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POST GRADUATE STUDIES REGULATIONS AND GUIDELINES 2020



**AGRICULTURE UNIVERSITY, JODHPUR
MANDOR, JODHPUR-342304**



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PREFACE

Post Graduate Studies Regulations of Agriculture University, Jodhpur is being first time published after the establishment of this University on 14 September 2013 through **THE AGRICULTURE UNIVERSITY, JODHPUR ACT, 2013 (Act No. 21 of 2013)**. These Regulations are duly approved in Academic Council and also approved by the Board of Management. Therefore, it is very timely to publish the first version of the Post Graduate Studies Regulations. The draft of the version was also circulated to the Chairman/ Chairperson of the various faculties for improvement, for which they deserve thanks. A committee comprising of Dr. B.S. Bhimawat, Professor (Ag. Extension), ARS, Mandor and Dr. Ummed Singh, Professor and Dean, College of Agriculture, Mandor, Jodhpur as members, Dr. R.P. Jangir, Professor (Retd.) & Ex-Director Research, SKRAU, Paota C-Road, Jodhpur (Raj.) as nominated Academic Council member and Dr. Sita Ram Kumhar, Director of Education as Secretary worked for the basic compilation and editing and thus need to be congratulated. This publication is very important from the point of view of streamlining the process of postgraduate studies and to avoids confusion. Therefore, it will prove useful to the students, teachers and administrators.

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Place: Jodhpur

(B R Choudhary)

CONTENTS

Chapter No.	Particular	Page No.
	About the University	1
1.	Definitions	3
2.	Major Fields of Study	4
3.	General Admission Rules	5
4.	Accreditation of Teachers for P.G./Ph.D. Teaching and Thesis Guiding	6
5.	Advisory System	7
6.	Scheme of Examinations and Eligibility for Award of Degree	9
7.	Registration	11
8.	Award of Grades	13
9.	Academic Status and Scholastic Probation	14
10.	Attendance Rules	15
11.	Tests, Examinations and Appointment of External Examiners	17
12.	Seminars and Comprehensive Examination for Master's Degree	19
13.	Seminars and Preliminary Examination for Ph. D. Degree	20
14.	Synopsis of Proposed Research Work	21
15.	Thesis Preparation and Submission	22
16.	Evaluation of Master's/ Ph.D. Thesis and Notification of Master/ Ph.D. Degree	25
17.	Collaborative Programme	27
18.	Awards and Scholarship	28
19.	Indiscipline	30
20.	Regulations Regarding Ragging	35
21.	Unfair Means	45
22.	Hostel Admission and Regulations	49
23.	Inter-College Transfers	51
24.	Authority to Interpret the Rules	52
25.	Appendix I -V	53-84

**POST GRADUATE STUDIES
REGULATIONS AND GUIDELINES
2020**

APPENDICES

	Particulars	Page No.
Appendix - I: Format PG-1 to PG-22		
PG-1	Format for Accreditation of Teachers for P.G. Teaching & Guiding	53
PG-2	Proforma for the Approval of the Advisory Committee of P.G. Students	55
PG-3	Format for Approval of Master's Degree Course Programme	56
PG-4	Format for Approval of Ph.D. Degree Course Programme	58
PG-5	Format for Submission of Master's Synopsis	60
PG-6	Format for Submission of Ph.D. Synopsis	61
PG-7	Format of Certificate for Submission of Report of Comprehensive Examination for Master's Degree	62
PG-8	Format of Certificate for Submission of Report of Preliminary Examination	63
PG-9	Format of Outer and Inner Cover of Master's Thesis	64
PG-10	Format of Title Page of Master's Thesis	65
PG-11	Format of the Outer and Inner Cover of Ph.D. Thesis	66
PG-12	Format of Title page of Ph.D. Thesis	67
PG-13	Format of Certificate- I to be included in the Thesis	68
PG-14	Format of Certificate- II to be included in the Thesis	69
PG-15	Format of Certificate- III to be included in the Thesis	70
PG-16	Format of Certificate- IV to be included in the Thesis	71
PG-17	Format of Certificate for Submission of Viva-Voce Report of Master's Thesis	72
PG-18	Format of Certificate for Submission of Ph.D. Thesis Viva-Voce Report	73
PG-19	Format of Thesis Evaluation Report	74
PG-20	Format of Certificate of Recommendation	76
PG-21	Format of Bill for Evaluation of Ph.D./ Master Thesis/ Ph.D. Synopsis	77
PG-22	Format of Performa for final Thesis Submission	79
Appendix -II: Post Graduate and Ph.D. Schedule		80
Appendix-III: Performa to be used for Signing M.O.U for Collaborative Student's Programme		82
Appendix -IV: Performa of Acknowledgement in Thesis		83
Appendix -V: Application form to see Answer book (s) of University Main Theory Examinations		84

ABBREVIATIONS

ADSW	Assistant Director Students' Welfare
Ag./Agril.	Agriculture
AU	Agriculture University
ARS	Agricultural Research Station
ARSS	Agricultural Research Sub Station
CDC	Central Disciplinary Committee
COA	College of Agriculture
COE	Controller of Examination
C	Credit
CW	Course Work
DEdu	Director of Education
DOA	Department of Agriculture
DRDA	District Rural Development Authority
DSW	Director Students' Welfare
GOR	Government of Rajasthan
Hons.	Honours
Hrs.	Hours
HOD	Head of Department
HVC	Hon'ble Vice-Chancellor
IARI	Indian Agricultural Research Institute, New Delhi
ICAR	Indian Council of Agricultural Research
JET	Joint Entrance Test
JRF	Junior Research Fellow
M.Sc.	Master of Science
NCC	National Cadet Corps
NC	Non credit
NSS	National Service Scheme
NSO	National Science Olympiad
OGPA	Overall Grade Point Average
PG	Post Graduate
PGS	Post Graduate Studies
PH	Physically Handicap
Ph.D.	Doctor of Philosophy
SGPA	Semester Grade Point Average
SAU	State Agricultural University
UG	Under Graduate

DISCLAIMER

The Rules and Regulations Contained in This Booklet are believed to be Correct at the Time of Publication. Besides These Post Graduate Studies Regulations and Guidelines, other General Rules Regarding Examination, Admission etc. Already in Vogue in the University Shall also be Applicable. The Agriculture University, Jodhpur, However, Reserves the Right to Make Amendments, Additions, Deletions to these without Notice. University Will not be Responsible for any Hardship Financial or Otherwise Encountered by the Students due to Such Changes.

Director of Education



Agriculture University Jodhpur



Merangarh Fort

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ABOUT THE UNIVERSITY

Agriculture University, Jodhpur was established on 14th September, 2013 by Government of Rajasthan under Agriculture University, Jodhpur Act 21 of 2013 to focus on holistic development of arid and semi-arid regions of the state covering six districts (Jodhpur, Barmer, Nagaur, Pali, Jalore and Sirohi), constituting 28% of total geographical area and sustaining 20.8% human and 28.4% animal population of the state. The districts under jurisdiction of the University cover three Agro-Climatic Zones of the state; **Zone Ia-** Arid Western Plain (Jodhpur and Barmer districts), **Zone IIb-** Transitional Plain of Luni Basin (Jalore, Pali, and Sirohi districts) and part of **Zone IIa-** Transitional Plain of Inland Drainage (Nagaur district).

The headquarter of the University, College of Agriculture and Agricultural Research Station, Mandor is located on the Jodhpur-Nagaur-Bikaner highway at Mandor. It is 10 kms away from Jodhpur main railway station and 8 kms from Rai Ka Bag railway station and Paota bus stand.

The University has three Colleges, in which College of Agriculture, Jodhpur and College of Agriculture, Sumerpur was established in 2012 and College of Agriculture, Nagaur was established in 2015, to produce highly competent educated human resources in agriculture and allied sciences. The Faculty of Dairy Technology and Faculty of Agricultural Engineering were also started in 2020. There are two Agricultural Research Stations, one in zone Ia (Mandor, Jodhpur) and another in zone IIb (Keshwana, Jalore) and three Agricultural Research Sub-Stations, one in each zone (Samdari-Barmer, Sumerpur, Nagaur), to prepare plan and perform highly need based research in this acute water scarce but naturally rich bio-diversified area of the country.

The third most important part in tri-pillar (Teaching, Research & Extension) of agricultural development, is the Extension *i.e.* transfer of technologies for reaching the doorsteps of the farming community by six Krishi Vigyan Kendras (KVKs), two in Nagaur district at Nagaur and Maulasar and one each in Jodhpur, Barmer, Jalore & Sirohi districts under the umbrella of the University.

The different units of teaching, research and extension are coordinating systematically by the headquarter situated at Mandor, Jodhpur and the objectives are:

- ❖ Imparting high quality modern education and scientific research in the field of agriculture and its allied sciences,
- ❖ To reach advancement in learning and conducting research, particularly in agriculture and other allied branches to increase quality, quantity and productivity of prominent crops cultivated in the jurisdiction area of the University,
- ❖ To undertake extension education of research/technologies especially focused for rural people of the state engaged in agricultural activities
- ❖ To serve the society by satisfying the increasing demand for excellence in agricultural education, research and extension in the region and
- ❖ Taking the initiatives in innovation and creativity in the different fields of agriculture to keep up with the holistic development of the region.

The university has a Directorate of Research with required infrastructure for doing research on various aspects both at headquarter and at different research stations. A number of research projects funded from ICAR and other agencies in the university are in operation wherein postgraduate students also participate/involve by taking up their research problems.

The Directorate of Extension Education is another important component of the university responsible for the development of extension education processes and transfer of technology to the stake holders. Farm advisory service, organization of field days, Farmers fair, various trainings etc. through a number of Krishi Vigyan Kendras are some of the major activities of the Directorate.

Keeping in view, the above academic programmes, the university has created a Directorate of Students Welfare with the aim to plan and organize the co-curricular activities for the benefit of students at the University and College level. The main objectives of the Directorate are to coordinate different activities of NSS, Sports, Literary, Cultural, Placement and Counseling etc. to facilitate the overall personality development amongst the young students of the university to groom them as good citizens of the India. The Directorate is also supervising the Student's Union activities to allow them to work in a democratic way to solve the genuine problems of students and to bridge the gap between the students and university administration.

The office of the **Controller of Examinations** is responsible for conducting all kind of examinations pertaining to University and timely declaration of the results. Entrance Examination such as JET/Pre-PG/Ph. D. (Agriculture) are also conducted by this office, as and when Govt. of Rajasthan entrusts this responsibility to the University, for admitting the students to specific Undergraduate, Postgraduate and Doctoral programme in Agricultural Universities in the State of Rajasthan.

DEFINITIONS

The students admitted shall be governed by the relevant rules as indicated below and amendments made from time to time in future.

- 1.1 "Academic Year" or "Academic Session" of the University shall ordinarily be between July to June and shall consist of two semesters.
- 1.2 "Semester" is an academic term of normally 110 days including examinations (with a minimum of 16 weeks of instructional days).
- 1.3 "Course" means a unit of instruction or a segment of a subject matter to be covered in a semester. Each course is assigned a specific number, title and credit hour.
- 1.4 "Credit Hour" also written as "Credits" imply that each credit hour will represent an hour of lecture or two to three hours of laboratory/field practicals, each week in a semester.
- 1.5 "Grade Point" is a numerical number which denotes student's performance in a course in 10 Point scale.
- 1.6 "Credit Point" is the product of credit hours and grade point obtained by the student in a course.
- 1.7 "SGPA" (Semester Grade Point Average) is the average of the credit points of a semester.
- 1.8 "OGPA" is the overall grade point average obtained by the student in the courses taken in all the semesters completed by him/her.

$$\text{OGPA} = \frac{\text{Sum of the Credit Points of all the courses earned}}{\text{Sum of the credit hours of all the courses offered}}$$

- 1.8.1. For obtaining equivalent percentage of OGPA under 10-point scale, the OGPA will be multiplied by factor 10 (Ten). The division of Post Graduate students shall be determined by the OGPA at the end of successful completion of programme which is as follows:

OGPA	Division
6.50 – 6.99	II – Division
7.00 –7.99	I – Division
8.00 and above	I – Division with Honours

Further, the OGPA at the end of programme will be calculated up to the third decimal digit but shall be awarded up to two decimal digits. However, in case, third decimal digit is 5 or above, OGPA will not be rounded to next higher digit, for example if OGPA of 6.995, it will not be considered as 7.00.

- 1.8.2 Conversion of OGPA into percentage or vice-versa:
 - A. Percent of marks obtained under traditional system be converted to OGPA under 10-point scale by dividing it by 10 (ten).
 - B. OGPA obtained under grading system (like 4 or 5 point scale etc.) be converted to OGPA in 10 point scale or the percentage using following formulae:
 - (i) OGPA under 10 point scale = 9G/ N
 - (ii) Percentage of marks = 90G/ N
 Where G is the OGPA under grading system and N is the value of scale like 4 in 4 point scale, 5 in 5 point scale and likewise.
- 1.9 "Year" means an academic session consisting of two semesters.
- 1.10 "Prescribed" means prescribed by Academic Council.

MAJOR FIELD OF STUDY

The following shall be the Degrees and Major Fields of Studies therein to be awarded in each faculty:

2.1 Faculty of Agriculture

2.1.1 Major Fields of study for M.Sc. (Ag.) Degree

1. Agronomy	2. Horticulture
3. Genetics and Plant Breeding	4. Plant Pathology
5. Entomology	6. Extension Education

2.1.2 Major Fields of study for Ph.D. Degree by course work

1. Agronomy	2. Horticulture
3. Genetics and Plant Breeding	

2.2 Faculty of Food Technology

2.2.1 M.Sc. Degree in Food Science and Technology

GENERAL ADMISSION RULES

- 3.1 **Mode of Admission**
- 3.1.1 Master's degree programme: State level entrance examination (Pre-PG Test)/University level entrance examination/ICAR's AIEEA (PG) examination.
- 3.1.2 Ph.D. degree programme: State level entrance examination/University level entrance examination/ICAR's AIEEA (JRF/SRF) examination.
- 3.2 For Master's degree programme a candidate must possess a Bachelor's degree in the concerned faculty from Agriculture University, Jodhpur or a degree declared equivalent thereto from a recognized University or Institute with a minimum 5.50/10.00 or equivalent OGPA along with other provisions.
- 3.3 For Ph.D. degree by course work programme, a candidate must possess a Master's degree in the concerned subject of faculty from Agriculture University, Jodhpur or a degree declared equivalent thereto from a recognized University or Institute with 6.50/10.00 or equivalent OGPA along with other provisions.
- 3.4 Admission shall normally be open in the first semester of the academic year for Master's and Ph.D. Degree.
- 3.5 No student shall be entitled to join more than one programme of studies concurrently anywhere.
- 3.6 Admission to any University programme cannot be claimed by a candidate as a matter of right.
- 3.7 Admission Committee can refuse admission to any candidate on valid ground(s) to be recorded. However, in case a person obtaining qualifying marks in pre-entry examination is refused admission by the Admission Committee, it would be after the candidate has been given a hearing by the Admission Committee. The candidate may file appeal to the Vice-Chancellor. The decision of the Vice-Chancellor shall be final.
- 3.8 An applicant suppressing or giving wrong information or facts or forging signature of parents or attaching false certificates shall forfeit admission in addition to any other punishment that may be awarded for him/her.
- 3.9 Candidate who applies under a reserved quota shall be considered as per existing State Government rules and amended from time to time, hereafter.
- 3.10 Following candidates shall not be given admission in the University or its constituent Colleges, even if they are qualified for it:
- a) A candidate against whom a FIR has been lodged by the University or any of the constituent Colleges or by any other competent authority/officer of the University.
 - b) A candidate who has been convicted for criminal offence or has been released on bail in connection with a criminal offence and against whom a case is pending in a court of law.
 - c) A candidate who has indulged in misbehaviour with his Teacher/staff or with any authority of the University.
- 3.11 Foreign students are normally admitted under the category of ICAR nominee. No self-financing foreign student shall be given admission unless his case is supported either by the Government of India/International Organizations/respective Governments and approved by the Council provided they fulfill other prescribed qualifications and requirements.
- 3.12 Foreign students sponsored/nominated through ICAR shall be required to pay Institutional economic fee as prescribed from time to time in addition to the normal fees charged by the College/University from Indian students.
- 3.13 Following categories of candidates are exempted from appearing in the Pre-P.G. Test:
- a) Seats reserved under ICAR nominee
 - b) Candidates who have qualified for JRF and nominated by ICAR
 - c) Other sponsored candidates deputed by the Agriculture University, Jodhpur or the Government of Rajasthan.

ACCREDITATION OF TEACHERS FOR P.G./Ph.D. TEACHING AND THESIS GUIDING

- 4.1 Each teacher shall seek accreditation for teaching Post Graduate/Ph.D. and guiding thesis of Post Graduate/Ph.D. students from PG. Faculty through Director of Education, who shall grant provisional permission until the approval of the Academic Council.
- 4.2.1 **Norms for Accreditation to a Teacher**
- 4.2.1 For teaching Master's degree courses, a teacher shall possess either a Ph.D. degree or a Master's degree with first division or equivalent OGPA in the concerned subject of the faculty. Teachers with 2nd division or equivalent grade in Master's Degree should further have an experience of 3 years of teaching undergraduate classes or 5 years of research/extension experience, before they are permitted to teach master's degree courses.
- 4.2.2 A teacher shall qualify for guiding the Master's degree student for thesis provided, he/she is approved to teach Master's degree courses and in addition has overall 5 years' experience of teaching /research /extension as Assistant Professor or Scientist.
- 4.2.3 A teacher shall qualify for teaching advanced courses of Ph.D. degree, if he/she possesses a Ph.D. degree and having teaching experience of 3 years of post graduate courses or five years' experience for research/extension.
- Note: - In exceptional cases, for teaching advanced courses of Ph.D. degree, the Director of Education, with the permission of Vice-Chancellor, can relax requirement of 3 years of P.G. teaching experience on the recommendation of Head of Department and Dean of the College, where a programme is threatened to be stopped. The authorization in such cases shall be purely provisional and automatically cancelled after completion of the semester.
- 4.2.4 A teacher shall be eligible to guide thesis of Ph.D. degree, if he/she has a total of not less than 5 years of experience in teaching/research/extension and 5 research papers published in NAAS rated Journals.
- 4.2.5 A Co-Major advisor may also be recognized from outside the University system, provided a MOU has been signed with the outside Institute/organization.
- 4.2.6 There are four scales of accreditation of teachers for P.G. teaching and guiding.

Scale/Code	Degree Programme
R-01	Teaching Master's degree programme only
R-02	Teaching & Guiding Master's degree programme
R-03	Teaching & Guiding Master's degree programme and Teaching Ph.D.'s degree programme
R-04	Teaching and Guiding Master's and Ph.D. degree programme

ADVISORY SYSTEM

- 5.1 There shall be an Advisory Committee for each P.G./Ph.D. student for completion of Thesis/Project.
- 5.1.1 A Major Advisor shall be assigned to each student admitted in the P.G./Ph.D. programme by the respective Departmental Committee headed by Head of the Department (HOD). A Major advisor can have maximum of 3 Ph.D. or 5 M.Sc. students under his/her supervision at a time. Where both M.Sc. and Ph.D. students are registered, the proportion would be 2 Ph.D. + 2 M.Sc. degree students at a time. A teacher posted at campus but working in research/extension would be Major advisor for half the number of students. The HOD shall invite application from each P.G./Ph.D. student for choosing the field of research, indicating preferences of 3 fields and teacher in the Department. The Departmental Committee shall consider the preferences of the students based on vacancy and availability of Major advisor based on merit. There is no ban on having Major advisor from the outside station/any College of Agriculture University, Jodhpur considering the problems of research, facilities available at out station/College in which the Major advisor is to be appointed.
- 5.1.2 The Advisory Committee shall consist of minimum 4 accredited teachers from the P.G. faculty which shall consist normally of one Major advisor, one advisor from major and one from minor field and a nominee of Director of Education (from the same or related faculty/fields) for Master's degree programme. The Advisory Committee of a candidate for Ph.D. degree will consist of minimum 5 accredited teachers, in which one Major advisor and one advisor from major field, two advisors from minor/supporting fields and one member as nominee from Director of Education. Major advisor will be the Chairman of the Committee. The Advisory Committee should be constituted before end of 1st Semester.
- 5.1.3 If a student's programme of research so requires, is outside the University/College, he/she may have an additional Major advisor, called Co-Major advisor. Such Co-Major advisor would be compulsory, if student undertakes post graduate programme, in which Agriculture University, Jodhpur and other SAU or Institute collaborate.
- 5.1.4 Major advisor shall convene the meeting of the Advisory Committee at least once in each semester to assess the progress of the student and shall maintain a record of it. He/She should advise the student in such a manner as it deems fit and to ensure that the student can complete the work within the stipulated time.
- 5.2 The Advisory Committee will function until the student graduates from that particular programme or is dropped from the rolls of University or College. The Director of Education nominee must have a keen eye on the role of Advisory Committee and would apprise the Director of Education about the deviations made, if any, from the prescribed procedure. He/She will also submit a confidential report to the Director of Education.
- 5.3 The Director of Education can replace a member of Advisory Committee during a programme (The replacement would be subject to recommendation of the Head of Department through Dean of the concerned college), if the member including Major advisor or Co-Major advisor:
- i) ceases to be member of P.G. faculty.
 - ii) has requested to be replaced.
 - iii) is prevented by illness to function properly/or retired or otherwise left.
 - iv) any other valid reasons.
- 5.3.1 In case of refusal by any of the advisory committee member for not to act as advisor/major advisor either due to retirement or leaving, the next senior person in the discipline will become Major Advisor (Chairman) of the student's Advisory Committee and for advisor/member, another member would be recommended by the Head of Department through Dean of the concerned college.

