

REGULATIONS GOVERNING POST GRADUATE COURSES



**SRI KONDA LAXMAN TELANGANA STATE
HORTICULTURAL UNIVERSITY
RAJENDRANAGAR, HYDERABAD – 500 030,
TELANGANA STATE**

SRI KONDA LAXMAN TELANGANA STATE HORTICULTURAL UNIVERSITY
Post Graduate Studies Regulations, 2016
REGULATIONS

1. Short title, application and commencement

- 1.1 These regulations may be called as Sri Konda Laxman Telangana State Horticultural University Post Graduate Studies Regulations, 2016.
- 1.2 They shall govern the Post-Graduate Studies leading to award of Degree of Master of Science and Doctor of Philosophy.
- 1.3 They shall come into force with effect from the academic year 2016-17 and they shall be applicable to the batch of students admitted from that academic year onwards.

2. Definitions

In these regulations, unless the context other – wise requires

- i **Academic year** means an academic year of the University, which shall ordinarily be from June to April (except in the case of year of admission) and which shall consist of two semesters:
- ii. **Course** means a unit of instruction of segment of subject matter (as specified in the course catalogue) to be covered in a semester, having a specific number, title and credits;
- iii **Credit hour, semester credit or credit** means each credit hour representing one hour lecture or two to three hours of laboratory or field Practicals each week in a semester. For a short semester in the year of admission, the number of classes shall be increased proportionately.
- iv **Credit point of a course** means the product of credit hours and grade point obtained by the student in a course;
- v **Grade Point Average (G.P.A)** means the quotient of the total credit points obtained by a student in various courses at the end of each semester divided by the total credit hours taken by him in that semester. The grading is done on a 10 point scale and the G.P.A. has to be corrected to one decimal place.
- vi) **Grade Point of a Course means** the value obtained by dividing the percentage of marks earned in a course by 10, and the grade point is expressed on a 10 point scale upto *one decimal* place.
- vii) **Overall Grade Point Average (O.G.P.A) means** the quotient of cumulative credit point obtained by a student in all the courses taken by him from the beginning of the first semester of the degree course divided by the total credit hours of all the courses which he has completed upto the end of a specified semester from the first semester; and it determines the overall performance of a student in all he courses taken during the period covering more than a semester. The O.G.P.A has to be adjusted to *Second decimal* Place.
- viii) **Semester** means an academic term consisting of not less than 110 instructional days, except in the year of admission.

3. Major Fields of Study

Major Fields of study shall be as decided by the Academic Council of SKLTSHU from time to time. These will be listed in the prospectus to be issued every year for admission into PG courses.

4. A. Qualifications for admissions

The qualifications which shall be possessed by the candidate seeking admission to the Post-graduate degree courses shall be such as may be prescribed from time to time, by the Academic Council.

B. Eligibility

Candidates seeking admission into the PG courses must have passed the relevant Bachelor Degree examination (10+2+4years) from ICAR recognized Universities.

C. Criteria for selection:

M.Sc.(Horticulture) and other Masters Programmes: The selection shall be based on the previous academic records (B.Sc. – 40%; and performance in the Entrance Test 60%). The Entrance test shall be comprehensive one, covering all relevant subjects prescribed for the concerned Bachelor Degree requirements of this University.

Ph.D. (Hort.) Course: Selection shall be based on previous academic records (B.Sc.-10%, M.Sc.- 30% Entrance test- 50% and performance in Interview 10%).

Note: The candidates should appear for the above entrance test at their own expenses. The entrance test is of 2 hours duration with multiple questions in English and answers must be written in English. The minimum qualifying marks for the Entrance Test shall be 50% which is relaxable for SC/ST candidates to 25%.

D. Duration :

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

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

5. Procedure for admission

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

5.2 The fee for applications, semester fee, special fee, examination fee and other fee shall be such as may be prescribed by the University. The payment of semester fee as well as all other arrears due to the department and the hostel, shall precede registration of courses at the beginning of every semester. The registration of courses shall be allowed on the production of a “No Dues Certificate” by the Student to the P.G. Academic Incharge.

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

- 5.4 Admission: No candidate shall be admitted to any of the PG Programmes after the expiry of 10 working days from the date of commencement of the semester.
- 5.5 Late registration: During the second and the subsequent semesters, PG students may be permitted to register with late fee upto 10 working days commencing from the next day of date of registration. The attendance will, however, be reckoned from the day the instruction commences as per the academic calendar.
- 5.6 Late fee: Late fee for PG and Ph.D Programmes shall be Rs. 150 for first three working days starting from the next day of scheduled date of registration. There after Rs. 300 per day for the period of seven days from Academic year 2016-17.

