising students with a faculty member at a given time will be 3 for Asstt. Prof., 5 for Assoc. Prof. and Professor.

- b** An Advisor once assigned to a student will normally not be changed. Where the need for the change of Advisor becomes necessary, either because the Advisor has resigned and left or is on long leave or is unable to function as an Advisor or in any other circumstance where the Dean, Post Graduate Studies is convinced or has reasons to believe that the change of Advisor has become imminent, the Dean, PGS may after consultation with the HOD and the Dean of the college concerned allow assignment of another Advisor.
- c** Normally no staff member registered for Ph.D. degree of this University shall be an



Advisor and if an Advisor registers himself for a Ph.D. degree of this University, he shall cease to be an Advisor thereafter.

- d The retiring person may not be allotted M.Sc. student if he is left with less than 2 years of service and Ph.D. student if left with less than 3 years of service.

2 Advisory Committee

- a For every student there shall be an Advisory Committee consisting of three members in the case of a candidate for Master's degree and four in the case of Ph.D. degree with the Advisor as Chairman. The Advisory Committee should have representative from the major and minor fields.
- b The Advisor in consultation with the HOD concerned shall within fifteen days of his appointment as Advisor recommend through the Dean of the college concerned to the Dean of the Post-Graduate Studies names of the members of the Advisory Committee from amongst the members of the Faculty. However, in those departments where qualified staff exists but due to unavoidable reasons post-graduate degree programmes are not existing, the staff having post-graduate teaching experience of three years or more may be included in the Advisory Committee as member representing the minor.
- c The Advisor should convene a meeting of the Advisory Committee atleast once a Semester. The summary record should be communicated to the HOD, Dean of the College concerned, Registrar and Dean, Post-Graduate Studies for information.

3. Staff members on extraordinary leave or study leave or ex-staff (retired) to continue as Advisor:

Normally staff members of the University on extraordinary leave or on study leave or who leave the University service (retired) will cease to continue to serve as Advisors of the Post Graduate Studies of the University. However, the Dean, Post Graduate Studies may permit them to continue to serve as Advisor subject to the following conditions:

- a. The concerned staff member must be resident in India and he/she agrees to guide research must be available for occasional consultations.
- b. In case of a Ph.D. student, he/she must have completed his/her preliminary examination and the research work must be well in progress and it is expected that the student will submit the thesis within a year.
- c. The HOD and the Dean of the college concerned agree to the proposal.



- d. The staff member, after leaving the University service will be honorary faculty's member for guiding the thesis/ theses of the student (s) concerned only.
- e. In case Advisor retired after submission of thesis, he will act as chairman of Advisory committee for viva-voce examination of concerned student.
- f. The Chairman Advisory Committee, on his unavoidable absence, the HOD concerned shall act as the Internal Examiner (Chairman) for viva-voce.

4 Requirements for the Master's degree

- a. A minimum of 50 Semester credit hours shall be required for the Master's degree out of which 20 credits may be earned by research and thesis work.
- b. The remaining Semester credit hours may cover course work in one major field (minimum 20 credits), one minor and supporting (minimum 10 credits) and 01 credit seminar with the approval of his Advisory Committee, the concerned HOD, the Dean of the college concerned and the Dean Post-Graduate Studies.
- c. As undergraduate pre-requisites required for postgraduate study in his major and minor subjects, a student must have completed such work as the department concerned may require. If a student is deficient in his under graduate pre-requisite, he may remove such deficiency by taking courses for which graduate credit will not be given.

5 Requirements for the Ph.D. degree

- a. The minimum requirement for course work for Ph.D. after Master's degree shall be 25 Semester credit hours made up of one major and at least one minor. Not more than two minors shall be permissible.
- b. The Ph.D. major should carry atleast 15 Semester credits and 02 credits seminar.
- c. The group of courses to be known as Minor and supporting should carry atleast 08 Semester credits and should not be from the same field of study as the major.
- d. The minimum requirement for thesis work for Ph.D. shall be 45 credit hours.

6 Programme of Study

- a. A detailed programme of studies giving the course requirement of the students admitted to the Master's or Ph.D. degree programme shall be prepared by the respective Advisory Committee and submitted by the Advisors within first fifteen days of the second Semester of the joining of the students through the HOD and Dean of the college concerned to the Dean, PGS. for his approval. The Dean, PGS. shall



issue the approved programme of studies within one month of the receipt of the programme of studies by the Advisors after making such changes, as he may deem necessary.

- b The programme of study shall be prepared out of the approved courses and shall be so devised as to ensure the inclusion of the core, major and basic supporting courses prescribed.