- 5.3.2 The caretaker HOD/Dean is permitted to sign the thesis whenever regular HOD/Dean is out of the station or on leave even for a single day after going through the relevant records of the concerned students. Whenever such situation arises, permission be obtained from the Vice-Chancellor in individual case.
- 5.3.3 An alternative to Major advisor will be provided for conducting viva-voce at a time when Major advisor is out of station or he/she is not available for some unavoidable reasons. Whenever such situation arises, permission of the Vice-Chancellor should be sought.
- 5.3.4 The requirement of attending synopsis seminar, pre-thesis seminar and viva-voce on the part of Co-Major advisor from other Institute/organization is relaxed.

5.4 Functions of Advisory Committee

- 5.4.1 The Advisory Committee shall prepare a programme of study of the student after giving due consideration to his/her academic background and aptitude. He/She may also be required to undertake non-credit courses to overcome any deficiency in his/her academic standard. Successful completion of such non-credit courses would be compulsory.
- 5.4.2 It shall also discuss the research problem of the student and guide him/her to prepare synopsis and recommend the same through Campus Head for approval by the Director of Education after the student has given a seminar on the subject.
- 5.4.3 It shall monitor the progress of the student during the programme and advise him/her for maintaining his/her academic stand by suggesting courses to be taken and to plan his/her schedule. For this a meeting of the Advisory Committee shall be scheduled by Major advisor once in each semester and proper record of proceedings be kept.
- 5.4.4 It shall examine the student for comprehensive or preliminary examination.
- 5.4.5 It shall approve the standard and quality of the thesis before submission of it to the Director of Education for external evaluation after the student has presented the work through a seminar.
- 5.4.6 It shall examine the student in a viva-voce examination of the thesis after due recommendation of the external examiner(s).
- 5.4.7 No change in the programme of studies shall normally be permitted. However, under special circumstance, the Director of Education on the recommendation of the Advisory Committee, Head of the Department and the Dean of the College concerned with specific reasons to be specified, may permit change in the programme of studies.

**SCHEME OF EXAMINATIONS AND ELIGIBILITY FOR
AWARD OF A DEGREE**

- 6.1 A student admitted to a Post Graduate/Ph.D. degree programme shall have to successfully complete the following before award of a degree:
- i. An approved programme of study prepared by his/her Advisory Committee
 - ii. A comprehensive or preliminary examination
 - iii. Pre-thesis seminar
 - iv. Submission of thesis and its evaluation
 - v. Thesis viva-voce examination
 - vi. Minimum residential requirement
 - vii. Minimum OGPA requirement

- 6.2 A student for Master's degree programme shall be required to complete a minimum of 57 credit hours as per following for the award of degree:

(A) M.Sc. Agriculture

Title	:	Approved Load
Major courses (Core and optional)	:	27 Credit Hours (with 12 credits as core)
Minor & Supporting Courses	:	9 Credit Hours
Seminar	:	1 Credit Hours
Non-Credit Compulsory Courses	:	6 Credit Hours (NC)*
Comprehensive	:	1 Credit (NC)
Research	:	20 Credit Hours

* Non-Credit Compulsory Courses, if not studied in B.Sc. Ag. Programme

(B) M.Sc. Food Science and Technology

Title	:	Approved Load
Major courses (Core and optional)	:	20 Credit Hours (with 12 credits as core)
Minor	:	11 Credit Hours
Supporting Courses	:	5 Credits
Seminar	:	1 Credit Hours
Non-Credit Compulsory Courses	:	6 Credit Hours (NC)*
Comprehensive	:	1 Credit (NC)
Research	:	20 Credit Hours

* Non-Credit Compulsory Courses, if not studied in U.G. Programme

- 6.3 A student of Ph.D. degree programme shall be required to complete a minimum of 74 credit hours as per following for the award of degree:

Title	:	Approved Load
Major courses (Core and optional)	:	18 Credit Hours (with 6 credits as core)
Minor & Supporting courses	:	9 Credit Hours
Seminar	:	2 Credit Hours
Non-Credit Compulsory Courses	:	6 Credit Hours (NC)*
Preliminary examination	:	-
Research	:	45 Credit Hours

* Non-Credit Compulsory Courses, if not studied in M.Sc. Programme

Six non-credit compulsory courses which are mention below would be compulsory in all PG programmes and compulsory for the Ph.D. students who did not covered during M.Sc. Programme.

S.No.	Course No.	Course Name	Credit hours
1.	PGS 501	Library and Information Services	1 (0 + 1)
2.	PGS 502	Technical Writing and Communications Skills	1 (0 + 1)
3.	PGS 503	Intellectual Property and its Management in Agriculture	1 (1 + 0)
4.	PGS 504	Basic Concepts in Laboratory Techniques	1 (0 + 1)
5.	PGS 505	Agricultural Research Ethics and Rural Development Programme (e-Course)	1 (1 + 0)
6.	PGS 506	Disaster Management	1 (1 + 0)

- Note:** a) Preliminary will be held but will not be graded/credited towards credit load of the student.
b) Research will be graded as satisfactory.

- 6.4 The minimum duration of Ph.D. and Master's degree programme shall be 6 and 4 semesters, respectively.
- 6.5 A student for Master's and Ph.D. degree programme shall be required to complete a minimum period of 4 semesters and 5 semesters in residence, respectively. However, in case of MOUs with other University/Institute, where the research scholar has to complete his/her research work in the parent University/Institute, he/she will be allowed after completion of comprehensive/preliminary examination. No-any M.Sc. or Ph.D. student shall be allowed to discontinue the academic programme without completing minimum residential requirement and research work. However, he/she shall not debar the University from developing residential instructions in varying proportions for the future P.G. courses.
- 6.6 **Minimum time required to submit the thesis:** A student for Master's degree programme shall submit his/her thesis in 4th Semester. Thesis submission will not be accepted, if any student wants to submit before 4th semester. A Ph.D. student can submit his/her thesis after completion of 5th semester, i.e. in 6th semester.
- 6.7 A student can complete all the requirements including submission of thesis within 8 and 12 semesters for Master's and Ph.D. degree programme, respectively, which will also include period of scholastic probation or temporary withdrawal from the semesters, failing which the admission shall stand cancelled. However, any student wants extra semesters for submission of thesis, he/she must seek the permission from the Vice-Chancellor. After getting permission from the Vice-Chancellor, the student must deposit penalty fee of Rs. 1500/- in addition of the regular semester fee or fee as per revised order of the University. This may be allowed maximum for 2 semesters only, in both Master's and Ph.D. programme.
- 6.8 Female Ph.D. students are allowed maternity leave/child care leave once in entire duration of her Ph.D. programme up to 240 days in addition to normal period of thesis submission.
- 6.9 A student shall be required to secure a grade point 6.00 out of 10.00 for passing in any course and a minimum OGPA of 6.50 out of 10.00 for obtaining a degree.
- 6.10 The guideline for examination of backlog subject(s)/due subjects(s)/shortfall of attendance, please refer Chapter-10 (Attendance Rules).

REGISTRATION

- 7.1 A student admitted to a programme shall have to register in the College in the semester admitted within the stipulated time indicated in the notice of admission, failing which his/her admission shall be stand cancelled.
- 7.2 Every post graduate student in good academic standing, unless granted a formal temporary withdrawal by the Dean of College, shall be required to register with the College of his/her admission in each semester until the completion of all requirements for the degree for which he/she is admitted.
- 7.3 A regular student shall be allowed to register up to 18 credit hours but not less than 9 credit hours of courses in any semester.
- 7.4 The minimum limit of credit hours to be registered in a semester shall not apply to students, after completion of minimum residential requirement.
- 7.5 M.Sc. and Ph.D. student shall be permitted to add courses within 2 weeks or withdraw from courses within 10 weeks of commencement of the semester in such a way that the limits of maximum/minimum credit hours in that semester has not been crossed.
- 7.5.1 Attendance in courses joined later shall, however, be counted from the date of registration in the semester and it will be the responsibility of the student to maintain minimum attendance requirement (*Attendance Rules- Chapter-10*).
- 7.6 Temporary withdrawal from a programme**
- 7.6.1 A student with good academic standing shall be permitted by the Dean of the College to withdraw from a programme for a specific period not exceeding two semesters on the recommendations of the Major advisor and the Head of Department, provided he/she makes a written request. Withdraw in first semester of a programme is not permissible.
- 7.6.2 Failure to register or to obtain formal permission to withdraw from University/College will constitute presumptive evidence that a student has withdrawn from the College and his/her admission shall stand cancelled.
- 7.6.3 Students granted formal permission of temporary withdraw may be exempted from all fees during the period of their withdraw. If he/she withdraws in the middle of a semester, the semester fee will not be refunded. Those who do not obtain formal permission shall be charged full fees for the semesters missed before re-registration.
- 7.6.4 No student shall leave the College/University without obtaining formal permission from the Dean of the College.
- 7.7 Student in Master's or Ph.D. degree programme will be registered by the Director of Education as per codes and components given below:
- 7.7.1 College code (Single alphabet): 'J' for College of Agriculture, Jodhpur; 'S' for College of Agriculture, Sumerpur, 'N' for College of Agriculture, Nagaur.
- 7.7.3 Level of Degree Programme (Single alphabet): 'M' for M.Sc., 'P' for Ph.D.
- 7.7.4 Discipline for degree programme (Four alphabets for PG and Ph.D.; This is proposed for existing and possible new degree programmes in future):

M.Sc. and Ph.D. degree Programme

AGRO: Agronomy

BIOC: Biochemistry

ENTO: Entomology

EXTN: Extension Education

FSCT: Food Science and Technology

GPBR: Genetics and Plant Breeding

HORT: Horticulture

MICR: Microbiology

PATH: Plant Pathology

PLBT: Plant Biotechnology

PPHY: Plant Physiology

STAT: Agricultural Statistics

SSAC: Soil Science and Agricultural Chemistry

7.7.6 Year of admission: Full digits of year *i.e.* 2019

7.7.7 Considering the five points, the proposed format will be as following examples

(Total 12 characters):

For PG: **2019MAGROJ01**

For Ph.D.: **2019PAGROJ01**

AWARD OF GRADES

8.1 Grade point 0 to 10.00 shall be awarded to a student in each course on the basis of marks obtained by him/her in mid-term test and in the final semester examination. For other cases following abbreviations shall be used to denote the performance of a student in a course:

F- Fail	US - Unsatisfactory (for thesis and Preliminary/Comprehensive only)
W- Withdrawn	NC- Non-Credit courses
R- Repeated	DE - Detained
S- Satisfactory (for thesis and Preliminary/Comprehensive only)	UM- Unfair means

8.2 Grade DE shall be awarded to a student in a course in which he/she is detained from appearing in the final semester examination on account of shortage in attendance. Grade "DE" will also be equivalent to point "0" (Zero) in 10 point for calculation of "OGPA".

8.3 Grade "W" shall be awarded to a student in a course from which he/she drops from his/her schedule within the time stipulated *i.e.* 10 weeks from the commencement of semester. Credit hours for this course will not be included for computing "OGPA".

8.4 Grade "UM" shall be awarded to a student who has used unfair means in mid-term/final semester examination, and that shall be treated as "0" (Zero) in 10-point scale.

8.5 A student shall be awarded zero in examination in which he/she fails to appear for any reasons whatsoever. The final grade shall be reported on the basis of marks obtained in examinations and the final grade point shall be reported accordingly.

ACADEMIC STATUS AND SCHOLASTIC PROBATION

- 9.1 A student shall be required to secure at least a grade point 6.0 in a course for its successful completion.
- 9.2 A student shall be required to attain a minimum OGPA of 6.5 separately in credit and non-credit courses (deficiency) without F/DE/UM in any course to be on good academic standing.
- 9.3 A student awarded grade 'F' in a course shall repeat the course to pass it, the grade of repeat course shall replace the earlier one with an 'R' associated with it.
- 9.4 A student with grade 'F' in a course shall be permitted to appear in both the theory and practical examination along with the final semester examination of the consecutive semester. This permission shall be granted for two courses only at a time provided a written request is made within 10 weeks of date of registration in the semester.
- 9.5 A student with grade 'DE' in courses shall be permitted to repeat it as a regular in the next semester when offered before taking up new courses without affecting the normal schedule of the courses offered in that semester. In case of clash, he/she shall drop the new course (s).
- 9.6 A student who could not obtain an OGPA of 6.5 at the end of any semester shall be permitted to take a maximum of two courses as back log including the one in which he/she secured GPA of less than 6.5 whenever next offered.
- 9.7 A student with an OGPA of less than 6.0 at the end of any academic year shall be removed from the College and no petition shall be entertained.
- 9.8 A student with an OGPA of 6.0 to 6.499 or grades "F", "DE", "UM" in any course at the end of a semester shall be placed on scholastic probation in the subsequent semester. The period of scholastic probation shall be for one semester only.
- 9.9 A student recommended to continue for one more semester on scholastic probation shall be registered without late fee within seven days of the order and with prescribed fee (revised from time to time) for a further period of 3 days or up to last date of registration with late fee whichever is later.

ATTENDANCE RULES

Pursuant to the decision taken in the Coordination Committee of the Vice-Chancellors of Rajasthan State in the meeting chaired by His Excellency, the Governor of Rajasthan and Chancellor, recording of attendance of the students has been made compulsory. The matter was discussed in the Academic Council and the regulations made are as follows:

- 10.1 A student shall be required to maintain a minimum of 75 per cent attendance from the date of registration in each course to appear in mid-term and final semester examination.
- 10.2 *En-Masse* absence of class shall be treated as absent in the attendance record of the students.
- 10.3 A student who is in short of attendance in one or more course(s) will not be allowed to appear in the final examination of such courses (mid-term theory and practical).
- 10.4 The registration of a student in all programme shall be cancelled on account of continuous absence of 3 classes in a course of 1 credit, 4 classes in a course of 2 or 3 credits and 5 classes in a course of 4 credits with the condition that advance intimation may be given to the student in case extra classes are arranged.
- 10.5 Similarly, if a student who has been admitted in the first semester of a programme fails to attend the classes continuously for a period of ten days from the date of commencement of classes without the permission of the Dean of the College, his/her registration shall be cancelled with intimation of his/her parents.
- 10.5.1 Such students will be provided an option for re-admission in the course/ programme within seven days of the cancellation of their registration by paying a fee of Rs. 300/- or as per revised order of the University. If a student fails to avail this option, he/she may seek re-admission within two weeks of the cancellation by paying a fee of Rs. 600/- in semester system or as per the revised order of the University. However, fulfilment of 75% attendance requirement will be his/her responsibility.
- 10.5.2 If a new student, who has been admitted to the 1st year/1st semester of any degree programme, fails to attend the classes continuously for a period of 30 days in semester system without the permission of the Dean of the College, the name of such a student will be removed from the College rolls and he/she may have to seek re-admission next time as a fresh candidate. No petition is permitted in this case.
- 10.6 If a regular student of the College in subsequent semesters/years fails to register on scheduled time or fails to attend all the classes after registration continuously for 30 days in semester system, without the permission of the Dean of the College, the student will be removed from the College rolls with intimation of his/her parents. A student so removed may apply to the Dean within 15 days of his/her removal for reconsideration for re-registration in the next academic session, giving valid and strong reason for failing to take permission. His removal may be revoked, provided that, his/her advisor is satisfied with the performance of the student and the same is approved by the Dean. The period of removal shall be counted towards the number of semester/academic year though no grade/marks would be awarded for this semester/academic year.
- 10.7 Students who are deputed by the College/University authorities to represent the College/University in approved co-curricular activities e.g. Republic day parades, Education tours, Games and Sports etc. at College/District/State/National level, will be given the credit of attendance to the extent of the number of lectures delivered during the period devoted towards the journey and participation in connection with the aforesaid activities. The total periods of such absence from College shall not exceed 8 days in a semester.
- 10.8 Students who are detained on account of shortfall of attendance in a course (theory and practical both) shall be required to clear such course(s) as a regular course in subsequent semester when the course offer regularly and he/she must attend the regular classes (theory or practical or both as per shortfall) of the course to fulfil the minimum criteria of attendance to become a regular student.

- 10.9 Students who offer backlog/due subject(s) in a semester when the course offer regularly, he/she must be appeared in the mid-term examination of the course as per schedule to fulfil the criteria of marks for mid-term. Further, he/she must be appeared in end-term examination also with other regular students as per schedule.
- 10.10 Such students, who are detained on account of shortfall of attendance in a course and backlog/due subject(s) will be permitted to offer additional credit load of not more than six credits or two subjects along with his/her regular courses with the condition that the maximum credit load should not exceed from 18 (other than research credits) for PG in a semester.
- 10.11 In case the total number of classes held in a particular course in a semester is less than 10 per credit hour, the course will be treated as scratched. Such student(s) will be permitted to opt the scratched course only in the ensuing semester when it is normally offered.
- 10.12 The attendance of the students registered for research credits (20 for M.Sc. and 45 for Ph.D.) would be maintained by his Major advisor/Co-Major advisor and submitted every month and action will be taken as per procedure for other course programme.
- 10.13 For the purpose of calculating attendance, the date of registration of the course/programme in the semester/academic session should be taken as base point and not from the date on which the student has taken admission.
- 10.14 If a teacher holds extra/additional classes to for a course to complete, with the intimation of students, it will be the responsibilities of the student to attend the class. if/otherwise a student fails to attend the extra/additional classes, she/she will be liable to complete the 75% attendance.

TEST, EXAMINATIONS AND APPOINTMENT OF EXTERNAL EXAMINERS

- 11.1 There shall be one mid-term tests of 20 marks. Courses constitute with theory or practical or both components. Courses with only theory shall be examined in written mid-term test. Courses with only practical shall be examined in practical in the test.
- 11.1.1 If any student fails to appear in the mid-term test on account of hospitalization (duly supported by hospitalization certificate from a Govt. Hospital) or for any legitimate reason (including student's deputation for University official programme) duly recommended by course teacher and Head of Department and approved by the Dean, he/she shall be given the advantage of proportionate marks based on his/her performance in final theory/practical examination as the case may be.
- 11.1.2 Mid-term test shall be held in the mid of the semester and on completion of about 50% of the course.
- 11.1.3 The duration of Mid-term examination (for courses having theory and practical) shall be of one hour. *If a course consists entirely of practical, the Mid-semester test will be based on practical and will of two-hour duration.*
- 11.2 There shall be a final semester examination at the end of a semester consisting of written theory examination of 2 hours duration and practical examination of 3 hours duration or more.
- 11.3 The distribution of marks in the semester examination shall be:
 Mid-term test theory/practical : 20 Marks
 End term Examination : 80 Marks (50 marks Theory + 30 marks Practical)
 Where there is only theory/practical prescribed in a course, the End-term examination shall be of 80 marks and *vice-versa*.
Note: Minimum marks for passing a course must be 60% in both theory and practical separately.
- 11.4 All the students of M.Sc. and Ph.D. must be passed separately in theory and practical examinations as per the criteria.
- 11.5 Use of simple calculator (without scientific) can be permitted for the both theory and practical examinations of Engineering and Statistics subjects.
- 11.6 End-term theory examination (core courses) shall be conducted through the Controller of Examinations of the University.
- 11.6.1 For theory portion at PG level core courses, examination paper must be from external examiner and the practical examination of core course shall be conducted by internal teacher of the course concerned.
- 11.6.2 The question papers of optional papers shall be set confidentially for each course by the concerned teacher.
- 11.6.3 The evaluation of answer books of these optional papers shall be done internally by the concerned teachers and grades awarded by them.
- 11.6.4 Question papers shall contain short and detailed subjective questions as given in the guidelines of post graduate Course Curriculum. No choice except internal shall be given.
- 11.7 Mid-term test and practical examination shall be conducted by the office of the Dean of the College on scheduled dates as announced in the academic calendar.
- 11.8 **General Rules**
- 11.8.1 No tests/examinations shall be postponed on the grounds of failure of electricity supply.
- 11.8.2 No special test/examination shall be held for students who miss it on grounds like being in police custody or attendance in a court.
- 11.8.3 Separate rules are prescribed for cases of unfair means and indiscipline in the test/examination.