6. Advisory system

- 6.1 **Advisory Committee:** An advisor from the major field (Major Advisor) shall be assigned to each PG student by the concerned Head of the Department in consultation with the University Head of the Department. In addition, there shall also be an Advisory committee for each student which shall be appointed by the Dean of Post Graduate Studies on the recommendation of the advisor through the Head of the Department. The Advisory Committee shall consist of two Members of the faculty or accredited teachers or research guides representing the major field and one each representing the minor field for Master's degree / two or three members of the faculty or accredited teachers or research guides representing the major field and one each representing the minor field for Ph.D. degree. One of the two members of the Committee representing the major field shall be the Advisor, who shall also be the 'Chairman of Student's Advisory Committee. The Dean of Post Graduate Studies may however, add if he so chooses, one or more members to the Committee. The student's advisory committee shall guide the student in the choice of courses in the major and minor academic activities. Proposals for the formation of the Student's Advisory Committees (in accordance with the proforma prescribed) shall be submitted to the Dean of Post Graduate Studies within six weeks from the commencement of the first semester. After the approval of the advisory Committee is intimated, the programme of studies (in accordance with the proforma prescribed) shall be submitted by the end of the first semester.

In case of project work, the Advisory Committee shall include two internal members and one external member from the industry where the student takes up project work. The name of external member (representative of industrial unit) shall be submitted along with the synopsis/project proposal at the end of 2nd semester / beginning of 3rd semester.

- 6.2 **Change in Advisory Committee:** If the Chairman of the Advisory Committee of the student has got the plan of research work on PG 3 Form approved, he/she may be allowed to guide the student irrespective of where he is located, provided he continues in SKLTSHU service. If the chairman of the advisory Committee proceeds on deputation to another organization, he may be permitted to guide his student provided he is located at the same place of work. In case the Chairman of Advisory Committee of a student gives up his assignment by resignation or retirement, he may continue to guide the student provided thesis is completed and submitted within a period of 3 months. Otherwise or in the event of death, the concerned Head of the Department shall recommend to the Dean of PG Studies for suitably reconstituting the Advisory Committee of the candidate keeping the second member from the major field as Chairman and inducting a new member from the major field. Whenever, the chairman of the Advisory Committee is transferred or is away from the student for longer period, he/she should inform the concerned

Head of the Department (before leaving the Head quarters) about the feasibility and willingness to guide the student effectively from the new location. The Head of the Department could recommend changes in the Advisory Committee, if needed, on the recommendation of the chairman.

Note: If it is essential to continue the Chairperson of the Advisory Committee beyond 4 months after retirement, approval of the Vice-Chancellor shall be obtained. Co-chairman: If the PG student and the Chairman are located at far off places, Co-chairman may be nominated by the Head of the Department in consultation with the Chairman to monitor the progress of research at the actual place of work. Whenever, the member of the Students Advisory Committee is away from duty for more than four months, or leaves the University, the Head of the Department shall recommend to the Dean of Post Graduate studies to substitute the members of the Student's Advisory Committee. Such substitute arrangement shall be made immediately and the new member shall continue even after the return of the original member.

No last minute substitution in the Advisory Committee of a student shall be made for conducting qualifying oral examination, except in special cases the Associate Deans of the respective colleges is empowered for last minute substitution with information to the Dean of Post Graduate Studies.

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

All Professors, Deans, Directors, Associate Directors of Research, Senior Scientists and persons in *Assoc. Professor cadre (*with Ph.D. degree who have either successfully guided at least 2 M.Sc. students or completed 3 years of service after securing Ph.D. degree) are eligible to teach and guide M.Sc. and Ph.D. students. Teachers in Assoc. Professor/Asst. Professor cadre with Ph.D. can teach M.Sc. and Ph.D. courses. Asst. Professors with Ph.D. degree or 5 years of experience in teaching / research / extension after obtaining M.Sc. level degree are eligible to teach and guide Masters degree and Ph.D. students.

Number of Students: Normally, not more than 5 students (total of M.Sc./Ph.D. and external students) shall be guided by any teacher at any one time.

Note: Inservice teachers who completed research credits shall not be counted for accreditation till they submit their thesis.

Authority for accreditation: The teachers / Scientists of SKLTSHU who fulfill the eligibility criteria are eligible to teach and guide PG students (as Chairperson of the advisory committee). If relaxation in criteria is required due to shortage of qualified teachers etc. or for accreditation of scientists / teachers of ICAR and other organizations, then the proposal for accreditation may be sent to the University. The Dean of PG studies will accredit the teachers / scientists based on the recommendation of University Head and one or two teachers / experts from the same department or related department (if there is shortage of qualified teachers in the same department).

7. **Student Research Formulation Meeting :** For formation of student research, Student Research Formulation Meeting (SRFM) has to be conducted.

7.1. The Director of Research and Dean of Post Graduate Studies in Co ordination shall identify the research gaps, both basic and applied after thorough discussion with the faculty and research scientists. Each faculty shall prepare 3-4 research topics on the basis of research gaps/ necessary requirements and discuss in a meeting convened prior to the State Level Technical Programme for approval by the faculty, scientists of the University and accredited scientists from other Universities . (Dean of Post Graduate Studies shall co-ordinate with the Director of Research in organizing the SRFM).The student shall have the choice to select 1-2 topics based on which major advisor will be allotted from the committee. The synopsis of research work after its approval in pre-colloquium shall be submitted to the University in PG- 3 form for approval by the end of 2nd semester.

7.2 After approval of the synopsis by the University, shall be forwarded to the Associate Dean and in turn to the chairman of the Advisory Committee for its implementation by the respective student from Academic year 2016-17 onwards.