7 Courses

1 There shall be the following types of courses in each Post-Graduate major: a) Core Courses.

- i Major: These shall consist of courses from the Department concerned, which are compulsory for a particular major.
 - ii Minor/Supporting Courses: These courses shall consist of such basic supporting courses from departments, other than the major department, which shall also be invariable components of each individual programme of study of Post-Graduate students taking up a particular major.
- b) Open Electives. These shall consist of the courses both from the major Department and other department which may be required to be offered by a post-graduate student.

2 For each Post-Graduate programme, the core courses and basic supporting courses shall be defined by the Department concerned and approved by the Academic Council.

8 Research Thesis

- a Requirements of the Master's degree shall include successful completion of scientific investigation and creditable research reported in the form of a thesis.
- b The ability to widen the field of knowledge by distinct original contribution shall be one of the out-standing qualifications for the Ph.D. degree. A candidate must therefore, present satisfactory evidence of such ability by submitting a thesis embodying the results of the research on a creditable problem within the field of his major subject.

Seminar before writing of the thesis

- c Each M.Sc. and Ph.D. student should present seminar on his/her thesis in the department, which will be open to all before submitting his/her thesis.



9 Subject of the thesis

- a** The subject of thesis research must be approved by :
 - 1** Advisory committee of the student
 - 2** The Head of the Department in which the student is majoring
 - 3** The Dean of the College where the research is carried out and
 - 4** The Dean, Post-Graduate Studies
- b** The approved problem of research shall be communicated by the Dean, Post-graduate Studies to the Registrar not later than two Semesters from the time of admission of the student. The actual title of the thesis may be communicated later, but it must reach the office of the Registrar at least a month before the date of the submission of the thesis by the candidate.
- c** No change in the title of the thesis can be made without the prior written permission of the Dean, Post-Graduate Studies.

10 Submission of thesis

- a** A student registered in a semester can submit the thesis on any day during office hours prior to the commencement of the next semester. Students who fail to submit the thesis before the commencement of the next semester, must necessarily register and pay all University dues.
- b** The student will present thesis seminar (non-gradual) before submission of thesis both at Master's and Doctoral levels with mandatory submission of satisfactory report by the advisory committee to the Dean of college, Dean PGS and Registrar.
- c** Temporary bound copies (three in case of Master's and four in case of Ph.D.) of the thesis should be submitted to the Dean PGS through Dean of concerned College. Two copies shall be sent to concerned department for Head and Advisor and one/two copies will be sent to the office of the Registrar for onward transmission to the External Examiner(s).
- d** Before the student leaves the University campus, after temporary submission of the thesis, he/she should leave his/her address alongwith contact number and e-mail address with the Advisor, Dean PGS and Registrar, and also inform them of any change in address to facilitate communication with him/her about his/her thesis viva-voce examination.



Submission of research paper alongwith the thesis

- e. A candidate for Doctorate degree shall be required the acceptance of at least one research paper for publication in reputed Journal of research (NAAS rating ≥ 4.0) before submitting the thesis. The student will have to submit acceptance letter through the advisor to this effect alongwith the copy of the paper(s). In case of candidate for Master's degree, it will be desirable to submit the manuscript of research paper(s) to the advisor before submitting the thesis to the office of the Dean of college and Dean PGS.

Number of thesis abstracts to be submitted by the Ph.D. students

10 copies of thesis abstracts must be submitted by a Ph.D. student at the time of submitting the thesis.

11 Appointment of External Examiner

After the receipt of the thesis, the Registrar, in consultation with Dean of Post-Graduate Studies, shall appoint an examiner who shall not be a person on the staff of the University, in the following manner:

- a The Advisor in consultation with the HOD concerned shall suggest for every thesis a panel of atleast five names for being appointed as examiner which shall after the approval of the Dean of the college concerned be submitted to the Dean, PGS for approval the name of the person to be appointed as examiner by Hon'ble Vice-Chancellor, through Registrar.
- b Where the number of students to be examined in any field of specialization is more than five, additional examiner(s) may be appointed to the panel.
- c The Chairman Advisory Committee, on his unavoidable absence, the HOD concerned shall act as the Internal Examiner (Chairman) for viva-voce.
- d While asking the consent of the examiner for evaluating the thesis, it shall also be indicated to him that the thesis for a master's degree has to be evaluated within 30 days and the thesis for a Ph.D. degree has to be evaluated within 60 days.

12 Evaluation of Thesis

- a After the Advisory Committee of a Post-Graduate student has been satisfied with the quality and the norms prescribed by the Dean, PGS. for the assessment of the thesis, the Chairman, Advisory Committee shall forward the thesis to the HOD.

The HOD after being satisfied shall forward the thesis to the Dean of the college concerned for approval of Dean, Post-Graduate Studies, who shall forward the same



to the Registrar for its evaluation by the examiner appointed for the purpose.