- 11.8.4 The Coordination Committee of the Vice-Chancellors has decided that the decision to re-conduct the examination in the papers in which students have staged walk out or boycott shall rest with the Chancellor. The students, therefore, need not approach the University authority in this regard.
- 11.8.5 The interested students can apply to see their answer books of Final (Main) Theory Examinations as per the guidelines issued by Controller of Examination, Agriculture University, Jodhpur through vide letter No. F.Estt./CoE/AU/Jodh/2020/499-505, Dated 30th July, 2020 after approval in 11th meeting of Board of Management on 10th June, 2020. The guidelines are as follows:
- a) A student shall be entitled to see his/her answer-books(s) only on payment of a non-refundable/non-transferable fee of Rs. 1000/- (Rupees One Thousand only) for each subject through bank demand draft in favour of “Controller of Examinations, AU Jodhpur, or in RTGS to the CoE Office, in person.
 - b) The application to see answer book will be received by the University within 15 days from the date of Mark-sheet on which the result is declared by the University (*Appendix-V*).
 - c) If there is a posting error or totalling error or find out any unevaluated question in the marks, the error will be corrected by the University. Result Committee shall have power to rectify the result due to above correction.
 - d) Answer-books of only main (end-term) theory examinations of the University will be shown.
 - e) Forms received by the University after the due date or found incomplete in any respect shall be liable to summary rejection.
 - f) No student will damage/destroy or take away the answer books(s). In that case he/she will be punished as per Unfair-means rules of the University.
 - g) Time limit to see the answer book will be 10-15 minutes on the scheduled date and time decided by the University failing which his claim will be rejected.
 - h) Materials like pen, mobile, camera, books, notes, etc. will not be allowed, while the student is permitted to see his answer books(s).
 - i) Admit card/Identity card/documentary proof with photograph will be required for identification before allowing student to see his answer book(s).
 - j) Parents/Guardians/Advocate/Friends/Relatives or any other person will not be allowed with the candidate.
 - k) The photo copy of the answer book will not be issued to the student.
 - l) The student will be allowed to see his answer book(s) once only.
 - m) A student or any other person cannot apply to see answer-book(s) of any other student.
 - n) The application should be forwarded by the concerned Dean of the College.

11.9 Appointment of External Examiners

- 11.9.1 A comprehensive list of external examiners of the rank of Assistant Professor/Associate Professor or above, as per requirement, shall be prepared by the Head of Department through Departmental Committee and submitted to the Controller of Examinations for semester examinations and to the Director of Education for Comprehensive/ Preliminary examination/ Thesis/ Synopsis evaluation. Specialization and experience of each examiner shall be indicated before his name. Such panel should contain at least 15 names per subject/discipline. This panel of examiners shall be submitted to Vice-Chancellor by Controller of Examinations for semester examinations and by the Director of Education for Comprehensive/Preliminary/Synopsis/Thesis evaluation.

SEMINARS AND COMPREHENSIVE EXAMINATION FOR MASTER'S DEGREE

- 12.1 A student in Master's degree programme shall deliver one seminar in 3rd semester.
- 12.2 Comprehensive Examination for Master's Degree**
- 12.2.1 A student on good academic standing shall be allowed to appear in a comprehensive examination whenever next scheduled after successful completion of at least 75 per cent of course work prescribed.
- 12.2.2 The comprehensive examination will consist of two parts; a written examination will be followed by oral examination. The written part will consist of two papers of 100 marks each. The first paper will include questions from major subjects and the second paper will include questions from minor subjects. The papers will be set internally and shall be evaluated internally. The minimum pass marks for written examination shall be 60% in major and minor separately.
- 12.2.3 The oral comprehensive examination, in which a student shall be graded as satisfactory/unsatisfactory, shall be conducted by the student's Advisory Committee under the overall control of the Head of Department. The minimum marks in oral comprehensive examination shall be 60% for satisfactory grade.
- 12.2.4 If the student's performance is found unsatisfactory, he/she shall re-appear in the comprehensive examination whenever scheduled in the next semester but not earlier than 3 months of first examination.
- 12.2.5 A student who has not passed comprehensive examination and all semester examinations and has not achieved satisfactory grades in each course (Including non-credit deficiency or compulsory courses) shall not be permitted to submit the thesis.

SEMINARS AND PRELIMINARY EXAMINATIONS FOR Ph.D. DEGREE

- 13.1 A student in Ph.D. programme shall deliver two seminars by the end of 3rd semester and the grades shall be reported at the end of 3rd semester. However, in-service candidates of Agriculture University, Jodhpur who are required to stay at the campus only for two semesters will deliver both the seminars before the end of 2nd semester.
- 13.2.1 A student on good academic standing shall be allowed to appear in a preliminary examination, whenever next scheduled after successful completion of 75% course work prescribed.
- 13.2.2 The preliminary examination shall consist of two parts, a written examination followed by an oral examination. The written examination shall consist of three papers of 100 marks each and three hours duration. The first two papers will include questions from major subjects and the third paper will include questions from minor subjects. The papers for written examination will be set internally and shall be evaluated internally. The minimum pass marks for written examination shall be 60% in each paper separately with OGPA of 6.5 point will be eligible for Oral Examination. The oral examination will be conducted by the student's Advisory Committee, and an external examiner and attain a satisfactory performance.
- 13.2.3 If a student fails to obtain the minimum pass marks for written preliminary examination, he/she shall have to reappear in written examination whenever scheduled next, between 4-6 months of the first examination.
- 13.2.4 A student shall appear in oral preliminary examination, if eligible whenever scheduled after the written examination preferably within two months to be conducted by the student's Advisory Committee and an external examiner and attain a satisfactory performance.
- 13.2.5 If a student's performance in oral Preliminary examination is unsatisfactory, he/she shall be required to reappear in oral examination whenever, scheduled next but not earlier than 3 months of previous examination.
- 13.2.6 No student shall be permitted to submit thesis, unless he/she achieves satisfactory performance in preliminary examinations.

SYNOPSIS OF PROPOSED RESEARCH WORK

- 14.1 A student shall select as far as possible a research topic for his/her thesis having relevance to the need of the state of Rajasthan.
- 14.2 The objective of the Master's degree research should be such to train the student in the research methodology and to develop his/her potential in conducting research, whereas the Ph.D. degree research should be indicative of the student's capacity for independent constructive thinking and interpretation as well as independent research work. The research work carried out for Ph.D. degree should be a definite contribution to the advancement in the area with a quality meriting publication in national and international journals of repute.
- 14.3 A student shall prepare a synopsis of proposed research work under the guidance of the Major advisor and the supervision of the Advisory Committee in the prescribed format and submit the same after deliver a seminar in the Department in presence of all the members of the Advisory Committee, within the time period prescribed. The synopsis would include work plan, objectives, methodology and justification for taking up the thesis subject, review of literature on the subject and a list of references etc.
- 14.4 The synopsis shall be got examined and shall have to be recommended by the University Professor in the subject in Agriculture University, Jodhpur before final approval by the Director of Education for Ph.D. (after making changes, if needed). In the absence of a Professor in the University, the Ph.D. Synopsis shall be referred to an outside expert of the rank of University Professor or equivalent and above for his/her recommendation about the scope and suitability of the proposed research work. The synopsis of Master's degree research shall be recommended by the concerned Head of Department in the rank of Assoc. Prof. or above.
- 14.5 The synopsis for Master's and Ph.D. degree programme should be approved before start of research work.
- 14.6 The minimum time between synopsis approved and thesis submission shall be two years for Ph.D. and one semester for Master's programme.
- 14.7 Once the synopsis has been approved, major changes in the title and/or in the detailed outline shall not be allowed without prior permission of the Director of Education. If the major changes are permitted, the student shall submit thesis only after 4 months of approval of the changes. Whereas the minor changes, which do not affect the quantum and quality of work and has been permitted by the Director of Education, the time bar shall not be applicable.
- 14.8 A student shall not start the research work prior to final approval of the synopsis by the Director of Education.
- 14.9 The research work shall normally be carried out at the campus of student's registration. However, if the Departmental Committee on the advice of Major advisor recommends for the conduct of research work at any approved Research Station of Agriculture University, Jodhpur or elsewhere, where the facilities exist for it, the student shall be permitted to work there and a Major advisor or Co-Major advisor shall be required to be stationed at that station for the period of research is undertaken.
- 14.10 **Plagiarism:** Before submission of synopsis, thesis and research papers, plagiarism check report from competent authority is essential, failing this, no any manuscripts will be accepted. The guidelines for plagiarism issued by UGC will be followed as per resolution of BOM on 11th meeting vide order No. 2352-58, dated 25.07.2020.
- 14.11 The synopsis should be in laser typing with specifications given in Appendix-I, The format of typing and references as per information given in Chapter-15 (15.9).

THESIS PREPARATION AND SUBMISSION

- 15.1 The student's Advisory Committee shall approve the quantum and quality of research work as per the synopsis approved in a seminar delivered by the student, before he/she starts writing the thesis. The seminar will be open to all the students and faculty members.
- 15.2 A student shall submit 3 copies of paper bound thesis for master's degree and 4 copies of paper bound thesis for Ph.D. degree along with a soft copy in computer CD together with abstract and required certificates to the Director of Education through Major Advisor, Head of Department and Dean of the College.
- 15.3 The last day for submission of thesis in a semester shall be the last working day, which shall be a day prior to the start of next semester.
- 15.4 A student shall be permitted to write his thesis in either English or Hindi. A thesis written in English should also carry its title and abstract in Hindi and *vice-versa*. However, a student, who wants to submit thesis in Hindi, his/her Major Advisor would have to be satisfied that the particular thesis topic is such that thesis can be written in Hindi and the sufficient literature and Hindi technical words exist regarding the particular topic.
- 15.5 A student who has successfully completed all the requirements including completion of entire research work and presentation of a seminar thereon, except submission of thesis, may be permitted by the Director of Education to withdraw from the College to resume duties or to accept an employment (this will not be applicable to in-service candidates who have been permitted to carryout research work at the main campus or elsewhere under rule 14.9). He/She shall, however, must submit the thesis after completion of all the requirements including comprehensive examination for Master's degree and preliminary examination for Ph.D. degree, subject to the maximum permissible period prescribed for each degree programme. He/She shall be required to register in the semester in which thesis has to be submitted.
- 15.6 A student for Master's degree may submit thesis within the maximum permissible period after completion of all the requirements. He/She shall be required to register in the semester in which thesis has to be submitted.
- 15.7 At the time of submission of unbound thesis for evaluation, a student shall be required to submit proof and copies of research paper (one from Master's and two from Ph.D. thesis) submitted for publication in a NAAS rated journal. In the absence of the paper, the thesis will not be accepted for further process.
- 15.8 **Plagiarism:** Before submission of synopsis, thesis and research papers, plagiarism check report from competent authority is essential, failing this, no any manuscripts/thesis will be accepted. The guidelines for plagiarism issued by UGC will be followed as per resolution of BOM on 11th meeting vide order No. 2352-58, dated 25.07.2020.
- 15.9 The thesis should be in laser typing with following specifications:
- a) Title cover-outer (Covered with plastic sheet)
 - b) Title cover-inner page
 - c) Certificate - I (Comprehensive/Preliminary Examination)
 - d) Certificate - II
 - e) Certificate - III
 - f) Certificate - IV (Correction Certificate)
 - g) Acknowledgement
 - h) Contents
 - i) List of Tables
 - j) List of figures and graphs
 - k) List of appendices
 - l) Laser printing with following parameters:

Font	: Times New Roman style
Font size	: 12 Normal with double side printing
Heading font	: 14 Bold
Sub-heading font	: 13 Bold

- Page setting and Row spacing : A₄ page size with inner margin 1½ inch on left and 1 inch in all other three sides for both textual and non-textual (e.g., figures, tables)
- Page numbering format : The page number from **Introduction** to **Bibliography** should be in **Arabic numerals** and **Appendices** in **Roman number** and number should be placed without any punctuation in the lower centre of the page, no paging in the thesis for dedication. For tables, figures and equations number should be sequentially throughout the thesis.
- Acknowledgement (font size 10 and single space) : Acknowledgement should not exceed more than one page. It is mandatory for the students to acknowledge Major advisor, members of Advisory Committee, HOD and Dean by name in the acknowledgement page of thesis as per format *Annexure-V*
- INTRODUCTION : The introduction part should invariably contain specific objectives of the study and hypothesis to be tested, if any.
- REVIEW OF LITERATURE : After statement of review, paragraph should state how the present work is going to be different from the earlier work in the field.
- MATERIALS AND METHODS : As per synopsis approved.
- RESULTS : The presentation of results should be strictly in accordance to the objectives. The results should collaborate with other findings.
- DISCUSSION : It should be Discussed in accordance with Results involving Review of Literature.
- SUMMARY AND CONCLUSION : The Summary and Conclusion should imitates from the results itself.
- BIBLIOGRAPHY : Writing style of bibliography should follow recent scientific pattern.
- ANNEXURE/ APPENDICES : Annexure are to be numbered in Roman numbers
- Abstract & other long tables, quotations, etc. : For English Font size 12 and single space and for Hindi Font size 14.
All tables (tabulated data) and figures (charts, graphs, maps, images, diagrams, etc.) should be prepared wherever possible, on the same paper used to type the text or they should be inserted as close to the textual reference as possible.
- m) The front cover should have printing on the side to include the author's name, abbreviated thesis title (optional), degree, department, and the year.
- n) The faculty-wise colour-coding of the title cover be as per given below:
Agriculture: M.Sc. : Light Green, Ph.D. - Light Blue/ Sky blue
Food Science & Technology: Cream
- o) **References:** Reference to literature should be arranged alphabetically according to author's names, should be placed at the end of the article. Each citation should have the names of the authors, initials, year of publication, full title of the article, full name of the journal (without abbreviation), volume, preferably the issue (within parentheses), and complete page-range (not merely the first page). Complete name of publisher and place of publication of books should be given. For proceedings or other publications complete details should be given. Examples of Bibliography:

Journal's:

Khandelwal, P., Choudhury, D., Ajanta, B., Reddy, M.K., Gupta, G.P. and Banerjee, N. 2004. Insecticidal pilin subunit from the insect pathogen *Xenorhabdus nematophila*. *Journal of Bacteriology*, 186(19): 6465-6476.

Thesis:

Laxmi, D.V. 1997. Studies on somatic embryogenesis in mango (*Mangifera indica* L.). Ph.D. thesis, P.G. School, Indian Agricultural Research Institute, New Delhi.

Book Chapter (Edited books):

Singh, K.M., Kumawat, M.M., Singh, M.P. and Singh, T.K. 2013. Some important pests of citrus and their management, pp. 374-391. **In:** *Biotechnological Approaches in Crop Protection*. D. Prasad and D.P. Ray (eds.). Biotech Books, New Delhi, p. 609.

Proceedings/Seminar/Conference papers:

Chase, S.S. 1974. Utilization of haploids in plant breeding: breeding diploid species. **In:** *Haploids in Higher Plants: Advances and Potential. Proceeding of International Symposium*, 10-14 June 1974, University of Guelph. K.J. Kasha (ed.), University of Guelph, Canada, Pp. 211-30.

Book:

Panse, V.G. and Sukhatme, P.V. 1978. *Statistical Methods for Agricultural Workers*, Indian Council of Agricultural Research, New Delhi, p. 695.

- 15.10 The thesis should be in laser typing with specifications given in Appendix-I.
- 15.11 Female Ph.D. students are allowed maternity leave/child care leave once in entire duration of her Ph.D. programme up to 240 days in addition to normal period of thesis submission.

EVALUATION OF MASTER'S/ Ph.D. THESIS AND NOTIFICATION OF MASTER'S/ Ph.D. DEGREE

16.1 Evaluation of Master's Degree Thesis

- 16.1.1 An external examiner appointed by Vice-Chancellor shall evaluate the thesis and submit a detailed report along with his recommendations on prescribed format.
- 16.1.2 The student shall be examined by the Advisory Committee on his/her thesis in viva-voce after receipt of a satisfactory report on the thesis and recommendation of the external examiner.
- 16.1.3 A student, whose performance in the viva-voce examination has not found satisfactory, shall be required to re-appear in it after two months of the first viva-voce.
- 16.1.4 If the external examiner has recommended revision of the thesis, the student shall revise it under the supervision of Advisory Committee and resubmit the thesis only once within six months for reevaluation by the same external examiner. A sum of Rs. 1000/- as an additional fee will be charged from the student concerned submitting revised thesis for re-evaluation or fee as per revised order of the University.
- 16.1.5 If the external examiner rejects the thesis, thereafter, it shall be sent to two other examiners for evaluation. If one of them rejects it, the student shall be declared fail.
- 16.1.6 A student declared fail for the degree may file mercy petition to the Vice-Chancellor through Dean of the concerned college and Director of Education. The Vice-Chancellor after examining the whole case may permit him/her to register for thesis only under same Major advisor or another one as proposed by Head of Department in consultation the Dean and approved by the Director of Education.
- 16.1.7 The failed student shall be allotted a new research problem and shall reappear in the comprehensive examination whenever held next. He shall be required to submit the thesis within one year from the date of passing the comprehensive examination.
- 16.1.8 If again rejection from external examiner, no-any student shall be eligible to submit the thesis for the third time and thereafter be will be dropped from the University.
- 16.1.9 The student shall submit six hard bound theses along with a soft copy in CD to the Director of Education through Major advisor, Head of Department and Dean of the College, after a successful viva-voce and incorporation of all suggestions and corrections suggested by the external examiner and Advisory Committee. The date of submission of bound thesis will be the date of degree award as Provisional Degree Certificate (PDC) by the Controller of Examinations, Agriculture University, Jodhpur.
- 16.1.10 The students, who admitted through ICAR entrance examination, shall submit an extra copy of the hard bound thesis for sending to ICAR.

Note: - If the Major advisor has left the University, a substitute shall be appointed by the Director of Education on the viva-voce Committee on the recommendation of the Head of Department.

16.2 Evaluation of Ph.D. Degree Thesis

- 16.2.1 Two external examiners appointed by Vice-Chancellor shall evaluate the thesis and submit a detailed report in the prescribed format along with any one of the following recommendations:
 - a) The thesis be accepted for the Ph.D. degree after successful completion of viva-voce examination on the thesis after incorporating the suggestions and/or corrections made.
 - b) The thesis be resubmitted after thorough revision as per examiners' comments/report to be sent again to the same external examiners for re-evaluation.
 - c) The thesis be rejected.
- 16.2.2 When both external examiners recommend the acceptance of thesis without any serious adverse comments, a viva-voce on the thesis shall be conducted by the Advisory Committee with the help of one of the external examiners under the chairmanship of the Director of Education and in his absence Dean of the College under administrative control of Head of Department. The viva-voce examination shall be open to University teachers and post graduate students.
- 16.2.4 When one or both examiners recommend revision of the thesis, the student shall revise it under the guidance of the Major advisor and the supervision of Advisory Committee. He/She shall re-

submit the revised thesis only once within six months, which is extendable by another six months on the recommendation of Major advisor. The thesis shall be re-evaluated by the same examiner(s). A sum of Rs. 2000/- as an additional fee will be charged from the student concerned submitting revised thesis for re-evaluation or fee as per revised order of the University.

- 16.2.5 When one of the external examiners recommends rejection of the re-submitted thesis, thereafter, it shall be sent to the third examiner whose recommendation shall be final.
- 16.2.6 When both the examiners reject the thesis, the student shall be declared fail for the degree. He may, however, make a petition to the Vice-Chancellor through the Dean and Director of Education. The Vice-Chancellor after examining the whole case may permit him/her to re-register for thesis only under the same Major advisor or another one, as proposed by the Head of Department and approved by the Director of Education.
- 16.2.7 In event of serious adverse comments received on thesis from the external examiner, the concerned Dean, Head of the Department and Major advisor will be made responsible and accountable to improve the quality of the thesis work. The Director of Education will write a letter of displeasure to the Major advisor with suggestive note to the Head. The letter of displeasure and suggestive note will be placed in the personal file of the Major advisor and Head of the Department, respectively. The Director of Education will also communicate pleasure to the Major advisor, Head and concerned Dean, if any outstanding remarks are received on the thesis from the external examiner.
- 16.2.8 The Student shall be allotted a new research problem and shall reappear in the preliminary examination within one year of permission. He/She shall be required to submit the thesis within 2 years of passing preliminary examination, subject to the maximum limits prescribed.
- 16.2.9 An unanimous decision of the viva-voce examination Committee shall be required for satisfactory performance. If performance unsatisfactory, the student shall re-appear in viva-voce within 3 months of the first viva-voce.
- 16.2.10 If rejection again from external examiner, no-any student shall be eligible to submit the thesis for the third time and there after he will be dropped from the University/College roll.
- 16.2.11 The student shall submit six hard bound theses along with a soft copy in CD together with an abstract to the Director of Education through Major advisor, Head of Department and the Dean of the College, after a satisfactory viva-voce and incorporation of all suggestions and corrections suggested by the external examiners and the Advisory Committee. The thesis shall be accompanied by the report of the viva-voce and a certificate from Major advisor regarding incorporation of suggestions and/or corrections.

Note: The students, who admitted through ICAR entrance examination, shall submit an extra copy of the hard bound thesis for sending to ICAR.

- 16.2.12 However, if a candidate after successful completion of his/her viva-voce examination of his/her thesis desires to get a Provisional Degree Certificate (PDC), the same will be issued by the Controller of Examinations, Agriculture University, Jodhpur. For this, the candidate will have to submit a written application through proper channel (Major advisor, Head and Dean of the College) and deposit prescribed fees. The date of submission of bound thesis will be the date of degree award in PDC.

Note: - If the Major advisor have left the University, substitute may be appointed by the Director of Education for the viva-voce Committee on the recommendation of the Head of Department.

16.3 Remuneration to External Examiner: An External Examiner who is appointed to examine the thesis and/or conduct the Oral Comprehensive/Thesis viva-voce examination of the post graduate student shall be paid the remuneration as prescribed by the University from time to time.

16.4 Notification of Master/Ph.D. Degree: The Dean of the concerned College will forward final report of thesis viva-voce/Oral examination along with corrected and hard bound 6 copies of thesis with one extra copy of cover page to the Director Education. Date of submission of hard bound thesis in the department shall be the date of award of the Degree. A notification containing the name of the student, Registration No.(s), Name of degree with subject of specialization, title of thesis, date of award of degree shall be issued by the Director of Education duly approved by Vice-Chancellor.