The time gap between submission of synopsis and thesis shall be one semester for M.Sc. students and two semesters for Ph.D. students. Normally, the work on thesis problem shall not commence before the approval is communicated by the Dean of PG studies. Students who have registered research credits should submit a report on the progress of research in PG Form 11 which will be evaluated by the Advisory Committee and submitted to the Associate Dean through the Head of the Department at the end of the concerned semester. Only the research credits which were satisfactorily completed shall be incorporated in GPA report. If progress is not satisfactory, research credits should be re-registered proportionately. If all the research credits are completed, it is deemed that the entire thesis work is completed. For any change in approved synopsis/title, proposal should be submitted to the Dean of PG studies for approval (PG form 3 A)

8. **Credit Requirements:**

8.1 **Credit Requirements for Master's Degree Programme:** The minimum requirements for Master's Degree shall be as per ICAR's restructured syllabus.

(i) Total Course credit hours required	:	35
(ii) Research credit hours (thesis)	:	20
(iii) Total Course and Research credits	:	55

		<u>No. of Credits</u>
a) Major Subject	:	20
b) Minor Subject	:	9
c) Supporting Subject	:	5
d) Seminar-I	:	1
e) Research	:	20
Total	:	55

Non-credit courses of 6 credits shall be Compulsory for Masters degree Programme. Ph.D. students may be exempted from these courses if already studied during Master's degree.

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

Minor Subject: The Subject closely related to major subject. However, a basic course on **Biochemistry and Statistical methods** shall be made compulsory.

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

The requirements of total course credits shall consist of courses both in the major and minor fields. In each field of specialization, the set of core courses required to be taken by all the students in the concerned department shall be as prescribed by the Academic Council from time to time. The core courses may consist of courses in major and supporting fields. No change, addition or deletion in the prescribed core courses is permissible without the approval of the Academic Council. Of the total course requirement, the core programme of Courses shall be at least half of the minimum number of credits required to be completed (i.e. 18 credits).

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

I	Total Course credit hours	:	30
ii	Research credit hours (thesis)	:	45
iii	Total course and research credits	:	75

			<u>No. of Credits</u>
a)	Major Subject	:	15
b)	Minor Subject	:	8
c)	Supporting Subject	:	5
d)	Seminar (2 Nos)	:	2
e)	Research	:	45
	Total	:	75

Of the 30 course credit hours, at least 8 shall be in one minor field as specified by the Student's Advisory Committee. (Minor Seminar should be from the same minor field in which 8 credits are registered).

8.3 Credit Load per semester: A full time PG student shall not register for more than 15 credit hours of course and / or research work in a semester. For enabling marginal adjustments, the student may register one extra credit, i.e. 15+1 credit hours. During the first two semesters of admission, the PG Students shall register for a minimum of 8 course credits excluding research and put in minimum attendance prescribed (75%) and shall also maintain minimum GPA/OGPA as prescribed under the relevant regulations.

- 8.4 Suitable Audit Courses:** With the consent of the Head of the Department and the Chairman of the Student's Advisory Committee, students enrolled for Ph.D. Degree programme may audit courses not included in their regular programmes but permission shall be obtained from the teacher who offers the courses. Auditing a course shall not entitle a student to earn credit for the course.
- 8.5 Seminar:** A student of Master's Degree Programme shall be required to give two seminars in the major field and one seminar in the minor field. While Ph.D. Student shall be required to give five seminars, of which three shall be in the major field and the other two in minor field of study. If a student registers for seminar during particular semester but abstains, it shall be treated as shortage of attendance (such credit should be re-registered). The computation of grade point for seminar credit shall be the average of the above seminar in major and minor field.
- 8.6 Minimum and Maximum time limit to complete the course / thesis:** The minimum residential requirements and the maximum time limit for completing the PG programme (from the date of admission) shall be as follows:

Course	Minimum residential requirement	Maximum time limit
M.Sc. Level	4 Semesters	4 Years
Ph.D. Level	6 Semesters	6 Years

If a M.Sc./Ph.D. student fails to complete the graduation requirements within the maximum time limit prescribed (*4 years for M.Sc. course and *6 years for Ph.D. course), his / her admission shall stand cancelled. A M.Sc./Ph.D student may submit thesis after securing 75% attendance in the final semester of study provided that research credits only are registered during that semester and that all the courses prescribed for the award of degree are successfully completed by previous semester.

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

All the Ph.d candidates who seek extension of Time beyond the maximum time limit should register for thesis completion and pay the fee. If they are employed, they should apply leave, complete the work and submit thesis as full time students. Registration shall be permitted only if they produce relief / leave sanction certificate from the employer. The extension of time beyond the maximum time limit shall be allowed for one year and the candidate has to be full time student for a maximum of 1 to 2 semesters depending upon the requirement for completion and submission of thesis. These candidates are not eligible for stipend during the extra semesters.

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

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

8.7 Temporary discontinuation and resumption of studies: If a M.Sc./Ph.D student has to discontinue studies temporarily or take long leave, he/she may do so after completion of two semesters of study from the date of admission with the approval of the Associate Dean concerned or if this is not possible, the student should seek the approval from the concerned Associate Dean within 30 calendar days from the date of discontinuation (**Discontinuation before completion of two semesters of study shall result in cancellation of admission**).