- b** In case the HOD does not approve the thesis he shall assign reasons for the same and return the thesis to the Chairman of the Advisory Committee for necessary modifications.
- c** The thesis shall be sent to the external examiner and the examiner must send the report of the evaluation of the thesis to the Registrar.
- d** On receipt of a favorable thesis evaluation report from the external examiner, the Registrar shall communicate the same to the advisor along with the date suggested by the external examiner for the conduct of examination. If the external examiner has suggested no date, the Advisor and External Examiner will decide a date and communicate it to the Registrar.

NOTE: The above procedure shall also apply for oral preliminary examinations (in case of Ph.D. students).

- e** In case the thesis is rejected by the External Examiner, a student shall be required to resubmit the thesis after incorporating the changes as required not earlier than three months from the date of rejection of thesis after payment of proper registration fees.
Provided that a student shall be allowed not more than three chances to modify his thesis after its rejection by the external examiner, and as far as possible same external examiner shall be appointed to evaluate his thesis.

13 Preliminary Examination

- a** A candidate for the Ph.D. degree of the University shall be required to pass a preliminary examination to be conducted in two phases namely; written examinations in major and minor subjects separately and oral examination by the External Examiner along with the Advisory Committee.
- b** The preliminary examination shall consist of written and oral tests covering the entire field of study of the candidate for the Ph.D. degree.

Written Preliminary Examinations

- c** The written examination in major field of study shall be conducted by the Advisor and the members of Advisory Committee from the major. The written examination in minor field of study shall be conducted by the member of Advisory Committee from the minor field of study.
- d** The student shall be required to secure satisfactory grade (S) by securing not less than



60% marks in the major and minor areas separately. A student securing unsatisfactory (US) grade in major or minor field of studies shall have to appear for written examination after a lapse of not less than one month if he/she fails.

- e The result of the written preliminary examination shall be sent by the Advisor/Examiner of minor field to the Dean PGS. and the Registrar through HOD of the major department and that of the oral preliminary examination by the Advisor through the same channel.

Oral Preliminary Examinations

- f After successfully completing the written preliminary examination, each Ph.D. student shall be required to appear for oral preliminary examination to be conducted by the External Examiner along with the Advisory Committee on approval of the Dean PGS.
- g If a student fails in an oral preliminary exam. conducted by the Advisory Committee along with the External Examiner, he/she shall not be permitted to re-appear in this preliminary exam. before the expiry of a period of three months.
- h No candidate shall be permitted to appear in the written or oral preliminary exam. more than three times. Normally, the same External Examiner shall be associated with the conduct of next oral preliminary exam. However, in special circumstances, another External Examiner can be appointed by the Hon'ble Vice-Chancellor on the recommendation of Dean, PGS, after obtaining a panel of External Examiners from the Advisor and the HOD.

Note: The oral preliminary examinations in respect of Ph.D. programmes may be held by grouping the candidates in the departments, as far as possible, on quarterly basis. For this purpose, a panel of 5 Examiners with their specialization will be submitted by the Advisors to the HOD, who will communicate the same to the Dean PGs. through Dean of the college concerned for obtaining the approval of Hon'ble Vice-Chancellor.

14 Final Viva-Voce Examination

- a A Post-Graduate student failing to show 'Satisfactory' performance in his final Viva-Voce examination shall be permitted by the Registrar to take the examination again after expiry of at least three months from the date of his first Viva-Voce examination.
- b In case the student again fails to show 'Satisfactory' performance in the second chance, he shall be given a third chance by the Registrar to take the Viva-Voce examination after the expiry of at least one month from the date of his second Viva-



Voce examination. No further chance to take the Viva-Voce examination shall be given.

- c Normally the same external examiner shall be associated with the conduct of second and third Viva-Voce examination.
- d For conduct of Viva-Voce examination at both Master's and Ph.D. level another External Examiner may be invited to conduct the Viva-Voce examination based on the report of the first External Examiner if he (who evaluated the thesis) has sent his refusal not to conduct the Viva-Voce examination.

15 Remuneration to External Examiners

- a A person not the staff of the University, who is appointed to examine the thesis and conduct the Viva-Voce examination thereof for the Master and Doctorate degree or conduct the oral preliminary examinations, shall be paid the remuneration as decided by the Academic Council from time to time. The present rates of remuneration are as follows:

S. No.	Particulars	Remuneration per student	
		Master	Doctorate
1.	To evaluate the thesis and conduct viva-voce examination	Rs. 2000/-	Rs. 4000/-
2.	To evaluate the thesis only at each time	Rs. 1000/-	Rs. 2000/-
3.	To conduct viva-voce only at each time	Rs. 1000/-	Rs. 2000/-
4.	To conduct oral preliminary exam at each time/ Fellowship up gradation	---	Rs. 2000/-