COLLABORATIVE PROGRAMME

- 17.1 The period spent by the student at these Institutions shall be counted towards his/her residential requirement, **if any MOU made by the Agriculture University, Jodhpur with other SAUs or Institutes.**
- 17.1.1 If, in the opinion of the Departmental Committee, the field of candidate's specialization is available away from the campus, a candidate may be sent to any Research Station of the University or Institute of repute (as per MOU), where research facilities and staff are available for conducting the research work. The Co-Major advisor shall be required to be stationed at the place where the candidate carry out research/investigation, subject to condition that the scientist is also accredited. The Co-Major advisor will have to attend synopsis seminar, pre-thesis seminar and thesis viva-voce examination of the concerned student. The TA and DA for attending these activities will be born from the source of his/her salary.
- 17.1.2 A candidate from other SAUs/Institute admitted to a Ph.D. degree programme may be permitted to carry out research work for the thesis in his/her home University/Institute, after completion of all requirements including preliminary examination, under an approved and qualified Co-Major advisor of his/her home University/Institute on reciprocal basis, provided a MOU has been signed.

AWARDS AND SCHOLARSHIPS

18.1 Awards of Gold Medal: The following gold medals shall be awarded each year to the outstanding top candidates on the results of the University examinations.

18.1.1 University Gold medal in M.Sc.: For award of Gold Medal to a student in M.Sc. Programme, there must be at least three candidates who have completed the degree at a time and secures the highest OGPA greater than 7.50 out of 10.0 in the last/4th semester and it is based on the academic performance. If thesis is not submitted by the last working day the semester, the candidate will not be eligible for the award of gold medal. Also, the candidate must not be involved in any misconduct rules/fine/walk out from examination/fails or backlog in any subject/shortfall of attendance and semester drop. If the top candidate in any subject does not get Gold Medal for any reason, then it will be awarded to the next outstanding candidate who is eligible under rules in the subject, in the year. If more than one student secures same highest OGPA, then all the students shall be awarded Gold Medal.

18.1.2 Chancellor's Gold Medal: This is the highest honour bestowed on one meritorious student in the field of academic performance every year. The Chancellor's Gold Medal will be awarded to the student obtaining the highest OGPA greater than 8.5 out of 10.0 in last/4th semester and it is based on the academic performance at Master's degree level by rotation of the faculties and it will be in the alphabetical order *i.e.*, Agriculture, Agriculture Engineering, Dairy Technology, Food Technology etc. since there is no other faculty in the University. When there will be more than one faculty, it will be awarded on faculty basis. If thesis is not submitted by the last working day the semester, the candidate will not be eligible for the award of the Medal. Also, the candidate must not be involved in any misconduct rules/fine/walk out from examination/fails or backlog in any subject/shortfall of attendance and semester drop. If the top candidate in any subject does not get Chancellors Gold Medal for any reason, then it will be awarded to the next best candidate who is eligible under rules in the subject/faculty, in the year. A student being awarded University Gold Medal, if found eligible, will also be awarded Chancellor's Gold Medal.

18.1.3 University Gold medal in Ph.D.: Only one Gold Medal will be awarded among all Ph.D. students in a year and **Eligibility** will be:

- (i) Each discipline will nominate one student for Gold Medal to be awarded by the respective Department.
- (ii) A candidate who have obtained a minimum OGPA of 7.5 or above shall be awarded the Medal. The course work should have been completed in semester programme without any break in semester/misconduct rules/fine/walk out from examination/fails or backlog in any subject/shortfall of attendance and semester drop against him/her.
- (iii) If thesis is not submitted by the last working day of the semester, the candidate will not be eligible for the award of gold medal.
- (iv) Only one Gold Medal will be given to Ph.D. student after competition; minimum number of students for eligibility will not be fixed.

18.1.3.1 Nomination of name of students from Departments

- (i) The names of such selected candidates, from each Department of the College will be identified by respective Chairman of the faculty at faculty level through the screening based upon academic achievements, thesis evaluation report of external examiner and presentation of the research work through seminar by the students in front of the Committee constituted by the Chairman of the faculty.
- (ii) Names of nominated students should be submitted by due date.

18.1.3.2 Criteria and procedure for selection of Ph.D. candidates to award a Gold Medal

- (i) For awarding the Gold Medal at Ph.D. Degree level students will be identified through University level screening, considering following three criteria as under:
 - Academic record
 - Thesis work of the student and Examiners report
 - Presentation of research work
 - Publication of research papers

- (ii) The weightage given to these four components would be:

Criteria	Weightage (Marks)
Academic record	50% (50 marks)
Thesis work and report	20% (20 marks)
Seminar Presentation	20% (20 marks)
Publications	10% (10 marks)

- (iii) For award of marks in Academic record, OGPA of the student is to be multiplied by 5. It will form the score of participant's academic record.
- (iv) For award of 20 marks in thesis work, thesis and its evaluation report by external examiner will be given to a Committee, common for all the faculties. The Committee under the Chairmanship of Director of Education with 3 Deans/Directors nominated by Vice-Chancellor as members. Committee members will individually assign marks out of 20. The marks assigned by the all Committee members will be pooled for overall assessment.
- (v) 10 marks: two papers from Thesis work published in NAAS rated Journal will be evaluated by the Committee.
- (vi) For 20 marks, students will present a seminar for 20 minutes duration before all the faculty members.
- (vii) The evaluation of student's seminar will be done by the Jury approved by Vice-Chancellor comprising of senior academician or educationist. One of these will act as Chairman of this Jury. The Jury will comprise of 4 members including chairman.
- (viii) The assessment of seminar presentation will be based on following criteria:

S. No.	Criteria	Per cent share	Marks
1.	Language	20	4
2.	Articulation	20	4
3.	Research findings	40	8
4.	Conclusion	10	2
5.	Use of AV aids	10	2
Total		100	20

- (ix) Each member of the Jury will assess the performance of the student individually, which will be pooled for overall assessment.
- (x) In case of tie, the Gold medal will be awarded based on academic achievements at UG/ Masters' level and Ph.D. level as the case may be.
- (xi) At stage, warning lights will be arranged where green, yellow and red bulbs will indicate comfortable time, warning time and time up period, respectively. Comfortable time will be of 16 minutes. After 16 minutes, yellow light will indicate the warning period and just at the end of 20th minute the red light will signal for time up. A timer bell to indicate the comfortable, warning and time up period will be used in case the lights are not possible. A grace of 30 seconds shall be allowed to finally stop the presentation. After this grace period, negative marking will start; the negative marking will be in the form of deduction of one mark each 30 second slot and the fraction thereof.
- (xii) The evaluation criteria will be explicitly announced in the hall before the start of competition.
- (xiii) The cut-off for awarding Gold Medal will be as per eligibility criteria *i.e.* 75% or more.

18.2 Scholarships Offered by Different Departments

18.2.1 Post Metric Scholarship to SC/ST/OBC/Minorities/PH: The scholarship is awarded to PG students by Social Justice and Empowerment Department, Government of Rajasthan.

18.2.2 Junior Research Fellowship (JRF): The scholarship is awarded by ICAR to those students who admitted through ICAR in PG programme.

18.2.3 Incentives for Girls: The scholarship is awarded by Department of Agriculture, Govt. of Rajasthan to the girls studying in Agriculture faculty.

18.2.4 HRD Scholarship: The scholarship is provided to the students those secure more than 75% marks that is decided by the ministry.

Note: For further information about rules & regulations of the various scholarships and fellowships, the student should contact the office of the Dean of the College concerned. A candidate is eligible to get only one scholarship at a time.

18.3 University Merit Scholarship: if any

INDISCIPLINE

19.1 General

- 19.1.1 These rules shall be known as enforcement of student’s discipline and good behaviour rules.
- 19.1.2 These rules shall supersede all the previous rules relating to the students’ discipline and good behavior.
- 19.1.3 These rules shall apply to students of Agriculture University, Jodhpur irrespective of place and manner of the act of indiscipline committed by them.

19.1.4 Indiscipline includes

- (a) Continued irregularity in attendance, en-masse absent from classes and negligence in the work assigned.
- (b) Causing disturbance or nuisance of any kind including lockout and gheraos in classroom, College premises, office, library, hostel, playground, University administrative office and in any campus of the University as well as other places where the students are officially sent for curricular or extracurricular activities.
- (c) Acts of disobedience and defiance of orders, rules and regulations.
- (d) Misconduct or misbehavior or use of unfair means in connection with election of University or student bodies, curricular or extra-curricular activities, functions, examinations and tests of all kinds.
- (e) Misconduct or misbehavior towards a member of the teaching/non-teaching staff of the Institution/University, member of any of the Statutory bodies of the University or any visitor to the University or the Institutions or fellow student(s).
- (f) Causing damage to the property of the Institution or the University, disfiguring or abusing the property including library books and periodicals.
- (g) Instigation/Spreading misleading reports or rumors.
- (h) Keeping/using/supplying intoxicating drinks or drugs in the College/University campuses, including hostels and playgrounds.
- (i) Refusal to produce identity card on demand.
- (J) Involvement in any criminal activity or offence during the course of studies inside or outside the campus.
 - i. Indulging in Cyber offence viz., hacking, data theft, virus attack, illegal temper with source code, forging of information etc.
 - ii. Uploading /Spreading rumours/ offensive messages on social media or violating Indian Information Technology Act 2000 (IT Act 2000).
- (k) Possession of arms & weapons in University premises, hostels etc. without prior permission of the Head of the Institution (in case of licensed arms also)
- (l) Impersonation on any occasion.
- (m) Any other act in the opinion of disciplinary authority considered to be an act of indiscipline.

19.2 Supervision of Discipline and Sharing of Responsibility

- 19.2.1 Discipline shall be supervised at different levels and the responsibility, in this behalf, shall be shared by:
- (a) Heads of Institution - Dean/Director/Assoc. Director/Deputy Director.
 - (b) Superintendents of Examination Centers.
 - (c) Director, Students Welfare.
 - (d) Assistant Dean & Students Welfare of the College.
 - (e) Librarian of Central Library.
 - (f) Assistant Librarian of College Library.
 - (g) Heads of Department.
 - (h) Chief Warden and Wardens of Hostels.
 - (i) Director/Asstt. Director/Superintendent Physical Education, Coaches, Tour In-charges, Practical Training Supervisor, In charge-NSS and Commandant-NCC.
 - (j) Members of teaching staff.

Note:

- (i) “Head of Institution” means Head of the constituent College of the University and also includes a person discharging duties as such for the time being.
- (ii) “Superintendent of Examination Centre” includes person appointed to act as superintendent, Addl. Supdt./Asstt. Supdt. for University examinations/tests.

19.3 Powers of Authorities

19.3.1 Heads of Institutions within their jurisdiction shall have the following powers to impose anyone or any combination of penalties mentioned here under:

- (a) Issue warning.
- (b) Impose fine up to Rs. 2,000/- or as per the revised by the University.
- (c) Imposition of security deposit which might be confiscated at the discretion in the event of the student being found guilty of indiscipline again, which will include misdemeanor.
- (d) Placement on conduct probation.
- (e) Temporary or permanent withdrawal of concession/aids/stipends/scholarships/fellowships/ any other facility etc.
- (f) Debar a student for attending classes up to 15 days.
- (g) Permanent or temporary expulsion from hostel.
- (h) Deprive a student of library facilities.
- (i) Debar a student from participation in games, sports, NCC, NSS and other co-curricular activities.
- (j) Disqualify a student from appearing at the next University examination/internal examination including tests.
- (k) Expel/rusticate a student up to 2 academic sessions/4 semesters.

19.3.2 Head of the Department

- (a) Issue warning.
- (b) Impose fine up to Rs.500/- or as per the revised by the University.
- (c) Debar a student from attending classes up to 7 days in the subject concerned.
- (d) Report cases deserving severe punishment to the Head of the Institution.

19.3.3 Director Students' Welfare and Assistant Dean and Students Welfare for dealing cases of indiscipline related to cocurricular activities organized under his auspices shall have powers to

- (a) Issue warning.
- (b) Impose fine up to Rs. 1000/- by DSW and Rs. 200/- by ADSW of the College or as per the revised by the University.
- (c) Debar a student from participation in any co-curricular activity for specified period Not exceeding one academic year/ two semesters.
- (d) Recommend cases deserving severe punishment to the Head of Institution concerned/the Vice-Chancellor.

19.3.4 Librarian of Central Library/Assistant Librarians of College library shall have powers to:

- (a) Issue warning.
- (b) Impose fine up to Rs. 200/- as per the revised by the University.
- (c) Debar a student from the use of library for a period up to two weeks under intimation to the Head of the Institution.

Note: Librarian of Central Library means: Honorary Librarian, Deputy Librarian and Librarians.

19.3.5 Chief Warden and Wardens of College Hostels

- (a) Issue warning
- (b) Impose fine up to Rs. 500/- by Chief Warden and Rs. 200/- by the Warden or as per the revised by the University.
- (c) Permanent or temporary expulsion of a student from the hostel by the Chief Warden.
- (d) Refer cases deserving severe punishment to Head of the Institution.

19.3.6 Director/Asstt. Director/Superintendent Physical Education/Coaches/Tour In-charges/ Practical Training Supervisor/In charge-NSS/Commandant-NCC:

- (a) Issue warning.
- (b) Impose fine up to Rs. 200/- or as per the revised by the University.
- (c) Recommend to the Head of the Institution for the removal of a student from the College team/tour/NCC/NSS/training for a specific period.
- (d) Report cases deserving severe punishment to the Head of the Institution.

19.3.7 Member of the teaching staff:

- (a) Issue warning.
- (b) Impose fine up to Rs. 200/- or as per the revised by the University.
- (c) Debar a student from his class up to 3 days.
- (d) Report cases deserving severe punishment immediately with full particulars to the Head of the Department/Dean.

19.4 Central Disciplinary Committee (CDC):

- 19.4.1 There shall be a Central Disciplinary Committee at the University level, which shall be constituted by the Vice-Chancellor on a proposal initiated by Director Student Welfare from time to time. The functions of this Committee shall be to enquire into the cases of indiscipline and misbehavior of students where from such cases have been referred to the Committee by the Dean of the College concerned. In discharging this function, the Committee will have the power to call and examine any student, officer, teacher, other employee etc. of the University. If such evidence is found to be necessary, the Committee will also have the power of requisition of any record, which in the opinion of the Committee is required to be examined.
- 19.4.2 After conducting the enquiry, the Committee shall forward its report along with advice which will also include the quantum of punishment which in the opinion of the Committee shall be proper to be imposed, to the Dean of the College concerned who in exercise of his function to impose the penalty/ punishment shall impose the punishment in accordance with such advice.

19.5 Procedure for Taking Cognizance and Deciding About the Imposition of Punishment/Penalties.

- 19.5.1 Any employee of the University or any student of the University or any other person, who has noted in any act of indiscipline having been committed by any student, shall immediately make a report to the Dean of the College or Director Students' Welfare of such act having been committed and the students who were found involved in it.
- 19.5.2 Dean of the concerned College and other authorities mentioned in Rule No. 19.2 shall be competent to get the matter enquired and impose penalties at his own motion or on their commendations of the Standing Disciplinary Committee as provided in these rules. All the notices of enquiry shall be displayed on notice boards of College, Department, hostels, etc. with a copy to the concerned student(s). Responsibility of obtaining a copy of such notices by a student shall lie with the student and non-availability/refusal to receive/by any reason, inability of the administration to serve it, shall not be considered as a lacuna for the purpose of deciding the case of indiscipline. The punishment shall also be communicated to the guardian at the permanent address as per admission record under certificate of posting.
- 19.5.3 No penalty of rustication or expulsion from the University shall be imposed unless the student has been given an opportunity of show cause against the action proposed to be taken in this regard.
- 19.5.4 The cases of indiscipline may be sent to Central Disciplinary Committee by the Dean of respective College when all other options exhausted. If the Central Disciplinary Committee so desires, an oral enquiry can also be held at which all evidence shall be heard. The student shall be entitled to reasonable opportunity of putting forward defense during the course of such enquiry. The proceedings of such enquiry shall contain sufficient record of evidence of the findings and the grounds thereof.
- 19.5.5 These conditions shall however not apply in a case where order is based on facts, which have led to the conviction of the student in any criminal court.
- 19.5.6 Any or all requirements of these procedures as contained from 19.5.2 to 19.5.4, with specific reasons be recorded in writing by the Dean of the College concerned or CDC as the case may be, shall be waived off by them, where it is not practically possible to observe these or where the Dean of the College concerned or the CDC as the case may be is satisfied that in the interest of peace & tranquility on the campus of the University, it is not expedient to follow such procedure.
- 19.5.7 The enquiry and the procedure provided for imposing such punishment may take place *ex-parte* i.e. without giving opportunity of defense in advance under the following conditions:
- a) If the competent authority i.e. Dean of the College concerned/the CDC is satisfied that the proceedings may be delayed, and such delay is not in the interest of the University.
 - b) Where due to any reason whatsoever, it is not possible to contact the student and/or to deliver such notice to him/her (as per clause 19.2) due to any reason (reason to be specified by the competent authority).
 - c) Where, it is not possible for the student due to any reason whatsoever to join the enquiry.

- d) Where the competent authority is satisfied that if the case is not disposed off expeditiously, it will have adverse effect on the peace of the campus.
- e) Where the competent authority is satisfied that deciding the case expeditiously is in the interest of the University.
- f) Where the competent authority is satisfied that adequate amount of circumstantial and other evidences is available which proves beyond doubt the involvement of the student in such act of indiscipline.

Note: There may be a Standing Disciplinary Committee at College to be constituted by the Dean which shall propose the disciplinary action to the Dean on the basis of enquiry Committee report.

19.6 Implication of Punishment

19.6.1 Any punishment awarded to a student, shall be placed in the personal file of the student.

19.6.2 The implication of various punishments shall be as follows:

- (a) **Warning:** Warning shall be conveyed in writing and shall be placed in the personal file of the student.
- (b) **Fine:** Fine shall be imposed in pecuniary terms of the specific amount. Such amount shall be deposited by the student within 7 days of imposition of fine. Failure to deposit such fine will amount to non-fulfillment of the punishment conditions and may lead to striking off the name of the student from the rolls of the University.
- (c) Imposition of security deposit which might be confiscated at the discretion in the event of the student being found guilty of indiscipline, which will include misdemeanor:

A specific amount of security in terms of money as per the order will have to be deposited by the student within 7 days of passing the order, it shall be subjected to the condition that if the conduct of the student has been found to be exemplary during the remaining period of his/her stay in the University for which the Dean of the College concerned will give a certificate, the security shall be refunded to him/her. However, in case his/her conduct has been found to be not up to the mark, the security so deposited shall be forfeited. Forfeiture of such security will automatically amount to placing the student on conduct probation for the remaining period of his/her stay in the University. In such case the implication of placement on conduct probation will automatically come into force on such student.

- (d) **Placement on Conduct Probation:**

A student, who has been placed on conduct probation, shall be kept under constant watch. The behavior of such student is expected to be exemplary during the course of conduct probation. He/She is not expected to involve himself/herself even in any incidence of indiscipline. He/She is expected to be, therefore, more careful in his/her behavior. In case, he/she commits an act of indiscipline second time again, he/she shall remain in conduct probation for full term of stay and he may be rusticated from the University in case of any misconduct during this period, such act shall be considered to be serious. A student so placed on conduct probation may be debarred during the period of conduct probation to:

- (i) Represent his/her College/University in sports, cultural contests etc., in or outside the University.
 - (ii) Hold office in a student's Union/organization, club or society.
 - (iii) Receive any scholarship, fellowship or stipend.
 - (iv) Temporary or permanent withdrawal of concession/ aid/ stipends/ scholarships/ fellowships/ any other facility, etc.
 - (v) The student for a prescribed period or permanently, as the order may be, shall be debarred to avail the facility, which has been withdrawn from him/her by way of punishment.
- (e) **Permanent or temporary expulsion from Hostel**

The student shall be denied the facility of hostel for a specific period or permanently as the order may be. During the period of such punishment in operation, the student will not visit the hostel at all. In case, he/she is found to be visiting the hostel, it shall be considered that

the punishment imposed has not been fulfilled and may lead to striking off the name of the student from the rolls of the University.

(f) **Rustication from the University**

Rustication can be as per the orders for a specific period of minimum 2 semesters or one year as the case may be including the semester/year in which the act of indiscipline has been committed.

- (g) No benefit of any type, including attendance benefit etc. shall be given to a student who has, due to the reasons of non-fulfilment of punishment awarded/invited such inability.
- (h) Rustication or expulsion and other various methods be noted in the Character Certificate of the student concerned.

19.7 Suspension

19.7.1 After having regarded to the nature of the charges of the student of any of indiscipline, the Dean of the College concerned in respect of the student is satisfied that it is necessary/ desirable in the interest of the University to place under suspension the student found involved in act of indiscipline, he may place such student under suspension, such suspension will not amount to any penalty having been imposed under the provisions under these rules.

19.7.2 Such suspension will debar a student from availing any facility of the College/University.

Note: If a question arises where there are sufficient reasons to invoke provisions as contained in sub-clause 19.6 and 19.7 the decision thereon by the competent authority *i.e.* Dean of the College concerned or Central Disciplinary Committee as the case may be, shall be final.

19.8 Right to Appeal

19.8.1 The student shall have a right to appeal to the Head of the Institution against the orders passed by his staff/Committee within 5 days.