If the student fails to seek approval of the Associate Dean concerned within 30 days of discontinuation due to genuine reasons like serious illness/domestic problems, such student may be accorded permission by the Associate Dean on payment of late fee of Rs.1000/- per month or part there of, upto 5 months. **After stipulated time limit of 5 months the admission of the student stands cancelled** for the students admitted from 2016-17 Academic year onwards. The student who is permitted to temporarily discontinue studies should necessarily complete all the requirement within the time limit prescribed under regulation (8.6).

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

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

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

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

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

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

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

8.9 Inservice candidates of SKLTSHU:

M.Sc.: The University employees studying M.Sc. courses in the College as regular students may be permitted to resume duty on completion of the minimum residential requirements only from the Academic year 2016-17 onwards .

Ph.D.: Inservice employee of SKLTSU studying Ph.D. as regular student /on deputation may be permitted to resume duty and continue the research work on completion of course work i.e. 2 semesters / one year which ever is earlier.

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

If any in – service candidate pursuing M.Sc./Ph.D. course is promoted, he/she may be permitted to join the new post for a short period of about 3-4 days and again get relieved and resume studies. However such candidate should not seek any concession regarding attendance / examinations etc. during this period.

9. Student evaluation and examinations:

- 9.1 During the semester, teacher in charge of a course shall hold a number of different kinds of tests and also assign, to the student laboratory, library or field work. The student may also have to participate in seminars and submit term paper or similar exercises. Taking into consideration, the performance of the students in all the different kinds of tests and other exercises, the teacher shall allot a grade at the end of the semester. The test may consist of midterm examination and final theory and practical examinations. Each test, term paper and examination, laboratory and other assignments, seminars, etc will carry weightage. The marks to be allotted between the theory and practical work shall be in the proportion of their respective credit hours. The weightage for theory and practical examinations may be as follows:

Theory	Marks	Practicals	Marks
Assignment/term papers/seminars etc	20	Record and Class Work	50
One mid-term examination	30	Final Examination	50
Semester final examination of 2 to 3 hrs duration	50		
Total	100		100

Total to be reduced to their respective weightage.

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

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

- 9.2 Normal schedules for mid-term examination and semester final examination shall be indicated in the Academic calendar of each semester and tests / examinations to be conducted on the dates as prescribed therein. The examination schedules shall conform to the following programme, namely:-

- i) Mid – term examination after about 50 days from the commencement of the semester.
- ii) Semester final examination at the end of the semester.

- 9.3** It shall be the responsibility of the Head of the Department to ensure proper conduct of examinations in all the courses offered in the Department.
- 9.4** The Dean of Post Graduate Studies/ Heads of Departments shall constantly exercise supervision and control to see that syllabus listed under each course is adequately covered and assessment of student is done strictly in accordance with the regulations.
- 9.5** All midterm examination answer scripts shall be shown to the students by the teachers as soon as evaluation is completed. Final examination answer scripts shall be retained by the teacher concerned till the end of subsequent semester.
- 9.6** Students registering for a particular course shall take all the examinations conducted during the period of the course, viz, hourly and final semester examination both in theory and practicals. No condonation of absence shall be given in the case of midterm examination in a course. However, if a student is genuinely prevented from taking examination as in the case of serious illness or accident or any other case, a special re- examination may be arranged by the concerned teacher in consultation with Head of the Department. This repeat examination shall be held within two weeks from the date of examinations so missed, and shall be a common examination for all the students who have missed that midterm examination.
- 9.7** If a student absents himself/ herself for the semester final examination in a course or courses zero marks shall be awarded. The grade in that course(s) shall be computed on the basis of performance of previous tests/ examinations.
- 9.8** In the case of students deputed to represent the university in Inter-Collegiate or Inter University meets in N.C.C./N.S.S., due consideration shall be given in regard to missed tests/examinations so that the students may not suffer while on absence on University directive. In all such cases, make-up examinations/tests may be given for the missed examinations /tests(except semester final examinations)within two weeks of the return of the students, the names of the students deputed for such meets may be intimated in advance to the concerned teacher through the Head of the department concerned.
- 9.9** The M.Sc./Ph.D. student getting a grade less than 6.00/10.00 in any course will be deemed to have failed in that course and that he/she should necessarily secure better grade with 6.00 and above. However, he/she may not be required to study that course by repetition but he/she may appear for all test and examinations including semester final examination in that course when conducted next according to regular schedule in the concerned department. However all the examinations in the failed course be conducted in the next semester even though the said course is not offered in the next semester. Whenever re-examination in a course is conducted, the students of other departments who have registered for such course may also be permitted for the examination. In case of students who have successfully completed all courses except failed course, the Associate Dean may permit re-examination during final semester (4th semester for M.Sc. students/6th semester for Ph.D. students) in consultation with the concerned teacher and the Head of the Department.

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

10 Attendance

- 10.1 Ordinarily the student is required to attend all the classes in course. Absence upto 25% of the total classes can, however, be condoned by the teacher on valid grounds. If any student falls short of 75% attendance, he/she shall not be permitted to appear for semester final examinations and no grade be awarded in that course and the fact be recorded in his /her semester Report/Transcript. When the course is repeated, a letter 'R' be recorded against the course, in his/her Semester Report/Transcript.
- 10.2 Notwithstanding anything in clause (10.1), the minimum limit of attendance prescribed shall be reckoned for theory and practical's, separately.
- 10.3 If a full time student is absent for the registered courses including research credits or falls short of attendance in the registered courses including research credits, he/she should re-register such course/research credits.

Note: During the first two semesters of study, M.Sc./Ph.D students shall register a minimum of 8 course credits per semester, maintain prescribed attendance (75%) and OGPA prescribed under relevant regulations, failing which the admission shall stand cancelled.

- 11 **Unfair means in examinations:** A M.Sc./Ph.D. student found using unfair means in the examinations shall be withdrawn from the university.
- 12 **Grading:** The final grading of students shall be done on a 10 point scale. The Grade Point shall be obtained by dividing the total percentage of marks earned in a course by 10. The Grade Point shall be expressed in this scale upto one decimal place.

13 Academic Status & Scholastic Probation

- 13.1 In order to pass, a M.Sc./Ph.D. student shall secure a minimum GPA of 6.50/ 10.00 at the end of first semester and a minimum OGPA of 6.50/10.00 during subsequent semesters.
- 13.2 The M.Sc./Ph.D. student who secured GPA/OGPA between 6.00 and 6.49 in particular semester, shall be placed on Scholastic probation during the subsequent semester. If a M.Sc./Ph.D student who is on Scholastic probation during a semester again fails to secure the minimum OGPA of 6.50(required for pass), the Dean of PG Studies may decide whether to allow the student to continue on scholastic probation for the second time or to withdraw the student from the University. M.Sc./Ph.D students whose GPA/OGPA is less than 6.50/10.00 may be permitted to appear for re-examination in such courses in which the grade is less than 6.50 so as to enable them to improve the GPA/OGPA to 6.50/10.00 or above.

13.3 If a M.Sc./Ph.D. student fails to secure a minimum GPA of 6.0/10.00 at the end of I semester or OGPA 6.5/10.00 during subsequent semesters, his/her admission **shall stand cancelled** and the student deemed to have been withdrawn from the University.

14 **Withdrawal or change of courses**

14.1 A student shall normally register only for the load which he/she can carry efficiently. The Chairman of the Student's Advisory Committee shall, as far as possible, discourage the student from carrying a greater load even though a maximum of 15 credits are prescribed for each semester.

14.2 The Associate Dean of the college may permit a student to withdraw (temporarily) from a course within six weeks or change a course (temporarily) within two weeks from the date of commencement of that semester, under intimation to the University. The student shall study such courses later. For permanent changes in PG Form 2, approval of Dean PGS is required.

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

15. **Qualifying (Comprehensive) Examinations**

15.1 After Completion of all core courses (for M.Sc./Ph.D. students) and 75% of approved credit load, a qualifying/ comprehensive examination comprising of both written and oral components may be conducted. In order to be eligible to appear for the comprehensive/qualifying examinations, the student should have secured an OGPA of 6.50.

15.2 The Head of the Department shall take action in consultation with the Chairman of the Student's Advisory Committee, (if he is not Chairman of the said committee) to conduct the qualifying examination of the concerned student after completion of 75% of the prescribed course work including all core courses (in case of M.Sc./Ph.D.) except Seminar.

15.3 The written qualifying examination for M.Sc./Ph.D. shall be held for all the students majoring in that discipline at the same time. These examinations shall be held thrice during an academic year. The manner of conducting these examinations and evaluation of answer-scripts shall be such as may be prescribed by the Dean of Post Graduate Studies.

15.4 In respect of Ph.D. students, the written qualifying examination shall consist of two papers each three hours duration, one covering the major field and the other covering all the minor fields of study of the student. The paper setting and evaluation of answer scripts shall be done by the teachers representing the respective fields of study. The oral examination shall be conducted by the Student's Advisory Committee, and an external examiner nominated by the Dean of PG Studies. The Head of Department shall monitor the conduct of written examination and shall be an ex-officio member of the advisory committee, if he/she is not already a member.

- 15.5 The qualifying examination shall be written and oral, the written test to precede the oral. 50% at Master's Degree level and 70% at Ph.D. level (**Separately in Major and Minor subjects**) shall be the minimum marks for passing the written qualifying examination. The oral examination shall be held only after the student has successfully completed the written examination.
- 15.6 The written qualifying examination for students of Master's Degree Program shall consist of one paper of three hours duration, covering suitably the subject matter of the core courses prescribed. The oral qualifying examination shall cover both the core and other courses prescribed and shall be conducted by the Students Advisory Committee. For this oral Examination, the Dean of Post-Graduate Studies shall nominate an External Examiner from the outside University. The Head of the Department shall be co-opted as a member of the examination committee (if he is not already a member of Student's Advisory Committee) for Viva-Voce examination.
- 15.7 The Chairman of the Student's Advisory Committee shall be responsible for communicating the results of the qualifying examination to the Dean of Post Graduate Studies in the prescribed form with the signatures of all the members of the committee.
- 15.8 The student's performance in the qualifying oral examination may be considered “**satisfactory**” on the unanimous recommendation of the Examination committee. It shall be within the competence of the committee to indicate deficiencies in the student's course work and overall training at this stage and the committee may recommend that the student makes up these deficiencies in any suitable manner.
- 15.9 A student failing in written examination shall not be eligible for qualifying oral examination and the qualifying oral examination shall be held only after the written examination is successfully completed. If a student fails in the qualifying oral examination, the examination committee shall make specific recommendations as to whether the student is to be re-examined in the qualifying oral examination alone or in the written part also.
- 15.10 A student failing in the qualifying written examination shall apply, for permission to appear for a second or third time to the Dean of PG Studies with the recommendation of the Chairman of the Advisory Committee. Permission to appear for a second or third time may be given, but re-examination shall not take place earlier than three months after the first or second examination. Re-examination a fourth time shall not be permitted and a student failing for a third time shall not continue as a student in the University or qualifying for a degree in the University.