19.8.2 The student shall have a right to appeal to the Vice-Chancellor against the orders of the Head of the Institution. The appeal must be made in a period of 10 days from the date of issue of the order.

19.9 Miscellaneous

19.9.1 Student who has been suspended or expelled or rusticated shall not be admitted to another College/teaching unit of the University without permission of the authority, which suspended or rusticated or expelled him/her and no student who has been rusticated shall be admitted to another College or University within the period of this rustication. The punishing authority will communicate the orders of such punishment to other Colleges or University for information and necessary action.

19.9.2 All cases of expulsion and rustication shall be reported to the BOM. Thereafter, the Registrar shall communicate the same to all State Agricultural Universities.

19.9.3 Examination Superintendents within their jurisdiction shall have the powers to impose any combination of penalties mentioned in "Rules for Dealing with Cases of Unfair means and Disorderly Conduct at the University Examination" as approved by the Academic Council.

19.9.4 Any matter pertaining to discipline not covered by the above rules shall be dealt with by the Head of the Institution of the campus as and when it arises.

REGULATIONS REGARDING RAGGING

UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009

(Under Section 26 (1) (g) of the University Grants Commission Act, 1956)

(Published in The Gazette of India Part III, SECTION-4)

Preamble

In view of the directions of the Hon'ble Supreme Court in the matter of "University of Kerala v/s. Council, Principals, Colleges and others" in SLP No. 24295 of 2006 dated 16.05.2007 and that dated 8.05.2009 in Civil Appeal No. 887 of 2009, and in consideration of the determination of the Central Government and the University Grants Commission to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, in all higher education Institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students, the University Grants Commission, in consultation with the Councils, brings forth this Regulation.

In exercise of the powers conferred by Clause (g) of Sub-section (1) of Section 26 of the University Grants Commission Act, 1956, the University Grants Commission hereby makes the following Regulations, namely:

20.1 Title, commencement and applicability

- 20.1.1 These regulations shall be called the "UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009".
- 20.1.2 They shall come into force from the date of their publication in the Official Gazette.
- 20.1.3 They shall apply to all the Institutions coming within the definition of an University under sub-section (f) of section (2) of the University Grants Commission Act, 1956, and to all Institutions deemed to be a University under Section 3 of the University Grants Commission Act, 1956, to all other higher educational Institutions, or elements of such Universities or Institutions, including its departments, constituent units and all the premises, whether being academic, residential, playgrounds, canteen, or other such premises of such Universities, deemed Universities and higher educational Institutions, whether located within the campus or outside, and to all means of transportation of students, whether public or private, accessed by students for the pursuit of studies in such Universities, deemed Universities and higher educational Institutions.

20.2 Objectives

To prohibit any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student; and thereby, to eliminate ragging in all its forms from Universities, deemed Universities and other higher educational Institutions in the country by prohibiting it under these regulations, preventing its occurrence and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.

20.3. What acts constitute Ragging: Ragging includes one or more of any of the following acts:

- (a) Any conduct by a student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- (b) Indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- (c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- (d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- (e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- (f) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- (g) Any act of physical abuse including all variants of it; sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- (h) Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- (i) Any act that affects the mental health and self-confidence of a fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.
- (j) Every student and his/her parent/guardian must fill up the affidavit in prescribed proforma available in academic cell and submit at the time of registration in every academic session.

20.4 Definitions

20.4.1 In these regulations unless the context otherwise requires:

- (a) “Act” means, the University Grants Commission Act, 1956 (3 of 1956);
- (b) “Academic year” means the period from the commencement of admission of students in any course of study in the Institution up to the completion of academic requirements for that particular year.
- (c) “Anti-Ragging Helpline” means the Helpline established under clause (a) of Regulation 8.1 (see 20.1.1) of these Regulations.
- (d) “Commission” means the University Grants Commission;
- (e) “Council” means a body so constituted by an Act of Parliament or an Act of any State Legislature for setting or coordinating or maintaining standards in the relevant areas of higher education, such as the All India Council for Technical Education (AICTE), the Indian Council of Agricultural Research (ICAR), the National Council for Teacher Education (NCTE) etc. and the State Higher Education Councils.
- (f) “District Level Anti-Ragging Committee” means the Committee, headed by the District Magistrate, constituted by the State Government, for the control and elimination of ragging in Institutions within the jurisdiction of the district.
- (g) “Head of the Institution” means the Vice-Chancellor in case of a University or a deemed to be University, the Principal or the Director or such other designation as the executive head of the Institution or the College is referred.
- (h) “Fresher” means a student who has been admitted to an Institution and who is undergoing his/her first year of study in such Institution.
- (i) “Institution” means a higher educational Institution including, but not limited to an University, a deemed to be University, a College, an Institute, an Institution of national importance set up by an Act of Parliament or a constituent unit of such Institution, imparting higher education beyond 12 years of schooling leading to, but not necessarily culminating in, a degree (graduate, post graduate and/or higher level) and/or to a University Diploma.
- (j) “NAAC” means the National Academic and Accreditation Council established by the Commission under section 12(ccc) of the Act;

- (k) “State Level Monitoring Cell” means the body constituted by the State Government for the control and elimination of ragging in Institutions within the jurisdiction of the State, established under a State Law or on the advice of the Central Government, as the case may be.

20.4.2 Words and expressions used and not defined herein but defined in the Act or in the general Clauses Act, 1897, shall have the meanings, respectively, assigned to them in the Act or in the General Clauses Act, 1897, as the case may be.

20.5 Measures for prohibition of ragging at the Institution level

- (a) No Institution or any part of it thereof, including its elements, including, but not limited to, the Departments, constituent units, Colleges, centres of studies and all its premises, whether academic, residential, playgrounds, or canteen, whether located within the campus or outside, and in all means of transportation of students, whether public or private, accessed by students for the pursuit of studies in such Institutions, shall permit or condone any reported incident of ragging in any form; and all Institutions shall take all necessary and required measures, including but not limited to the provisions of these Regulations, to achieve the objective of eliminating ragging, within the Institution or outside,
- (b) All Institutions shall take action in accordance with these Regulations against those found guilty of ragging and/or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

20.6 Measures for prevention of ragging at the Institution level

20.6.1 An Institution shall take the following steps in regard to admission or registration of students namely:

- (a) Every public declaration of intent by any Institution, in any electronic, audio-visual or print or any other media, for admission of students to any course of study shall expressly provide that ragging is totally prohibited in the Institution, and anyone found guilty of ragging and/or abating ragging, whether actively or passively, or being a part to a conspiracy to promote ragging, is liable to be punished in accordance with these Regulations as well as under the provisions of any penal law for the time being in force.
- (b) The brochure of Admission/instruction booklet or the prospectus, whether in print or electronic format, shall prominently print these Regulations in full; provided that the Institution shall also draw attention to any law concerning ragging and its consequences, as may be applicable to the Institution publishing such brochure of admission/ instruction booklet or the prospectus;

Provided further that the telephone numbers of the Anti-Ragging Helpline and all the important functionaries in the Institution, including but not limited to the Head of the Institution, faculty members, members of the Anti-Ragging Committees and Anti-Ragging Squads, District and Sub-Divisional authorities, Wardens of hostels, and other functionaries or authorities where relevant, shall be published in the brochure of admission/instruction booklet or the prospectus.

- (c) Where an Institution is affiliated to a University and publishes a brochure of admission/ instruction booklet or a prospectus, the affiliating University shall ensure that the affiliated Institution shall comply with the provisions of clause (a) and clause (b) of Regulation 20.6.1 of these Regulations.
- (d) The application form for admission, enrolment or registration shall contain an affidavit, mandatorily in English and in Hindi and/or in one of the regional languages known to the applicant, as provided in the English language to these Regulations, to be filled up and signed by the applicant to the effect that he/she has read and understood the provisions of these Regulations as well as the provisions of any other law for the time being in force, and is aware of the prohibition of ragging and the punishments prescribed, both under penal laws as well as under these Regulations and also affirm to the effect that he/she has not been expelled and/or debarred by any Institution and further ever that he/she would not indulge, actively or passively, in the act or abate the act of ragging and if found guilty of ragging and/or abating ragging, is liable to be proceeded against under these Regulations or under any penal law or any other law for the time being in force and such action would include but is not limited to debarment or expulsion of such a student/students.
- (e) The application form for admission, enrolment or registration shall contain an affidavit, mandatorily in English and in Hindi and/or in one of the regional languages known to the parents/guardians of the applicant, as provided in the English language in Annexure I to

these Regulations, to be filled up and signed by the parents/guardians of the applicant to the effect that he/she has read and understood the provisions of these Regulations as well as the provisions of any other law for the time being in force, and is aware of the prohibition of ragging and the punishments prescribed, both under penal laws as well as under these Regulations and also affirm to the effect that his/her ward has not been expelled and/or debarred by any Institution and further aver that his/her ward would not indulge, actively or passively, in the act or abet the act of ragging and if found guilty of ragging and/or abetting ragging, his/her ward is liable to be proceeded against under these Regulations or under any penal law or any other law for the time being in force and such action would include but is not limited to debarment or expulsion of his/her ward.

- (f) The application for admission shall be accompanied by a document in the form of, or annexed to, the School Leaving Certificate/Transfer Certificate/Migration Certificate/Character Certificate reporting on the inter-personal/social behavioural pattern of the applicant, to be issued by the school or Institution last attended by the applicant, so that the Institution can thereafter keep watch on the applicant, if admitted, whose behaviour has been commented in such document.
- (g) A student seeking admission to a hostel forming part of the Institution, or seeking to reside in any temporary premises not forming part of the Institution, including a private commercially managed lodge or hostel, shall have to submit additional affidavits countersigned by his/her parents/guardians in the form prescribed language available in Academic cell to these Regulations, respectively along with his/her application.
- (h) Before the commencement of the academic session in any Institution, the Head of the Institution shall convene and address a meeting of various functionaries/agencies, such as Hostel Wardens, representatives of students, parents/guardians, faculty, district administration including the police, to discuss the measures to be taken to prevent ragging in the Institution and steps to be taken to identify those indulging in or abetting ragging and punish them.
- (i) The Institution shall, to make the community at large and the students in particular aware of the dehumanizing effect of ragging, and the approach of the Institution towards those indulging in ragging, prominently display posters depicting the provisions of penal law applicable to incidents of ragging, and the provisions of these Regulations and also any other law for the time being in force, and the punishments thereof, shall be prominently displayed on Notice Boards of all Departments, hostels and other buildings as well as at places, where students normally gather and at places, known to be vulnerable to occurrences of ragging incidents.
- (j) The Institution shall request the media to give adequate publicity to the law prohibiting ragging and the negative aspects of ragging and the Institution's resolve to ban ragging and punish those found guilty without fear or favour.
- (k) The Institution shall identify, properly illuminate and keep a close watch on all locations known to be vulnerable to occurrences of ragging incidents.
- (l) The Institution shall tighten security in its premises, especially at vulnerable places and intense policing by Anti-Ragging Squad, referred to in these Regulations and volunteers, if any, shall be resorted to at such points at odd hours during the first few months of the academic session.
- (m) The Institution shall utilize the vocation before the start of the new academic year to launch a publicity campaign against ragging through posters, leaflets and such other means, as may be desirable or required, to promote the objectives of these Regulations.
- (n) The faculties/Departments/units of the Institution shall have induction arrangements, including those which anticipate, identify and plan to meet any special needs of any specific section of students, in place well in advance of the beginning of the academic year with an aim to promote the objectives of this Regulation.
- (o) Every Institution shall engage or seek the assistance of professional counselors before the commencement of the academic session, to be available when required by the Institution, for the purposes of offering counseling to freshers and to other student after the commencement of the academic year.
- (p) The head of the Institution shall provide information to the local police and local authorities, the details of every privately/commercially managed hostels or lodges used for residential purposes by students enrolled in the Institution and the head of the Institution shall also

ensure that the Anti-Ragging Squad shall ensure vigil in such locations to prevent the occurrence of ragging therein.

20.6.2 An Institution shall, on admission or enrolment or registration of students, take the following steps, namely:

- (a) Every fresh student admitted to the Institution shall be given a printed leaflet detailing to whom he/she has to turn to for help and guidance for various purposes including addresses and telephone numbers, so as to enable the student to contact the concerned person at any time, if and when required, of the Anti-Ragging helpline referred to in these Regulations, Wardens, Head of the Institution, all members of the anti-ragging squads and Committees, relevant district and police authorities.
- (b) The Institution, through the leaflet specified in clause (a) of Regulation 20.6.2 of these Regulations shall explain to the freshers, the arrangements made for their induction and orientation which promote efficient and effective means of integrating them fully as students with those already admitted to the Institution in earlier years.
- (c) The leaflet specified in clause (a) of Regulation 20.6.2 of these Regulations shall inform the freshers about their rights as bonafide students of the Institution and clearly instructing them that they should desist from doing anything, with or against their will, even if ordered to by the senior students and that any attempt of ragging shall be promptly reported to the Anti-ragging Squad or to the Warden or to the Head of the Institution, as the case may be.
- (d) The leaflet specified in clause (a) of Regulation 20.2 of these Regulations shall contain a calendar of events and activities laid down by the Institution to facilitate and complement familiarization of freshers with the academic environment of the Institution.
- (e) The Institution shall on the arrival of senior students after the first week or after the second week, as the case may be, schedule orientation programme as follows: (i) Joint sensitization programme and counseling of both freshers and senior students by a professional counsellor, referred to in clause (o) of Regulation 20.6.2 of these Regulations; (ii) joint orientation programme of freshers and seniors to be addressed by the Head of the Institution and the anti-ragging Committee; (iii) organization on a large scale of cultural, sports and other activities to provide a platform for the freshers and seniors to interact in the presence of faculty members; (iv) in the hostel, the warden should address all students; and may request two junior colleagues from the College faculty to assist the warden by becoming resident tutors for a temporary duration. (v) as far as possible faculty members should dine with the hostel residents in their respective hostels to instill a feeling of confidence among the freshers.
- (f) The Institution shall set up appropriate Committees, including the course-in-charge, student advisor, Wardens and some senior students as its members, to actively monitor, promote and regulate healthy interaction between the freshers, junior students and senior students.
- (g) Freshers or any other student(s), whether being victims, or witnesses, in any incident of ragging, shall be encouraged to report such occurrence, and the identity of such informants shall be protected and shall not be subject to any adverse consequence only for the reason of having reported such incidents.
- (h) Each batch of freshers, on arrival at the Institution, shall be divided into small groups and each such group shall be assigned to a member of the faculty, who shall interact individually with each member of the group every day for ascertaining the problems or difficulties, if any, faced by the fresher in the Institution and shall extend necessary help to the fresher in overcoming the same.
- (i) It shall be the responsibility of the member of the faculty assigned to the group of freshers, to coordinate with the Wardens of the hostels and to make surprise visits to the rooms in such hostels, where a member or members of the group are lodged; and such member of faculty shall maintain a diary of his/her interaction with the freshers under his/her charge.
- (j) Freshers shall be lodged, as far as may be in a separate hostel block and where such facilities are not available, the Institution shall ensure that access of seniors to accommodation allotted to freshers is strictly monitored by wardens, security guards and other staff of the Institution.
- (k) Around the clock vigilance against ragging in the hostel premises, in order to prevent ragging in the hostels after the classes are over, shall be ensured by the Institution.
- (l) It shall be the responsibility of the parents/guardians of freshers to promptly bring any instance of ragging to the notice of the Head of the Institution.
- (m) Every student studying in the Institution and his/her parents/guardians shall provide the specific affidavits required under clauses (d), (e) and (g) of Regulation 20.6.1 of these

Regulations at the time of admission or registration, as the case may be, during each academic year.

- (n) Every Institution shall obtain the affidavit from every student as referred to above in clause (m) of Regulation 20.6.2 and maintain a proper record of the same and to ensure its safe upkeep thereof, including maintaining the copies of the affidavit in an electronic form, to be accessed easily when required either by the Commission or any of the Councils or by the Institution or by the affiliating University or by any other person or organization authorized to do so.
- (o) Every student at the time of his/her registration shall inform the Institution about his/her place of residence while pursuing the course of study and in case the student has not decided his/her place of residence or intends to change the same, the details of his place of residence shall be provided immediately on deciding the same; and specifically in regard to a private commercially managed lodge or hostel where he/she has taken up residence.
- (p) The Head of the Institution shall, on the basis of the information provided by the student, under clause (o) of regulation 20.6.2, apportion sectors to be assigned to members of the faculty, so that such member of faculty can maintain vigil and report any incident of ragging outside the campus or *en-route* while commuting to the Institution using any means of transportation of students, whether public or private.
- (q) The Head of the Institution shall, at the end of each academic year, send a letter to the parents/guardians of the students who are completing their first year in the Institution, informing them about these Regulations and any law for the time being in force prohibiting ragging and the punishments thereof as well as punishments prescribed under the penal laws and appealing to them to impress upon their wards to desist from indulging in ragging on their return to the Institution at the beginning of the next academic session.

20.6.3 Every Institution shall constitute the following bodies; namely:

- (a) A Committee to be known as the Anti-Ragging Committee to be nominated and headed by the Head of the Institution and consisting of representatives of civil and police administration, local media, Non-Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the freshers' category as well as senior students, non-teaching staff and shall have a diverse mix of membership in terms of levels as well as gender.
- (b) It shall be the duty of the Anti-Ragging Committee to ensure compliance with the provisions of these Regulations as well as the provisions of any law for the time being in force concerning ragging and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the Institution.
- (c) Every Institution shall also constitute a smaller body to be known as the Anti-Ragging Squad to be nominated by the Head of the Institution with such representation as may be considered necessary for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times; provided that the Anti-Ragging Squad shall have representation of various members of the campus community and shall have no outside representation.
- (d) It shall be the duty of the Anti-Ragging Squad to be called upon to make surprise raids on hostels and other places vulnerable to incidents of and having the potential of, ragging and shall be empowered to inspect such places.
- (e) It shall also be the duty of the Anti-Ragging Squad to conduct on-the-spot enquiry into any incident of ragging referred to it by the Head of the Institution or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action under clause (a) of Regulation 9.1 (see 20.1.1).

Provided that the Anti-Ragging Squad shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning the incident, of ragging and considering such other relevant information as may be required.

- (f) Every Institution shall, at the end of each academic year, in order to promote the objectives of these Regulations, constitute a Mentoring Cell consisting of students volunteering to be Mentors for freshers, in the succeeding academic year; and there shall be as many levels or

tiers of Mentors as the number of batches in the Institution, at the rate of one Mentor for six freshers and one Mentor of a higher level for six Mentors of the lower level.

- (g) Every University shall constitute a body to be known as Monitoring Cell on Ragging, which shall coordinate with the affiliated Colleges and Institutions under the domain of the University to achieve the objectives of these Regulations; that the Monitoring Cell shall call for reports from the Heads of Institutions in regard to the activities of the Anti-Ragging Committees, Anti-Ragging Squad and the Mentoring Cells at the Institutions and it shall also keep itself abreast of the decisions of the District level Anti-Ragging Committee headed by the District Magistrate.
- (h) The Monitoring Cell shall also review the efforts made by Institutions to publicize anti-ragging measures, soliciting of affidavits from parents/guardians and from students, each academic year, to abstain from ragging activities or willingness to be penalized for violations; and shall function as the prime mover for initiating action on the part of the appropriate authorities of the University for amending the Statutes or Ordinances for Bye-laws to facilitate the implementation of anti-ragging measures at the level of the Institution.

20.6.4 Every Institution shall take the following other measures, namely:

- (a) Each hostel or a place where groups of students reside, forming part of the Institution, shall have a full-time Warden, to be appointed by the Institution as per the eligibility criteria laid down for the post reflecting both the command and control aspects of maintaining discipline and preventing incidents of ragging within the hostel, as well as the softer skills of counseling and communicating with the youth outside the class-room situation and who shall reside within the hostel, or at the very least, in the close vicinity thereof.
- (b) The Warden shall be accessible at the hours and be available on telephone and other modes of communication, and for the purpose the Warden shall be provided with a mobile phone by the Institution, the number of which shall be published among all students residing in the hostel.
- (c) The Institution shall review and suitably enhance the powers of Wardens; and the security personnel posted in hostels shall be under the direct control of the Warden and their performance shall be assessed by them.
- (d) The professional counselors referred to under clause (o) of Regulation 20.6.1 of these Regulations shall, at the time of admission, counsel freshers and/or any other student(s) desiring counseling, in order to prepare them for the life ahead, particularly with regard to their life in hostels and to the extent possible, also involve parents and teachers in the counseling sessions.
- (e) The Institution shall undertake measures for extensive publicity against ragging by means of audio-visual aids, counseling sessions, workshops, painting and design competitions among students and such other measures, as it may deem fit.
- (f) In order to enable a student or any person to communicate with the Anti-Ragging Helpline, every Institution shall permit unrestricted access to mobile phones and public phones in hostels and campuses, other than in class-rooms, seminar halls, library, and in such other places that the Institution may deem it necessary to restrict the use of phones.
- (g) The faculty of the Institution and its non-teaching staff, which includes but is not limited to the administrative staff, contract employees, security guards and employees of service providers providing services within the Institution, shall be sensitized towards the ills of ragging, its prevention and the consequences thereof.
- (h) The Institution shall obtain in undertaking from every employee of the Institution including all teaching and non-teaching members of staff, contract labour employed in the premises either for running canteen or as watch and ward staff or for cleaning or maintenance of the buildings/ lawns and employees of service providers providing services within the Institution, that he/she would report promptly any case of ragging which comes to his/her notice.
- (i) The Institution shall make a provision in the service rules of its employees for issuing certificates of appreciation to such members of the staff who report incidents of ragging, which will form part of their service record.
- (j) The Institution shall give necessary instructions to the employees of the canteens and messes, whether that of the Institution or that of a service provider providing this service, or their employers, as the case may be, to keep a strict vigil in the area of their work and to report the

incidents of ragging to the Head of the Institution or members of the Anti-Ragging Squad or members of the Anti-Ragging Committee or the Wardens, as may be required.

- (k) All Universities awarding a degree in education at any level, shall be required to ensure that Institutions imparting instruction in such courses or conducting training programme for teachers include inputs relating to anti-ragging and the appreciation of the relevant human rights, as well as inputs on topics regarding sensitization against corporal punishments and checking of bullying amongst students, so that every teacher is equipped to handle at least the rudiments of the counseling approach.
- (l) Discreet random surveys shall be conducted amongst the freshers every fortnight during the first three months of the academic year to verify and cross-check whether the Institution is indeed free of ragging or not and for the purpose the Institution may design its own methodology of conducting such surveys.
- (m) The Institution shall cause to have an entry, apart from those relating to general conduct and behaviour, made in the Migration/Transfer Certificate issued to the student while leaving the Institution, as to whether the student has been punished for committing or abetting an act of ragging, as also whether the student has displayed persistent violent or aggressive behaviour or any inclination to harm others, during his course of study in the Institution.
- (n) Notwithstanding anything contained in these Regulations with regard to obligations and responsibilities pertaining to the authorities or members of bodies prescribed above, it shall be the general collective responsibility of all levels and sections of authorities or functionaries including members of the faculty and employees of the Institution, whether regular or temporary and employees of service providers providing service within the Institution, to prevent or to act promptly against the occurrence of ragging or any incident of ragging which comes to their notice.
- (o) The Heads of Institutions affiliated to a University or a constituent of the University, as the case may be, shall, during the first three months of an academic year, submit a weekly report on the status of compliance with Anti-Ragging measures under these Regulations, and a monthly report on such status thereafter, to the Vice-Chancellor of the University to which the Institution is affiliated to or recognized by.
- (p) The Vice-Chancellor of each University shall submit fortnightly reports of the University, including those of the Monitoring Cell on Ragging in case of an affiliating University, to the State Level Monitoring Cell.

20.7 Action to be taken by the Head of the Institution: On receipt of the recommendation of the Anti-Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Head of Institution shall immediately determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti-Ragging Committee authorized by him/her in this behalf, proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more of the following, namely:

- i. Abatement to ragging;
- ii. Criminal conspiracy to rag;
- iii. Unlawful assembly and rioting while ragging;
- iv. Public nuisance created during ragging;
- v. Violation of decency and morals through ragging;
- vi. Injury to body, causing hurt or grievous hurt;
- vii. Wrongful restraint;
- viii. Wrongful confinement;
- ix. Use of criminal force;
- x. Assault as well as sexual offences or unnatural offences;
- xi. Extortion;
- xii. Criminal trespass;
- xiii. Offences against property;
- xiv. Criminal intimidation;
- xv. Attempts to commit any or all of the above mentioned offences against the victim(s);
- xvi. Threat to commit any or all of the above mentioned offences against the victim(s);
- xvii. Physical or psychological humiliation;
- xviii. All other offences following from the definition of “Ragging”.

Provided that the Head of the Institution shall forthwith report the occurrence of the incident of ragging to the District Level Anti-Ragging Committee and the Nodal officer of the affiliating University, if the Institution is an affiliated Institution.

Provided further that the Institution shall also continue with its own enquiry initiated under clause 9 of these Regulations and other measures without waiting for action on the part of the police/local authorities and such remedial action shall be initiated and completed immediately and in no case later than a period of seven days of the reported occurrence of the incident of ragging.

20.8 Duties and Responsibilities of the Commission and the Councils

20.8.1 The Commission shall, with regard to providing facilitating communication of information regarding incidents of ragging in any Institution, take the following steps, namely:

- (a) The Commission shall establish fund and operate, a toll-free Anti-Ragging helpline, operational round the clock, which could be accessed by students in distress owing to ragging related incidents.
- (b) Any distress message received at the Anti-Ragging Helpline shall be simultaneously relayed to the Head of the Institution, the Warden of the Hostels, the Nodal Officer of the affiliating University, if the incident reported has taken place in an Institution affiliated to a University, the concerned District authorities and if so required, the District Magistrate and the Superintendent of Police, and shall also be web enabled so as to be in the public domain simultaneously for the media and citizens to access it.
- (c) The Head of the Institution shall be obliged to act immediately in response to the information received from the Anti-Ragging Helpline as at sub-clause (b) of this clause.
- (d) The telephone numbers of the Anti-Ragging Helpline and all the important functionaries in every Institution, Heads of Institutions, faculty members, members of the anti-ragging Committees and anti-ragging squads, district and sub-divisional authorities and state authorities, Wardens of hostels, and other functionaries or authorities where relevant, shall be widely disseminated for access or to seek help in emergencies.
- (e) The Commission shall maintain an appropriate data base to be created out of affidavits, affirmed by each student and his/her parents/guardians and stored electronically by the Institution, either on its or through an agency to be designated by it; and such database shall also function as a record of ragging complaints received and the status of the action taken thereon.
- (f) The Commission shall make available the database to a non-governmental agency to be nominated by the Central government, to build confidence in the public and also to provide information of noncompliance with these Regulations to the Councils and to such bodies as may be authorized by the Commission or by the Central Government.

20.8.2 The Commission shall take the following regulatory steps, namely:

- (a) The Commission shall make it mandatory for the Institutions to incorporate in their prospectus, the directions of the Central Government or the State Level Monitoring Committee with regard to prohibition and consequences of ragging and that non-compliance with these Regulations and directions so provided, shall be considered as lowering of academic standards by the Institution, therefore, making it liable for appropriate action.
- (b) The Commission shall verify that the Institutions strictly comply with the requirement of getting the affidavits from the students and their parents/guardians as envisaged under these Regulations.
- (c) The Commission shall include a specific condition in the Utilization Certificate, in respect of any financial assistance or grants-in-aid to any Institution under any of the general or special schemes of the Commission that the Institution has complied with the anti-ragging measures.
- (d) Any incident of ragging in an Institution shall adversely affect its accreditation, ranking or grading by NAAC or by any other authorized accreditation agencies while assessing the Institution for accreditation, ranking or grading purposes.
- (e) The Commission may accord priority in financial grants-in-aid to those Institutions, otherwise eligible to receive grants under section 12B of the Act, which report a blemish less record in terms of there being no reported incident of ragging.
- (f) The Commission shall constitute an Inter-Council Committee, consisting of representatives of the various Councils, the Non-Governmental agency responsible for monitoring the database maintained by the Commission under clause (g) of regulation 8.1 and such other bodies in

higher education, to coordinate and monitor the anti-ragging measures in Institutions across the country and to make recommendations from time to time; and shall meet at least once in six months each year.

- (g) The Commission shall Institute an Anti-Ragging Cell within the Commission as an Institutional mechanism to provide secretarial support for collection of information and monitoring and to coordinate with the State Level Monitoring Cell and University level Committees for effective implementation of anti-ragging measures, and the Cell shall also coordinate with the Non-Governmental agency responsible for monitoring the database maintained by the Commission appointed under clause (g) of Regulation 8.1 (see 20.1.1).

20.9 Administrative action in the event of ragging

20.9.1 The Institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed hereunder:

- (a) The Anti-Ragging Committee of the Institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.
- (b) The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award to those found guilty, one or more of the following punishments, namely:
 - (i) Suspension from attending classes and academic privileges.
 - (ii) Withholding/withdrawing scholarship/fellowship and other benefits.
 - (iii) Debarring from appearing in any test/examination or other evaluation process.
 - (iv) With holding results.
 - (v) Debarring from representing the Institution in any regional, national or international meet, tournament, youth festival, etc.
 - (vi) Suspension/expulsion from the hostel.
 - (vii) Cancellation of admission.
 - (viii) Rustication from the Institution for period ranging from one to four semesters.
 - (ix) Expulsion from the Institution and consequent debarring from admission to any other Institution for a specified period.
 - (x) Provided that where the persons committing or abating the act of ragging are not identified, the Institution shall resort to collective punishment.

20.9.2 An appeal against the order of punishment by the Anti-Ragging Committee shall lie:

- (i) In case of an order of an Institution, affiliated to or constituent part, of a University, to the Vice-Chancellor of the University;
- (ii) In case of an order of a University to its Chancellor.
- (vi) In case of an Institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the Institution, as the case may be.

UNFAIR MEANS

21.1 Unfair Means Shall Include the Following

- 21.1.1 Communication or attempting to communicate with the Controller of Examinations of the University or any person of his office or Superintendent of Examination or any person connected with the conduct of examination or with any paper setter or examiner with the object of finding out the name and address of the paper setter or examiner, for finding out the questions that have been set, in the award of marks or with the objective of unduly influencing any of them in discharge of his/her duties in connection with the examination.
- 21.1.2 Giving or receiving assistance in answering the question paper to or from any other candidate/ person in the examination hall or outside the examination hall.
- (a) Having in possession during examination time any paper, book or notes that have relevance to the examination concerned.
 - (b) Anything written on the ink-pot cover, scales or any other instrument or on any kind of furniture with which he/she is concerned which may have relevance to the examination concerned.
 - (c) Anything written or signs made on the body of the candidate, on clothes/garment, on the paper or on any substance which may have relevance to the examination concerned.
 - (d) Using or attempting to use any other unfair means during the examination or in connection with the examination.
 - (e) Smuggling in or out an answer book or impersonating a candidate or helping him/her in any way. Impersonation (false eligibility) will be considered as unfair means adopted by both the parties and would be dealt with as specified in the procedural code for dealing such cases.
 - (f) Copying actually from the material not to be used in the examination.
 - (g) Talking or whispering to other candidate or to any unauthorized person inside or outside the examination room during the examination hours without the permission of a member of the supervisory staff.
 - (h) Having and trying to use any kinds of electronic devices during examination hours.
 - (i) Impersonation in any form.
- 21.1.3 Any other activity which may give undue advantage in the examination to any student.

21.2 Insolent Behaviour/Disorderly Conduct during Examinations

The candidate in the examination Hall or outside but within the campus of the Examination Centre during the examination shall be under the disciplinary control of the Superintendent of the Centre or his nominee and shall obey his instructions. Disorderly conduct includes:

- (a) Disobeying instructions of the Superintendent/Addl. Suptd./Asstt. Suptd./Invigilator/observer or any member of the Flying Squad etc.
- (b) Threatening, intimidating or assaulting the Suptd./Asstt. Suptd./Invigilator/any member of the Flying Squad or any other member of staff working at the examination before, during or after the examination hours.
- (c) Misbehaving with the Suptd./Asstt. Suptd./Invigilator(s)/any member of the flying squad or any other member working at the examination centre in connection with the examination before, during or after the examination hours.
- (d) Leaving the examination room, before expiry of half an hour or the time specified by the authority after the commencement of the examination or leaving the examination room without obtaining the permission of the invigilator or without handing over the answer book to the invigilator or without signing the attendance sheet.
- (e) Tearing of or mutilating an answer-book (Main or Supplementary) or any part thereof.
- (f) Disturbing or disrupting the conduct of examination or attempting to do so.
- (g) Insisting or compelling any other candidate to leave the examination room or to disturb/boycott the examination.
- (h) Bringing into the examination Hall/Centre any weapon or any other material objected to by the Invigilator/Centre Suptd. or any other member of the Supervisory staff.
 - (i) Appearing in the examination without being in possession of the admission card unless permitted by the Centre Superintendent.

- (j) Refusing to be frisked or searched by the Invigilator/Centre Superintendent/ any other member of the Supervisory staff/any member of the Flying Squad, or obstructing or hindering such search in the examination hall/varendah, urinal etc.

21.3 Norms of punishment to candidates guilty of unfair means and /or disorderly conduct

- (a) If a candidate is found guilty of seeking admission to an examination by making a false representation pertaining to his/her eligibility to appear at the examination, he/she shall be disqualified from appearing at any examination for a period of two to four years including the present examination.
- (b) "The Rajasthan Public Examination (Prevention of Unfair means) Act, 1992 will be applicable for all the examinations conducted by the University/College and the Examination Superintendents are empowered to take suitable action as per provision of the act in matter of unfair means.
- (c) Where a candidate is found having in his/her possession or within his/her reach any material relevant to the syllabus of the examination paper concerned but has not copied from or used it –
- (i) If the behavior of the candidate on being caught is satisfactory – Present examination shall be cancelled provided that if the material found in possession of the candidate is of insignificant nature, the punishment may be relaxed to the extent of cancellation of the examination of that particular paper (theory or practical as the case maybe) and he/she will be treated as having obtained "Zero" mark in that paper with all the consequences to follow.
- (ii) If the behavior of the candidate on being caught is unsatisfactory - Present examination shall be cancelled and he/she shall be further debarred for one subsequent main examination if the examination is held once a year, or two subsequent semesters if the examination is held twice a year.

Note: If a candidate uses resistance or violence against the invigilator or any other person on examination duty, the punishment may be enhanced according to the gravity of offence.

- (d) Where a candidate is found to have copied from or used the material caught:
- (i) If the behavior of the candidate on being caught is satisfactory: Present examination shall be cancelled and he/she shall be further debarred for one subsequent annual examination or two subsequent semester examination, if the material found in possession of the candidate and or the extent of copying done by the candidate is of insignificant nature, the punishment may be relaxed to the extent of canceling the present examination only.
- (ii) If the behavior of the candidate on being caught is unsatisfactory. Present examination shall be cancelled, and he/she shall be further debarred from appearing at two subsequent examinations if held once a year or debarred from four subsequent examinations, if the examination is held twice a year.

Note:

- If the candidate uses resistance or violence against the invigilator or any person on examination duty or consistently refuses to obey the instructions of the Superintendent, the above punishment may be enhanced to the gravity of offence.
 - The phrase "present examination is cancelled" refers to cancellation of only theory papers and practical (whenever held). However, if a candidate has offered dissertation, viva-voce/field work in lieu of any paper, the same will not be cancelled in case the whole examination is cancelled.
- (e) If a candidate is found talking to another candidate or to any unauthorized person inside or outside the examination hall, during the examination hours without the permission of member of the supervisory staff, his/her examination in that particular paper may be cancelled.
- (f) If a candidate is found reading or possessing some incriminating material relevant to the syllabus of the paper in the Verandahs/Urinal, etc. his/her examination in the particular paper or his/her whole examination depending on the gravity of the offence shall be cancelled.
- (g) If a candidate leaves the examination hall:
- (i) Before the expiry of half an hour after the commencement of the examination and/or
- (ii) Without obtaining the permission of the invigilator, and/or
- (iii) Without handing over the answer, book to the invigilator, and/or
- (iv) Without signing the attendance sheet, **his/her examination in the paper concerned may be cancelled,**

- (h) If a candidate during the course of practical examination presents to the examiner practical of class work, or notebook, which does not belong to him/her, that particular examination shall be cancelled.
- (i) If a candidate (i) tears off, or otherwise disposes of his/her answer-book or any part thereof inside or outside the examination hall, or (ii) incites/compels any other candidate to leave the examination hall, or attempts to disturb, or disrupt the conduct of examination or indulges in any kind of activity on the campus of the examination centre which is violative of the sanctity or purpose of the examination, he/she shall be disqualified from appearing or passing in any University examination for one to three years including the present year of examination, depending upon the nature and gravity of the offence.
- (j) If a candidate on being caught by an invigilator, a member of the flying squad or any other authorized member of the supervisory staff runs away from the examination hall along with the piece of paper/material in his/her possession or destroys any piece of paper believed to be of doubtful nature by the member of the supervisory staff either by swallowing/throwing it away, or by any other means, he/she shall be disqualified from appearing/passing in any University examination for a period up to two years including the present one.
- (k) If a candidate is found guilty of:
 - (i) Smuggling in an answer book in whole or in part inside the examination hall, or
 - (ii) Taking out or arranging to send outside the examination hall, an answer book or question paper, in whole or in part, or
 - (iii) Replacing his/her answer-book or getting it replaced in whole or in part during or after the examination, or
 - (iv) Impersonating a candidate or being impersonated by any person he/she shall be disqualified from appearing/passing in any University examination for a period of two to three years including the present examination.

Note: A person other than the candidate assisting him/her in the above shall be liable to such action as may be decided by the Vice-Chancellor/Board of Management.

- (l) If a candidate is found guilty of disobeying the instructions of the invigilator/Centre Superintendent or any other person authorized by him/her or if he/she occupies a seat other than that allotted to him/ her without permission of the proper authority, the examination for a period up to two years including the present examination.
- (m) If a candidate deliberately writes any other candidate's Roll Number in his/her answer book, he/she shall be disqualified from appearing/passing any University examination for a period up to two years including the present examination.
- (n) When a candidate is found guilty of misconduct, misbehavior and/or indiscipline in connection with the examination before, during or after the examination hours, inside or outside the examination center, the extent of punishment may vary from the cancellation of the present paper to disqualifying him/ her from appearing/passing in any University examination for a period up to three years including the present examination depending upon the nature and gravity of the offence.
- (o) If a candidate carries into the examination Hall/Centre any weapon and does not handover the same to his Invigilator or any other authorized member of the supervisory staff he/she shall be disqualified from appearing/passing in any University examination up to two years including the present one depending upon the nature and gravity of the offence.
- (p) Where a paper or any other material connected with the examination or use of any other unfair means is found or detected even after the examination is over, the candidate concerned may be disqualified from appearing/passing in any University examination up to three years Including the present one depending upon the nature and gravity of the offence.
- (q) Cases of use of unfair means or of disorderly conduct not covered under the above categories or those which in the opinion of the Committee appointed by the Board of Management deserves some other punishment, shall be decided by the Board of Management.
- (r) When a candidate is found guilty of disobeying the instructions of the invigilator/Centre Superintendent (or any other person authorized by him/her) or deliberately changing his/her seat with another candidate or of misconduct, indiscipline or misbehavior including any kind of disturbance for other examinees in the examination hall or for the sanctity and purpose of the examination, the center Superintendent may turn him/her out of the center, cancel his/her day's examination and also further disqualify him/her from appearing at the examination in subsequent papers provided further that in all such cases, the report of each case shall be sent

to the University for approval. The Board of Management may, however according to the gravity of the offence, further enhance the punishment.

Note: For other details student may refer to the “Rules for dealing with cases of unfair means and disorderly conduct at the University examination” of Agriculture University, Jodhpur.

Additional Provision for Dealing with the Cases of Using Unfair means during the Examination: In addition to the provisions laid down to deal with the cases of unfair means during the examination by the University, such candidates will also be dealt with additionally in pursuance of the Rajasthan Public Examination (Prevention of Unfair means) Act, 1992 which is reproduced below.

**THE RAJASTHAN PUBLIC EXAMINATION
(Prevention of Unfair Means) ACT; 1992
(ACT NO. 27 OF 1992)**

An Act to prevent the leakage of question papers and use of unfair means at public examination and to provide for matters connected there with and incidental thereto. Be it enacted by the Rajasthan State Legislature in the Forty-third Year of the Republic of India as follows:

1. Short title, extent and commencement

- i. This Act may be called the Rajasthan Public Examination (Prevention of Unfair means) Act, 1992.
- ii. It shall extend to the whole of the State of Rajasthan.
- iii. It shall come into force at once.

2. Definition in this act

- i. “Examination centre” means any place fixed for holding public examination and includes the entire premises attached thereto;
- ii. “public examination” means any of the examination specified in the schedule;
- iii. “unfair means” in relation to an examination while answering question in a public examination, means the unauthorized help from any person or from any material written, recorded or printed, in any form whatsoever, the use of any unauthorized telephonic, wireless or electronic or other instrument or gadget; and
- iv. The words and expressions used herein and not defined, but defined in the Indian Penal Code (45 of 1960) have the meanings, respectively assigned to them in that code.

3. Prohibition of use of unfair means- No person shall use unfair means at any public examination.

4. Unauthorized possession or disclosure of question paper - No person who is not lawfully authorized or permitted by virtue of his/her duties so to do, shall before the time fixed for distribution of question papers to examinees at a public examination -

- (a) Procure or attempt to procure or possess, such question paper or any portion or copy thereof; or
- (b) Impart or offer to impart, information which he knows or has reason to believe to be related to or derived from or to have a bearing upon such question paper.

5. Prevention of leakage by person entrusted with examination work - No person who is entrusted with any work pertaining to public examination shall, except where he is permitted by virtue of his/her duties so to do, directly or indirectly divulge or cause to be divulged or make known to any other person any information or part thereof which has come to his/her knowledge by virtue of the work being so entrusted to him/her.

6. Penalty - Whoever contravenes or attempts to contravene or abets the contravention of the provisions of section 3 or section 4 or section 5, shall be punished with imprisonment for a term which may extend to three years or with fine which may extend to two thousand rupees or with both.

7. Penalty for offence with preparation to cause hurt- Whoever commits an offence punishable under section 6 having made preparation for, causing death of any person or causing hurt to any person or assaulting any person or for wrongfully restraining any person or for putting any person in fear of death or hurt of assault or wrongful restraint shall be punished with imprisonment for a term which may extend to three years and shall also be liable to fine which may extend to five thousand rupees.