16 **Master's Degree Thesis:**

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

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

16.2 In M.sc. thesis, students must demonstrate familiarity with the tools of research, **scholastic** in their major field and ability to present the results of their investigation effectively.

16.3 After approval by the Advisory Committee the thesis submitted by the student shall be sent to Dean of PG Studies who inturn shall send it to an External Examiner for evaluation ,who shall be required to send a detailed report on the thesis preferably within three weeks to the Dean of Post Graduate Studies. In case, the External Examiner recommends acceptance of the thesis, the report will be forwarded to the Chairman of the Student's Advisory Committee who shall arrange for the conduct of final oral examination. The Head of the Department shall also be a co-opted member of the final thesis oral examination committee, even if he is not a member of the Student's Advisory Committee for the purpose of conducting the thesis final oral examination. The Advisory Committee while conducting the examination, shall take into account, the remarks of the external examiner and may suggest changes if any to be made in the thesis. A certificate regarding performance of the candidate in the final viva-voce examination on the thesis in the form prescribed, duly signed by all members of the committee, shall be forwarded to the Dean of Post Graduate Studies by the Chairman of the student's Advisory Committee through the Head of the Department. After the certificate is sent, the thesis shall be bound as specified after effecting changes if any suggested by the Advisory Committee and it shall be submitted by the student in quadruplicate to the Chairman of the Student's Advisory Committee. Unless final thesis copies are bound by the student concerned and handed over to the Chairman of the Student's Advisory Committee, his/her final result shall not be declared

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

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

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

M.Sc/Ph.D student should appear for the final thesis viva-voce examination and submit a certificate of having submitted bound copies of thesis within a maximum period of six months from the date of issue of orders by the University, failing which the admission shall be deemed to have been cancelled.

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

17. Ph.D. Degree Thesis

17.1 A student shall submit his/her thesis for Ph.D. degree after he/she has completed his/her course work requirements and the required number of research credits and has passed the qualifying examination successfully and after its approval in pre-qualloquium. The thesis shall be type written and temporarily bound and submitted in quadruplicate.

Six copies of thesis abstracts of about 300 words shall be submitted (2 copies for the Department, 1 copy for the Associate Dean's office and 3 copies for the University) **along with bound copy certificate** (PG Form 9). The student should submit **two CDs of thesis** (one each to library and Head of the Department) along with bound copies of thesis.

17.2 The thesis for Ph.D. shall indicate that the candidate possesses the ability and imagination necessary to do independent constructive thinking and it shall be of the nature of definite contribution to the subject and the results and conclusions presented shall be of sufficient importance to merit publication. The thesis shall be on a topic falling within the field of the major subject and shall be the result of the student's own work. A certificate to this effect duly endorsed by the Chairman of the Advisory Committee shall accompany the thesis.

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

17.4 The thesis submitted for the Ph.D. degree shall be sent for evaluation to two External Examiners from outside the University. In case both the Examiners recommend acceptance of the thesis, the final oral **examination along with post- quolloquium** shall be held by the Student's Advisory Committee with the participation of one of the two External Examiners appointed for the evaluation of the thesis. If for any reason both the examiners express their inability to participate in the conduct of the thesis final oral examination, after sending the thesis examination reports, the Dean of PG Studies is authorized to appoint an alternate examiner from the panel of examiners, to conduct the final oral examination based on the earlier thesis evaluation reports received from the originally appointed two examiners. The Head of the Department, if he is not already a member of the Advisory Committee, shall act as a member of the Examination Committee for the final oral examination.

17.5 In case both the Examiners do not recommend acceptance of the thesis then the thesis shall not be considered for the award of the degree. In case of only one unfavorable report, the thesis shall be referred to the third Examiner from out-side the University. If the third examiner recommends the thesis for its acceptance, recommendation may be accepted, if not, the thesis shall not be considered for the award of the degree.

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

If the student who has been directed to resubmit the thesis after carrying out the corrections indicated by the External Examiner, does not do so **within six months** from the date of issue of orders by the university, his/her admission shall be deemed to have been cancelled. Ph.D Student should appear for the final thesis viva-voce examination and submit a certificate of having submitted bound copies of thesis within a maximum period of six months from the date of issue of orders by the University, failing which the admission shall be deemed to have been cancelled.