8. Power to amend Schedule - The State Government may, by notification in the Official Gazette, include in the Schedule any other public examination in respect of which it considers necessary to apply the provisions of this Act and upon the publication in the Official Gazette the Schedule shall be deemed to have been amended accordingly.

HOSTEL ADMISSION AND REGULATIONS

- 22.1 Hostel Admission:** The Student admitted to the Colleges are normally required to live in a hostel, if vacancy exists unless given special permission not to be so. Campus hostels are managed by the Chief Warden with the help of Wardens for each hostel and Block Monitor for each block.
- 22.1.1 Students desirous of joining the hostels shall submit applications to the Dean of the College on prescribed form which will be supplied from the office.
- 22.1.2 Admission to hostel will be done by the Chief Warden who will also allot the hostel and ask students to deposit the hostel fee as per rules. Allotment of seats and furniture to students will be done by the concerned Warden. The Warden will endorse a copy of allotment of hostel accommodation to the College office for cross checking of the records.
- 22.1.3 On allotment of seat to a student in the hostel, the student will obtain necessary furniture and give a receipt of the articles received on a register meant for the purpose. While leaving the hostel, student should handover complete charge of the room to the Warden.
- 22.1.4 No mid semester hostel admission shall be made except in case of admission to hostel for the first time. Once admitted, no student shall be allowed to leave the hostel in mid semester except when a student completes his degree programme and leaves the College. Thus, hostel fee shall be charged for the full semester except in the situations of first admission to the hostel and at completion of the programme.

Note: The room/seat once allotted is final and no shifting shall be made by the student at his/her own. The permission of the Warden must be obtained before any change.

22.2.1 General rules

- (a) The ragging of the students is strictly prohibited. The student found guilty of this will be punished severely, which may include removal from hostel and College.
- (b) Lighting fire or preparing food or other eatables in the rooms is not permissible. Students are also not allowed to carry food to the room from the kitchen/dining hall without the permission of the warden.
- (c) Students should not temper with the electric fittings of the hostel, no electric appliances (Radio, Room Heater, Electric press etc.) are permitted into the rooms.
- (d) Any loss or damage done to the hostel property, furniture, taps, electric fittings, utensils etc. shall be paid by the student at fault. If not traceable to any particular member, the cost of the damage will be recovered from all the members collectively.
- (e) The rooms of students are liable to be checked at any hour and if need be the same may be opened even in the absence of the concerned student.
- (f) Students shall not order to hostel servants and shall not interfere with their work. In case of misconduct or unsatisfactory service on the part of servants, students shall immediately report the matter to the concerned Warden.
- (g) Student should not mishandle/assault hostel/mess servants.
- (h) Items of common utility such as magazines, newspaper, radio, television, utensils etc. should not be taken to the rooms.
- (i) Absence from the hostel after 10.00 p.m. in summer and 9.00 p.m. in winter will be considered serious offence. Concerned Warden may grant permission to stay out which shall generally be not granted for more than once a week.
- (j) When any student happens to be ill, it shall be the duty of the Block Monitor to report the matter to the concerned Warden.
- (k) No person suffering from serious illness will be allowed (permitted) to enter into the hostel.
- (l) Students shall not keep large sums or valuables in their rooms. The hostel authorities accept no responsibility for the goods lost by the students. Strict disciplinary action shall be taken against the student violating these rules or thereby creating complications for the authorities.
- (m) Students shall not put up notices or convene meetings of any sort under any circumstances anywhere in the hostel compound without taking prior permission from the concerned Warden.

- (n) Students should not misuse or waste electricity and water in the hostel.
- (o) Students are expected to keep oil lamps or candles for emergencies (electricity failure).
- (p) Each hostel will have requisite number of Block Monitors who will be appointed by the Warden concerned in consultation with the Chief Warden. They will perform following duties:
 - (i) To see that the students observe hostel rules properly.
 - (ii) To help the hostel authorities in the proper management of the hostel.
 - (iii) To inform the Warden about any problem in the hostel in time.
 - (iv) To inform about the absence or illness of any students in his block/wing to the Warden.
 - (v) The Block Monitor will himself/herself observe the hostel rules strictly and set an example of sense of duty, obedience, discipline and courteousness to the fellow members.
- (q) At the time of vacation, the students are required to leave the hostel within 24 hrs. Unless otherwise permitted by the Warden. Anyone disobeying this rule is liable to disciplinary action.
- (r) During summer vacation the students shall have to vacate the rooms. If any student wants to stay in the hostel during vacation, he/she shall have to obtain prior permission and shall have to pay the room rent and other hostel charges.
- (s) Silence must be observed in the hostel at the hours when students devote to studies.
- (t) Students are not expected to leave station without obtaining prior sanction of the hostel authorities in writing.
- (u) Throwing out waste papers, spitting, defacing walls and committing nuisance on the premises of hostels or any other kind of nuisance are punishable offences. The students are expected to maintain their rooms in a tidy condition.
- (v) Intoxication in any form is an offence and the student found intoxicated shall be liable to any punishment including removal from the hostel.
- (w) Keeping of weapons and intoxicants in the rooms will be treated as an offence and students will be dealt seriously including removal from the hostel.
- (x) Students should not patronize Peddlers, Dhobies, Barbers etc. unless they have permission from the Warden. Generally, no unauthorized person will be allowed to enter the hostels.
- (y) In case of any problem or any quarrel in the hostel premises, the concerned students should report the matter in writing to the concerned Warden immediately (in the absence of the Warden to the Chief Warden). Direct approach to higher authorities would be considered as an act of indiscipline.
- (z) Misconduct, disobedience to the hostel authorities and breach of hostel rules shall be liable to fine, suspension, removal from the hostel or College.

22.2.2 Visitors and Guests

- (a) Visitors and guests will be required to sign in the register meant for the purpose in hostel.
- (b) Visitors will be allowed only between 5.00 pm to 7.00 pm.

INTER-COLLEGE TRANSFERS

- 23.1 **The rules of Inter College transfer of Post graduate students:** College once accepted by the students, shall not be changed during the course of study of a particular academic programme.
- 23.2 In exceptional circumstances a student may be permitted to be transferred from one College to another College under the following conditions:
- 23.2.1 No transfer of students shall be permissible during 1st Semester of the programme.
- 23.2.2 No transfer of student shall be allowed from affiliated College to constituent College.
- 23.2.3 **For transfer in between the constituent Colleges:** A student on good academic standing, after passing 1st Semester examination shall be permitted to apply for transfer on the consent of both the Deans of the constituent Colleges.
- 23.2.4 The number of students transferring from one College to another College during the period of one year/Semester will be kept to the maximum limit of 5% of its intake in anyone College in one year.
- 23.2.5 All the formalities of transfer on merit basis as per the procedure approved by the Vice-Chancellor shall be completed within a period of 45 days of the admission in the semester system. No transfer shall be allowed in any circumstances after the lapse of the said period.
- 23.2.6 A student studying in a recognized College may be allowed to be transferred provided the examination and course contents of the classes in the two Colleges are at par.
- 23.3 Transfer of a student may not be allowed during the course of his/her training or once research work started.

AUTHORITY TO INTERPRET THE RULES

- 24.1 Any question about interpretation of these Regulations shall be decided by the Vice-Chancellor, who may if he/she so desires consult the Board of Management to seek any necessary clarification.

Format PG-1 to PG-22

PG-1. FORMAT FOR ACCREDITATION OF TEACHERS FOR PG TEACHING & GUIDING

Agriculture University, Jodhpur

**Application for approval for Post Graduate Teaching and Thesis guiding
(As per PG Regulation Rule 4 of Chapter 4)**

I, hereby apply for the approval of one or more of the following: (Cross out whichever is not required and if you are already approved for any of the following. Mention order: Notification number and date.)

S.No.	Degree Programme	Code	Reference of Approval
1.	Teaching Master's degree programme only	(R-01)	-----
2.	Teaching & Guiding Master's degree programme	(R-02)	-----
3.	Teaching & Guiding Master's degree programme and Teaching Ph.D.'s degree programme	(R-03)	-----
4.	Teaching and Guiding Master's and Ph.D. degree programme	(R-04)	-----

1. Name of the applicant
2. Designation
3. Department
4. Place of present posting
5. Present address (Official)
6. Academic qualification:

Examination/degree	Year	Board/University	Division & % of marks obtained/OGPA
Bachelor's			
Master's			
Ph.D.			
Specify other details (if any)			

7. Titles of thesis submitted for any degree with year of submission:
.....
.....
.....

8. Experience

A. Teaching

Period	No. of Years	U.G./P.G.	Class	Institution Remarks

B. Research/Extension

Period	No. of Years	U.G./P.G.	Class	Institution Remarks

(Attach a list of Research papers published with journals).

Contd....

9. Number of Students guided: - (a) Master's (b) Ph.D.

10. Mention below the field of your specialization and number of years in each:

- 1.
- 2.
- 3.

Dated:

Signature of applicant

Recommendation of the Head of Department with justification:

PROF. & HEAD OF THE DEPARTMENT

Remarks of the Dean/Director

.....

.....

.....

DEAN/DIRECTOR

DIRECTORATE OF EDUCATION

Approved For

Code No.

**Director of Education
Agriculture University, Jodhpur**

PG-2. FORMAT FOR APPROVAL OF THE ADVISORY COMMITTEE OF PG STUDENTS

------(Name of Department)
 -----(Name of College)

Agriculture University, Jodhpur

No.

Dated

PROFORMA FOR THE APPROVAL OF THE ADVISORY COMMITTEE OF PG STUDENTS

Name of the Student :
 Registration No. :
 Degree Programme (with subject) :
 Name of the Major advisor :
 No. of student under guidance of
 Major advisor (Including present one): Master's Ph.D.

Proposed Advisory Committee:

S.No.	Name & Designation	Department	Status	PG Code No.	Signatures
1.					
2.					
3.					
4.					
5.					

Signature of the Major advisor

File No.

Date:

Forwarded and recommended to the Dean.

Professor and Head

File No.

Date:

Forwarded and recommended to the Director of Education, Agriculture University, Jodhpur for nominating his/her nominee and approval of the Advisory Committee.

DEAN

No.

Date:

Nominee of Director of Education

Name & Designation Deptt. PG Code No.

Proposed Advisory Committee is approved/Not approved.

Director of Education

PG-3. FORMAT FOR APPROVAL OF MASTER’S COURSE PROGRAMME

------(Name of College)
Agriculture University, Jodhpur

MASTER’S DEGREE COURSE PROGRAMME

1. Degree in which admitted: **M.Sc.** Subject Faculty: Agriculture/ FST
2. Name of the student in full (Block letters)
 (First Middle Last)
3. Father's Name (Block letters)
4. College of admission
5. Semester and Year of Admission Category
6. Registration: (a) Date of registration in the College

- (b) Reg. No. (c) Enroll No.
7. Permanent address (brief)
8. Name of Institution last attended
9. Date and place of Birth: DD/MM/YYYYPlace.....
10. Qualifying degree Aggregate % or OGPA
11. Employer's name, if any

I submit that above information is correct.

Signature of student

Certified that the academic attainments of the student prior to joining of the aforesaid programme have been assessed properly and the Advisory Committee recommends the course mentioned in this form including compulsory, deficient, non-credit and or exempted courses

ADVISORY COMMITTEE

S.No.	Status	Name & Designation	Department	PG Code No.	Signatures
1.	Major advisor				
2.	Co-Major advisor				
3.	Advisor				
4.	Advisor				
5.	Director of Education Nominee				

For Courses see on the reverse.

Signature of Clerk

Contd....

MASTER’S DEGRE COURSE PROGRAMME APPROVED BY THE ADVISORY COMMITTEE

Course No.	Title of the Course	Credit Hours	Type of course (Core/Optional /Minor/ Non-Credit)
First Semester			
Second Semester			
Third Semester			
Fourth Semester			
(A) Total credits of Core courses (Minimum 12 Credit hours)			
(B) Total credits of optional major courses (Minimum 15 Credit hours)			
(C) Minor & related courses (Minimum 9 Credit hours)			
(D) Non-Credit courses (Minimum 6 Credit hours): If exempted, attach proof, order and date			
(E) Remedial courses, if any...			
(F) Master’s Seminar		1 Credit hour	
(G) Comprehensive (Non-Credit)		NC	
(H) Research		20 Credit hours	
Grand Total (Minimum 57 Credit hours are required excluding NC)			

Forwarded & Recommended by Head of Department and Dean of the College with name and Signature

**Head of Department
Name:**

**Dean
Name:**

Above course Programme is approved/ Not approved.

Director of Education

PG-4. FORMAT FOR APPROVAL OF Ph.D. COURSE PROGRAMME

_____ (Name of College)
Agriculture University, Jodhpur

Ph.D. COURSE PROGRAMME

1. Degree in which admitted Ph.D.....Subject.....Faculty: Agriculture
2. Name of the student in full (Block letters)
 (First Middle Last)
3. Father's Name (Block letters)
4. College of admission
5. Semester and Year of Admission Category
6. Registration: (a) Date of registration in the College

- (b) Reg. No. (c) Enroll No.
7. Permanent address (brief)
8. Institution last attended
9. Date and place of Birth: DD/MM/YYYYPlace
10. Qualifying degree Aggregate % or OGPA
11. Employer's name, if any

I submit that above information is correct.

Signature of student

Certified that the academic attainments of the student prior to joining of the aforesaid programme have been assessed properly and the Advisory Committee recommends the course mentioned in this form including compulsory, deficient, non-credit and or exempted courses:

ADVISORY COMMITTEE

S.No.	Status	Name & Designation	Department	PG Code No.	Signatures
1.	Major advisor				
2.	Co-Major advisor				
3.	Advisor				
4.	Advisor				
5.	Advisor				
6.	Director of Education Nominee				

For Courses see on the reverse.

Signature of Clerk

Contd.

Ph.D. COURSE PROGRAMME APPROVED BY THE ADVISORY COMMITTEE

Course No.	Title of the Course	Credit Hours	Type of course (Core/Optional /Minor/ Non-Credit)
First Semester			
Second Semester			
Semester Third to Sixth			
(A) Total credits of Core courses (Minimum 6 Credit hours)			
(B) Total credits of optional major courses (Minimum 12 Credit hours)			
(C) Minor & related courses (Minimum 9 Credit hours)			
(D) Non-credit courses (6 courses of 6 Credit hours if not studied in M.Sc.): If exempted, attach proof, order and date			
(E) Remedial courses, if any...			
(F) Ph.D. Seminar		2 Credit hours	
(G) Preliminary			
(H) Research		45 Credit hours	
Grand Total (Minimum 74 Credit hours are required excluding NC)			

Forwarded & Recommended by Head of Department and Dean of the College with name and Signature

**Head of Department
Name:**

**Dean of the College
Name:**

Above course Programme is approved/ not approved.

Director of Education

PG-5. FORMAT FOR SUBMISSION OF MASTER'S SYNOPSIS

**AGRICULTURE UNIVERSITY, JODHPUR
SYNOPSIS**

(Cover page of the synopsis should be followed as per format of cover page of thesis. The other printing and typing parameters will be as such as given in Chapter-15)

1. Name of Scholar..... Class
2. Registration No. Date of Registration in College
3. Title of Thesis
.....
.....
4. Department and College
5. Expected duration of the work
(give the period form to)
6. Objectives
7. Importance of proposed investigation.
8. Review of Literature.
9. Proposed Plan of work
10. Facilities existing including farm, equipment, laboratory etc. with details.
11. Location of area, if field work
12. Literature cited (Signature of the student at the end of Literature cited with date & place).
13. Certificate in the format given below:

The members of Advisory Committee of Mr./Miss/Mrs..... met on at in which the candidate presented the synopsis of his/her research work entitled to be carried out for Master’s degree in in the form of a seminar. After discussion, the Committee has recommended the synopsis for approval.

ADVISORY COMMITTEE

S. No.	Name & Designation	Status	P.G. Code No.	Signature
1.		Major advisor		
2.		Advisor		
3.		Advisor		
4.		Director of Education Nominee		

I have gone through synopsis critically and fully satisfied with the quantum and quality of proposed research work for Master’s degree and the same is recommended and forwarded for approval.

Dean
College of

Head
Department of
College of

The synopsis is hereby approved/ not approved/ to be revised.

Director of Education

PG-6. FORMAT FOR SUBMISSION OF Ph.D. SYNOPSIS

**Agriculture University, Jodhpur
SYNOPSIS**

(Cover page of the synopsis should be followed as per format of cover page of thesis. The other printing and typing parameters will be as such as given in Chapter-15)

1. Name of Scholar..... Class
2. Registration No. Date of Registration in College
3. Title of Thesis
.....
.....
4. Department and College
5. Expected duration of the work
(give the period form to)
6. Objectives
7. Importance of proposed investigation.
8. Review of Literature.
9. Proposed Plan of work
10. Facilities existing including farm, equipment, laboratory etc. with details.
11. Location of area, if field work
12. Literature cited (Signature of the student at the end of Literature cited with date & place).
13. Certificate in the format given below:

The members of Advisory Committee of Mr./Miss/Mrs..... met on at in which the candidate presented the synopsis of his/her research work entitled to be carried out for Ph.D. degree in In the form of a seminar. After discussion, the Committee has recommended the synopsis for approval.

ADVISORY COMMITTEE

S.No.	Name & Designation	Status	P.G. Code No.	Signature
1.		Major advisor		
2.		Advisor		
3.		Advisor		
4.		Advisor		
5.		Director of Education Nominee		

We have gone through synopsis critically and fully satisfied with the quantum and quality of proposed research work for Ph.D. (course work) and the same is recommended and forwarded for approval.

Dean
College of

Head
Department of
College of

The synopsis is hereby approved/ not approved/to be revised.

Director of Education

PG-7. FORMAT OF CERTIFICATE FOR SUBMISSION OF REPORT OF COMPREHENSIVE

CERTIFICATE OF COMPREHENSIVE EXAMINATION FOR MASTER’S DEGREE

SEMESTER I/II, 20 _____

This is to certify that Mr./Miss/Mrs.a student of the Collegein the subject ofwas examined by the following members of the Committee for oral comprehensive examination held onat the College On the basis of his/her performance, the members of the Committee have awarded him/her the following marks and grade:

Comprehensive (for Master’s degree):		Marks obtained
a)	Written examination:	Major courses (mm 100) = Minor courses (mm 100) =.....
b)	Oral examination:	(mm 100) = Satisfactory/Unsatisfactory

1. Major advisor
(Name & Signature)

2. Advisor
(Name & Signature)

3. Advisor
(Name & Signature)

4. Director of Education Nominee
(Name & Signature)

Head of Department
(Name & Signature)

No.

Date:

- CC:
- a) The Director of Education, Agriculture University, Jodhpur.
 - b) The Controller of Examinations, Agriculture University, Jodhpur.
 - c) The Dean (College concerned)
 - d) The student file in the Department.

HEAD OF DEPARTMENT

PG-8. FORMAT OF CERTIFICATE FOR SUBMISSION OF REPORT OF PRELIMINARY EXAMINATION

CERTIFICATE OF PRELIMINARY EXAMINATION FOR Ph.D. DEGREE

SEMESTER I/II, 20_____ 20_____

This is to certify that Mr./Miss/Mrs.a student of the College in the subject ofwas examined by the following members of the Committee for oral preliminary examination held onat the College On the basis of his/her performance, the members of the Committee have awarded him/her the following marks and grade:

Preliminary (for Ph.D. degree):

		Marks obtained
a)	Written examination:	Major courses (mm 100) =
		Minor courses (mm 100) =
b)	Oral examination:	(mm 100) =
		Satisfactory/Unsatisfactory

1. Major advisor
(Name & Signature)

2. Advisor
(Name & Signature)

3. Advisor
(Name & Signature)

4. Advisor
Name & Signature)

5. Director of Education Nominee
(Name & Signature)

External Examiner
(Name & Signature)

Head of Department
(Name & Signature)

No.

Date :

- CC:
- a) The Director of Education, Agriculture University, Jodhpur
 - b) The Controller of Examinations, Agriculture University, Jodhpur
 - c) The Dean (College concerned)
 - d) The student file in the Department.