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

- 17.7 The oral examination may cover the major and minor fields of study but shall pertain largely to aspects relating to his major discipline in which the degree has to be awarded. Every candidate shall defend the thesis submitted by him at the examination.
- 17.8 The recommendations of the Examination Committee shall be forwarded to the Dean of Post Graduate Studies by the Chairman, through the Head of the Department and Associate Dean of college in the prescribed form which shall be signed by all members of the Committee.
- 17.9 Whenever any material from the thesis is published, a footnote shall always be given saying that the thesis has been submitted to the Post-Graduate degree of Sri Konda Laxman Telangana State Horticultural University
18. **Eligibility for Degree**
- 18.1 The student of Master's Degree programme shall be eligible for award of degree after he/she
- successfully completes the course requirements with a minimum **OGPA of 6.5** or above and
 - complete the qualifying and final oral (thesis) examination satisfactorily.
- Candidates who secure OGPA of 8.00 and above shall be placed in first class and others who secure an **OGPA of 6.50** and above but **less than 8.00** shall be classified under second class.
- 18.2 The student of Ph.D. Programme shall be eligible for the award of the degree after he/she
- Successfully completes the course requirements with a minimum OGPA of 6.5 or above
 - Completes qualifying examination and final oral(thesis) examination satisfactorily
19. **Approval of Results and Issue of Certificates:** The Vice-Chancellor shall approve the results on the recommendation of the Dean of Post-Graduate Studies and the Registrar shall issue Provisional Pass Certificates, transcripts, etc. to the successful candidates.
20. **Award of Degree :** A degree under the seal of the University and duly signed by the Officers authorized in this behalf shall be presented at convocation to each candidate who has successfully completed the graduation requirements for the award of the degree. The Candidate admitted 'In absentia', at a Convocation, shall be sent by post. The degree shall set forth the name of the candidate, father's name, degree, month and year of successful completion of the graduation requirements, etc.

21. Amendment or Cancellation of Result

- 21.1** If the result of a candidate is discovered to be vitiated by error, malpractice fraud, improper conduct or any other reason , the Vice-Chancellor shall have power to amend the result in such a manner as to accord with the true position and to make such a declaration as he (the Vice –Chancellor) may deem necessary in that behalf.
- 21.2** If it is found that the result of a candidate has been vitiated by malpractice, fraud or other improper conduct whereby he has been benefited and that he has, in the option of the Vice-Chancellor , been a party to or connived at the malpractice, fraud or improper conduct the Vice-Chancellor shall have power, at any time, notwithstanding the award of a degree or a certificate or a prize or a scholarship, to amend the result of such candidate and to make such declaration as he may deem necessary in that behalf including debarring of the candidate from the University for such period as may be specified, and the cancellation of the result of the candidate in such manner as he may decide.

22. Convocation:

- 22.1** A Convocation for conferring degree shall be held once a year and at other times as directed by the Chancellor.
- 22.2** The Registrar shall issue a notification every year prescribing the last date for receiving applications for conferment of degrees during ensuing convocation from the graduating candidates who have completed their degree programme by that year.
- 22.3** If a candidate who had applied for a particular convocation to receive the degree” IN PERSON” fails to attend the convocation, he / she shall pay a penal fee of Rs. 500/- in addition to the prescribed fees and get the certificates as “ IN ABSENTIA” from the office of the Registrar after the convocation. Such students shall give an undertaking (indicating the reason of absence) to the office of the Registrar.
- 22.4** Name of the students in OGPA cards, provisional certificates and degree certificates shall be as spelt to in the qualifying degree certificate.

ADDITIONAL INFORMATION / CLARIFICATIONS

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

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

Members from other campuses / institutes

- If any candidate is allotted to research station (including in service) for thesis work, major advisory may be allotted from research station.
- In advisory committee of PG student, Scientists from other organizations may be limited to only one candidate.
- In case of Scientists from other organizations, only Scientists in Professor cadre/Associate Professor may be accredited to guide PG students.

Members in the Advisory Committee:

Following clarifications are issued

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

Substitutions / changes in Advisory Committee may be considered only in case of long leave/ illness/retirement/ transfer/resignation /foreign tour/any unavoidable circumstances etc.

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

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

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

Submission of PG forms: In order to enable the students to pay the re-examination fee (PG Form 16) within time, result should be declared before the commencement of next semester. In cases where PG forms for change of courses etc., can not be submitted within the prescribed time limit due to non-availability of Chairman/Members of Advisory Committee, under such unavoidable circumstances, the co-chairman / Head of the Department may send such proposals with full justification, to avoid delays. This should not be a routine practice and can be adopted only under unavoidable circumstances. The concerned Chairman / Major Advisor should be informed accordingly.

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

Mid – term examination : 40% weightage may be given to objective type questions in mid term examination.

Re-examination in failed courses: A student who wants to take re-examination in a course in which he/she has failed should submit an application duly paying re-examination fee of Rs.500/ within 25 days from the commencement of that semester.

The students should make a request in PG Form 16 to the Associate Dean through the concerned course in-charge, Head of the Department (in which candidate is admitted) and pay the fee specified. It is the responsibility of the students to ascertain the dates of examinations. Students who fail to pay re-examination fee and appear for examinations shall seek re-examination during subsequent semesters.