HEAD OF DEPARTMENT

PG-9. FORMAT OF OUTER & INNER COVER OF MASTER'S THESIS

Hint

Title in Hindi
(Krutu Dev font
and size-18)

क्विनोआ (चिनोपोडियम क्विनोआ विल्ड) में आनुवंशिक
विभिन्नता, सहसंबंध और पथ विश्लेषण

Title in English
(Times New
Roman font and
size-16)

**Genetic Variability, Correlation and Path Analysis in
Quinoa (*Chenopodium quinoa* Willd.)**

Full Name of
Student
(Times New
Roman font and
size-14)

Name of Student

(Reg. No. Times New Roman Font and size-12)

Full Name of
Degree
(Old English Text
MT-Font and size-
22)
(Subject-Times
New Roman font
and size-16)

Thesis

**Master of Science in Agriculture
(GENETICS AND PLANT BREEDING)**

Emblem of the
University
(4 cm W × 4 cm H)



Year (Size-16)

2019

Name of the
Department
& College
(Times New
Roman font and
size-14)

**DEPARTMENT OF GENETICS AND PLANT BREEDING
COLLEGE OF AGRICULTURE
(AGRICULTURE UNIVERSITY, JODHPUR)
JODHPUR-342304 (RAJASTHAN)**

PG-10. FORMAT OF TITLE PAGE OF MASTER'S THESIS

Hint

Title in Hindi
(Kruti Dev font and
size-18)

Title in English
(Times New Roman
font-16)

Requirement of
(Times New Roman
font-14)

Name of Degree in
Full (Old English
Text MT-Font and
size-20)
(Subject-Times
New Roman font-
14)

Emblem of the
University
(4 cm W × 4 cm H)

Full Name of
Student
(Times New Roman
font and Size-16)

Year of Submission
(Times New Roman
font and size-16)

क्विनोआ (चिनोपोडियम क्विनोआ विल्ड) में
आनुवंशिक विभिन्नता, सहसंबंध और पथ विश्लेषण

**Genetic Variability, Correlation and Path
Analysis in Quinoa (*Chenopodium quinoa* Willd.)**

Thesis

**Submitted to the
Agriculture University, Jodhpur
In Partial Fulfillment of the Requirement for
the Degree of**

**Master of Science in Agriculture
(GENETICS AND PLANT BREEDING)**



By

Name of Student

(Reg. No.Date of Reg.....Times New Roman, Size-12)

2019

PG-11. FORMAT OF OUTER & INNER COVER OF Ph.D. THESIS

Hint

Title in Hindi
(Krut Dev font
and size-18)

क्विनोआ (*चिनोपोडियम क्विनोआ* विल्ड) में आनुवंशिक
अध्ययन

Title in English
(Times New
Roman font and
size-16)

**Genetic Studies in Quinoa (*Chenopodium quinoa*
Willd.)**

Full Name of
Student
(Times New
Roman font and
size-14)

Name of Student
(Reg. No. Times New Roman Font and size-12)

Full Name of
Degree
(Old English Text
MT-Font and size-
22)
(Subject-Times
New Roman font
and size-16)

Thesis
Doctor of Philosophy in Agriculture
(GENETICS AND PLANT BREEDING)

Emblem of the
University
(4 cm W × 4 cm H)



Year (Size-16)

2019

Name of the
Department
& College
(Times New
Roman font and
size-14)

DEPARTMENT OF GENETICS AND PLANT BREEDING
COLLEGE OF AGRICULTURE
(AGRICULTURE UNIVERSITY, JODHPUR)
JODHPUR-342304 (RAJASTHAN)

PG-12. FORMAT OF TITLE PAGE OF PH.D. THESIS

Hint
Title in Hindi
(Kruti Dev font and
size-18)

क्विनोआ (चिनोपोडियम क्विनोआ विल्ड) में
आनुवंशिक अध्ययन

Title in English
(Times New Roman
font-16)

**Genetic Studies in Quinoa (*Chenopodium quinoa*
Willd.)**

Requirement of
(Times New Roman
font and size-14)

Thesis
Submitted to the
Agriculture University, Jodhpur
In Partial Fulfillment of the Requirement for
the Degree of

Name of Degree in
Full (Old English Text
MT-Font 20)
(Subject-Times
New Roman font
and size-14)

Doctor of Philosophy in Agriculture
(GENETICS AND PLANT BREEDING)

Emblem of the
University
(4 cm W × 4 cm H)



Full Name of
Student
(Times New Roman
and Size-16)

By
Name of Student
(Reg. No.Date of Reg.....Times New Roman, Size-12)

Year of Submission
(Times New
Roman-font-16)

2019

PG-13. FORMAT OF CERTIFICATE - I TO BE INCLUDED IN THE THESIS

(Name of College)

AGRICULTURE UNIVERSITY, JODHPUR

CERTIFICATE - I

Date:

This is to certify that (name of student).....
student of(name of Major advisor)
had successfully completed the Comprehensive/Preliminary examination held on
..... (date)..... as required under the regulation for Post graduate
Studies.

(Signature & Date)
Name of the Head of Deptt.
Name of the Department

Note: While typing include what is applicable only.

PG-14. FORMAT OF CERTIFICATE - II TO BE INCLUDED IN THE THESIS

(Name of College)

AGRICULTURE UNIVERSITY, JODHPUR

CERTIFICATE - II

Date:

This is to certify that this thesis entitled.....
.....submitted for the degree of
..... in the subject ofembodies bonafide
research work carried-out by Mr./Ms./Mrs.

(first name) (middle name) (Last name)

under my guidance and supervision and that no part of this thesis has been submitted to any other
degree. The assistance and help received during the course of investigation have been fully
acknowledged. The draft of the thesis was also approved by the Advisory Committee on
.....

.....
(Head of Department)
Name & Signature
Name of the Department

.....
(Major advisor)
Name & Signature

.....
(Dean of the College)
Name & Signature

PG-15. FORMAT OF CERTIFICATE - III TO BE INCLUDED IN THE THESIS

(Name of College)

AGRICULTURE UNIVERSITY, JODHPUR

CERTIFICATE - III

Date:

This is to certify that this thesis entitled
.....submitted by Mr./Miss/Mrs.to
Agriculture University, Jodhpur in partial fulfillment of the requirement for the degree of
.....in the subject of after
recommendation by the external examiner was defended by the candidate before the following
members of the examination Committee. The performance of the candidate in the oral
examination held on was found satisfactory, we therefore, recommend that the
thesis be approved.

.....
(Major advisor)
Name & Signature
(Accreditation code)

.....
(Advisor)
Name & Signature
(Accreditation code)

.....
(Advisor)
Name & Signature
(Accreditation code)

.....
(Advisor)
Name & Signature
(Accreditation code)

.....
(Director of Education nominee)
Name & Signature
(Accreditation code)

.....
(Head of the Department)
Name & Signature
Name of the Department

.....
Dean

Approved/ not approved

Director of Education

PG-16. FORMAT OF CERTIFICATE - IV TO BE INCLUDED IN THE THESIS

(Name of College)

AGRICULTURE UNIVERSITY, JODHPUR

CERTIFICATE - IV

Date:

This is to certify that Mr./Ms./Mrs. student of
..... (class) (Department) has made all
corrections/modifications in the thesis entitled
..... which were suggested by the external examiner
and the Advisory Committee in the oral examination held on The final copies of
the thesis duly bound and corrected were submitted on

.....
(Head of Deptt.)
Name & Signature
Name of the Department

.....
(Major advisor)
Name & Signature

.....
Dean

PG-17. FORMAT OF CERTIFICATE FOR SUBMISSION OF VIVA-VOCE REPORT OF MASTER'S THESIS

.....(Name of Department)

.....(Name of College)

AGRICULTURE UNIVERSITY JODHPUR

Date:

This is to certify that the thesis entitled..... submitted by Mr./Miss./Mrs. to the Agriculture University, Jodhpur, in partial fulfillment for Master's Degree in and recommended by the external examiner was examined orally by the Committee consisting of undersigned. The Committee recommends that:

- *(i) The performance of the candidate has been found satisfactory. We recommend the acceptance of the thesis for the award of degree.
**(ii) The performance of the candidate has been found unsatisfactory. The candidate be asked to re-appear in the oral examination.

.....
(Major advisor)
Name & Signature

.....
(Advisor)
Name & Signature

.....
(Advisor)
Name & Signature

.....
(Director of Education
nominee) Name & Signature

Head of Department
(Name & Signature)

- * Do not include, which is not applicable or strike-out.
** Please note that full name of the Head, Major advisor, Advisors and Dean must be printed.

Forwarded by the Head, Department of to:-

- 1. The Director of Education, Agriculture University, Jodhpur with six copies of bound thesis.
2. The Dean, College of

PG-18. FORMAT OF CERTIFICATE FOR SUBMISSION OF Ph.D. THESIS VIVA-VOCE REPORT

.....(Name of Department)

.....(Name of College)

AGRICULTURE UNIVERSITY JODHPUR

Date.....

This is to certify that the thesis entitled
.....
submitted by Mr./Miss./Mrs./to the Agriculture University, Jodhpur, in
partial fulfillment of the Ph.D. degree in.....(subject) of the faculty of
.....and recommended by both the external examiners was examined
orally by the Committee consisting of undersigned.

The Committee recommends that:

- * (i) The performance of the candidate has been found satisfactory. We recommend the acceptance of the thesis for the award of degree.
- ** (ii) The performance of the candidate has been found unsatisfactory. The candidate be asked to re-appear in the oral examination.

.....
(Major advisor)
Name & Signature

.....
(Advisor)
Name & Signature

.....
(Advisor)
Name & Signature

.....
(Director of Education nominee)
Name & Signature

.....
(External Examiner)
Name & Signature

.....
Director of Education/Dean
of the College

Head of Department
(Name & Signature)

- * Do not include, which is not applicable or strike-out.
- ** Please note that full name of the Head, Major advisor, Advisors and Dean must be printed.

Forwarded by the Head, Department ofto:-

1. The Director of Education, Agriculture University, Jodhpur with six copies of bound thesis and the certificate of incorporation of corrections & suggestions.
2. The Dean, College of

PG-19. FORMAT OF THESIS EVALUATION REPORT

**AGRICULTURE UNIVERSITY, JODHPUR
JODHPUR-342304**

Ref. No.

PROFORMA : Thesis Evaluation Report

CONFIDENTIAL

A separate sheet may be used if required.

- 1. Name (a) Student :
- (b) Advisor :
- (c) Degree : Master's/ Doctoral

2. Introduction

.....

.....

.....

3. Review of Literature

.....

.....

.....

4. Materials & Methods

.....

.....

.....

5. Results & Appendices

.....

.....

.....

.....

.....

- 6. Discussion
.....
.....
.....
.....
.....
.....
.....
- 7. Summary & Conclusion
.....
.....
.....
.....
- 8. Bibliography
.....
.....
.....
.....
- 9. Language
.....
.....
.....
.....
- 10. Recommendation for acceptance of thesis
.....
.....
.....
.....

Signature of Examiner

PG-20. FORMAT OF CERTIFICATE OF RECOMMENDATION



**AGRICULTURE UNIVERSITY, JODHPUR
JODHPUR-342304**

CERTIFICATE OF RECOMMENDATION

Title of thesis

.....

.....

Candidate's NameMajor Advisor's Name.....

College.....City.....

Degree : M.Sc. (Ag.)/ M.Sc. (F.Sc.& Tech.)/ Ph.D.

Subject.....Name of Examiner.....

(Capital)

This is to certify that I have critically examined the above thesis submitted to the Agriculture University, Jodhpur for the partial/complete fulfillment of the requirement for the above degree. On the basis of the detailed report (enclosed). I recommend that;

1. The thesis be accepted for the above degree (.....) after successful completion of viva-voce examination on the thesis after incorporating the suggestions and corrections made.

OR

2. The thesis be resubmitted after through revision as per examiner's comments/report to be sent again to the external examiner for re-evaluation.

OR

3. The thesis be rejected.

Signature of Examiner
Name, Designation & Address

PG-21. Format

Examiner No.....



कृषि विश्वविद्यालय जोधपुर-३४२ ३०४, राजस्थान
AGRICULTURE UNIVERSITY JODHPUR-342 304, RAJASTHAN

Telefax: 0291-2570711, Email: dreduaujodhpur@gmail.com

Bill for Evaluation of Ph.D./Master's Thesis/Ph.D. Synopsis

Name of Examiner-----

(Block letters)

Address, where Cheque/DD is to be sent-----

Subject-----Programme-----

Name of Candidate, whose thesis (es)

1. -----

2. -----

Remuneration for Examiner (Amount Rs.)	
Thesis evaluation (a) Ph.D (b) Master's Degree	
Total -----	
Contingency charges for Procuring and returning the Thesis by hand Rs. ----- Postal charges -----	
(Give details on reverse & paste the receipts)	
Grand Total -----	

Signature of Examiner

Name & Designation of Examiner -----

Bank A/C. -----

Name of Bank -----

IFSC code -----

Use in the office of Education/Comptroller VERIFIED	Director of	Total amount in Bill Rs.-----
	Education/Comptroller	Deduction TWF (2%)-----SWF (1%)-----
		Net amount to be paid Rs.-----
Director of Education	DD/Cheque No.-----Dated-----	Drawn at-----

Signature of Clerk

Postal charges for registered letters, parcels, telegram, UPC : In connection with this examination should paste the receipt below (In absence of which the postal claims will not be reimbursed).

Purpose	Receipt No. & date	Amount (Rs.)
---------	--------------------	--------------

Signature of Examiner

SCALES OF REMUNERATION TO EXAMINERS

(1)	Evaluation of Master's thesis	Rs. 1200 /-
(2)	Evaluation of Ph.D. thesis	Rs. 1500/-
(3)	Evaluation of Ph. D. Synopsis	Rs. 500/-

FOR USE IN COMPTROLLER OFFICE

Budget provision paid Rs.-----By Cheque/DD No.-----

Expenditure including this bill-----Date-----

Amount of this bill-----Balance-----

CLERK

Pay Rs. -----Cashier-----Amount-----

PG-22 FORMAT OF PERFORMA FOR FINAL THESIS SUBMISSION

Name of College.....
AGRICULTURE UNIVERSITY, JODHPUR

Performa for final Thesis Submission

Name of Student :
Enrolment No. :
Registration No. & Date of Registration :
Date of thesis Submission :
Department :
Name of Degree :
Title of Thesis with copy of Cover page :
Total No. of pages :
One extra copy of Certificate IV : Attached/ not attached
No dues certificate : Attached/ not attached
Name of Advisor :

Certificate of Plagiarism : Attached/ not attached Plagiarism percent:

I hereby certify that the thesis contained in this CD/DVD is complete in all respect and is same as submitted in print.

Signature of the Scholar

Signature of the Major advisor

Recommendation by HoD:

Signature of Head

The CD/DVD of thesis (PDF) has been submitted by Mr./Ms..... in the database of College library.

Incharge Library

No.....

Date:.....

Forwarded to the Director of Education

Dean

POST GRADUATE AND Ph.D. SCHEDULE

MASTER’S DEGREE PROGRAMME

Semester	Activities	Time limits
1st	a) Fresh admission and registration	As scheduled
	b) Appointment of Major advisor	First month
	c) Formation of Advisory Committee and its approval from Director of Education	First month
	d) Meeting of Advisory Committee to chalk course programme and also research problem	Third month
	e) Course programme approval from Director of Education	Fourth month
2nd	a) Registration in second semester as per the course programme approved by Director of Education	As scheduled
	b) Allotment of research problem	First month
	c) Seminar on synopsis.	Second month
	d) Submission of synopsis of the research problem for approval of Director of Education.	Third month
3rd	a) Request for comprehensive examination	Last month
	b) Beginning of the research	
4th	a) Beginning of the research*	
	b) Comprehensive examination.	
	c) Thesis submission.	Last month
5th	Thesis submission *	

*Issue of warning to student, if not submitted.

Note:

1. The effective date will be counted from the last date of admission of registration in the semester.
2. Above time limits are the upper limits by which specified activities must be completed. Efforts be made to adhere with the above prescribed schedule so that all the requirements are timely fulfilled. In case of unusual delay, reason (s) for the same be recorded.

Ph.D. DEGREE PROGRAMME

Semester	Activities	Time limits
1st	a) Appointment of Major advisor and Advisory Committee.	First month
	b) Approval of Advisory Committee by Director of Education	First month
	c) Meeting of Advisory Committee to chalk-out course programme also research problem.	Second month
	d) Course program approval from Director of Education	Third month
2nd	a) Registration to second semester as per the course programme approved by Director of Education.	As scheduled
	b) Allotment of research problem.	First month
	c) Seminar to finalize synopsis of the research work and approval of synopsis by Director of Education.	Second month
3rd	a) Beginning of the research	First month
	b) Request for preliminary examination.	
	c) Written preliminary examination.	Second month
	d) Oral preliminary examination.	Third month
4th	Thesis work	
6th	Thesis submission*	

*Issue of warning to student, if not submitted.

Note:

- (i) Above time limits are the upper limits by which specified activities must be completed. Efforts be made to adhere with the above prescribed schedule so that all the requirements are timely fulfilled. In case of unusual delay, reason (s) for the same be recorded.

PROFORMA TO BE USED FOR SIGNING M.O.U. FOR COLLABORATIVE STUDENTS PROGRAMME

MEMORANDUM OF UNDERSTANDING

Between and Agriculture University, Jodhpur for carrying out research work atfor Master’s and Ph.D. degrees.

1. This memorandum of understanding is executed on (date) between Agriculture University, Jodhpur (hereinafter referred to as the First Party) and (hereinafter referred to as the Second Party) for Master’s and Ph.D. degree Research in the field of
2. Master’s and Doctoral research project will be carried out at the premises of the First Party and the Second Party as per the requirement. The students will complete the project work and prepare the thesis and submit it to the First Party for their respective degrees.
3. There may be periodical meetings of the supervisor at the premises of Second Party or First Party by mutual consultation of both the parties. All the expenditures towards TA/DA of the supervisors to attend such meetings will be borne from the source of the salary.
4. Second party will provide hostel facilities to the students and guest house facilities to the supervisor on payment basis subject to the availability of accommodation in the hostel/guest house.
5. The Second Party would make available the existing facilities like Library, Laboratory, Workshop, fields, etc. to the student for their project works during such timings as are applicable to other Institute’s employees. There will be no financial liability on the part of First Party (AU) on account of chemicals/ glassware or any other expenditure incurred by the second party during the course of Master’s/Doctoral research work.
6. After the thesis is submitted and viva-voce is over, the First Party will provide two copies of the thesis to the Second Party, one for Library and the other for the Co-Major Advisor.
7. The information generated through such project work shall deem to be the credit of both the First Party and the Second Party. In the event of any publication of these results/data, the Co-Major Advisor of Second Party will be one of the authors.
8. The Co-Major Advisor will have to attend in person following activities pertaining to Master’s/Doctoral programme of the concerned student for which TA/DA and other expenditure will be charged from the source of his salary:
 - a) Synopsis Seminar
 - b) Pre-thesis Seminar
 - c) Thesis Viva-voce

(Signature of First Party)

(Signature of Second Party)

DEAN

Dean/Associate Dean/Director

DIRECTOR OF EDUCATION
Agriculture University, Jodhpur

Dean (PG)/Director Resident Instruction/Director of Education

REGISTRAR

REGISTRAR

FORMAT OF ACKNOWLEDGEMENT IN THESIS

ACKNOWLEDGEMENT

I take it to be my proud privilege to avail this opportunity to express my sincere and deep sense of gratitude to my learned Major advisor _____ for his stimulating guidance, constructive suggestions, keen and sustained interest and incessant encouragement bestowed during the entire period of investigation, as well as critically going through the manuscript.

I am gratified to record sincere thanks to the members of the Advisory Committee; Dr. _____ Department of _____, Dr. _____ Department of _____, Dr. _____ Department of _____, College of _____ and Dr. _____, Associate Professor (Department _____) Director of Education Nominee for their generous gestures and valuable suggestions in planning and execution of this study.

The author is indebted to Dr. _____ Professor & Head, Department of _____, College of _____, Jodhpur for providing me facilities and encouragement during the course of investigation.

I am privileged to express sincere and deep sense of gratitude to Dr. _____, Dean, College of _____, Jodhpur for his/her due attention and encouragement during the study period and also for providing me the necessary facilities during the course of research.

Words can hardly register the sincere and heartfelt feeling which I have for Dr. _____, Dr. _____, Dr. _____ and other staff members for their kind cooperation and help as and when needed.

I am much obliged to thank _____ in providing me the necessary funds for my post graduate studies.

I cannot forget to thank _____ for his ever-willing co-operation and nice laser typesetting of the manuscript.

I feel short of words to express my gratitude to my family members for their utmost cooperation, sacrifice and encouragement during the course of this work.

Date: _____
Place: Jodhpur

(Signature & Name of student)



**OFFICE OF CONTROLLER OF EXAMINATIONS
AGRICULTURE UNIVERSITY, JODHPUR-342304, RAJASTHAN**

**Application Form to see Answer-book(s) of University Main Theory Examinations
(To be filled in by the student in his/her own handwriting)**

(Please read carefully the Instructions/Guidelines on 2nd page of the Application Form)

1. Name of the Student (in Block Letters): _____
2. Father's Name: _____
3. Name of Examination: _____
4. Roll No. _____ Enrolment No. : _____
5. Name of College: _____
6. Year and Session: _____
7. Result (Fail or Pass): _____ Date of Mark Sheet _____
8. Particular paper for which answer-book is to be shown :-

<u>S.No.</u>	<u>Course No.</u>	<u>Title of the Paper</u>	<u>Marks Obtained in Theory</u>
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9. Bank Draft No. _____ Date: _____ Bank _____ (If the application is sent by post) Amount of Bank Draft Rs. _____
10. University Receipt No. _____ Date: _____ Amount : Rs. _____ (if the application is submitted in person)
11. Address for Correspondence: _____
_____ Telephone No. _____
: _____ (Code No. : _____) Mob. _____

I will abide by the rules & regulations of the University mentioned in the guidelines.

Date: _____

Signature of Student

(For Office Use Only)

The students has submitted the application along with required fees on _____ and as per guidelines he/she may be allowed to see his/her answer-book(s) on _____

Section Officer

Dealing Assistant

(For Office use only – To be filled after seeing the Answer Book)

Application Received on: _____ Case No. _____ Date mentioned on the Mark-sheet: _____ Date and Time of showing the Answer Book : _____ I have seen my answer –book

Signature of the dealing official

Signature of the student with date

Controller of Examinations