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

Qualifying examination (Comprehensive): The PG form 4 needs to be filled in by the Chairperson of the Advisory Committee and submitted to the Head of the Department before conduct of written examination. The Head of the Department will first scrutinize the PG Form 4. After satisfying that the student fulfilled all the criteria laid down in regulations, permission for conduct of qualifying examination will be accorded. PG Form 5 may be completed and sent to the University along with PG Form 4 immediately after conducting the oral examination.

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

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

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

Monitoring the Academic Progress of M.Sc./Ph.D Students: PG Form 17 was prescribed for monitoring the academic progress of M.Sc./Ph.D students which shall be maintained in the department. All Heads of Departments are requested to incorporate information in the above format immediately, if it has not already been done for perusal by the Dean of Post Graduate Studies. The course / research credits registered may be incorporated at the beginning of each semester and GPA / OGPA may be furnished at the end of the semester.

Evaluation of M.Sc./Ph.D Research Credits: All the M.Sc./Ph.D students who have registered research credits during any semester should furnish the progress of work in the PG Form 11 before last working day of the semester to the Associate Dean through the Advisory Committee and head of the Department concerned. The Advisory Committee may apportion some credits to each of the activities, i.e. Planning the study & literature collection, collection of experimental material, conduct of experiment, recording observations, analysis etc. and evaluate the progress accordingly. While preparing the GPA report, only the research credits which were satisfactorily completed shall be incorporated and not all the research credits registered. The M.Sc./Ph.D students have to re-register the unsatisfactory portion of the research credits during subsequent semesters.

Reporting Progress of M.Sc./Ph.D Research: The Major Advisors should inform the Associate Dean in (PG Form 11) whether the progress of research work is satisfactory or not before the GPA report (of the semester during which research credits were registered) is finalized so as to make necessary entries in the GPA reports of the concerned students.

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

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

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

Monitoring of Academic Progress of M.Sc./Ph.D Students (PG Form 17): The Heads of the Departments shall record information in separate forms for M.Sc. and Ph.D. Students each year and preserve the same in the department for verification by the Dean PGS during visit to the Department.

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

Thesis submission:- Some students approach PG section for expedition of thesis reports to apply for higher studies / to join jobs / to go abroad. Normally PG students register research credits and commence research during I semester to the end of IV semester for conducting research for thesis submission of M.Sc. programme. After receiving the thesis in PG section, about 40-45 days time is needed in case of M.Sc. thesis (2 to 2 ½ months for Ph.D. thesis) for sending by post, evaluation by the examiner and return by the examiner by post and for processing/completing formalities in PG section. More time may be needed if the examiner is pre-occupied with other work. Some students complain that reports of thesis submitted later were received earlier than those who submitted earlier. It depends upon the pre-occupations of the external examiners with their regular work. Such issues are not in control of PG section. Similar to the situation wherein all students who join the course on the same day are not able to submit thesis on the same day due to various reasons.

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

In some cases, M.Sc. students who completed the crop during kharif of previous year (around November) submitted thesis with much delay after 10-12 months (during next October/November) and sought immediate evaluation of thesis on one pretext or other. In order to make M.Sc./Ph.D. student pay more attention to the thesis work, they may be advised to record the work done during each week in a work book. The work done should be equivalent to research credits registered during that semester (i.e. assuming that for each credit, the duration of practical shall be about 2-3 hours, a student registering 15 research credits may have to devote a minimum of 30 hours for research work during that week). The work turned out by the student may be regularly monitored by the Chairman and evaluated by the Advisory Committee at the end of each semester and reported to the Associate Dean in PG Form 11 for incorporation in GPA reports. This helps in ensuring more accountability. Keeping all these practical problems in view, the PG student should plan and conduct the research work and submit thesis as per the schedule. Those who wish to complete thesis early to prosecute higher studies / go abroad etc., should plan accordingly, conduct research and submit thesis sufficiently in advance.

Colloquium before thesis submission: In order to minimize mistakes and improve quality of thesis, M.Sc/Ph.D students should present thesis work in a colloquium prior to thesis submission before the Advisory Committee and other staff members of the department. The staff should monitor whether the work is as per approved synopsis. Gross deviations if any will be viewed seriously. For Ph.D. student post thesis colloquium is mandatory.

Delay in thesis submission: It was decided to permit PG students to join jobs after completing residential requirement, all courses and research but only thesis writing remain incomplete. Such student should be on the rolls of the University by paying the requisite fee till thesis submission. If thesis is not submitted after completion of all research work, in order to be on the rolls of the University student should pay registration fee and late fee for thesis.

Extension of Time for submission of Thesis: Requests for extension of time limit for thesis submission by M.Sc. level students (in-service candidates also) beyond the maximum time limit prescribed in the regulations, shall not be entertained. As per the existing PG Studies Regulation no.8.f, a Ph.D. student should complete the graduation requirement within 6 years from the date of admission. Considering the work load, the Academic Council decided to grant extension of time to Ph.D. students upto a maximum of one year during which period, the student should be on leave (if employed), pay the fee, register for 'Thesis completion' and complete the work as full time students for 1 or 2 semesters depending upon the work. In this regard, it is informed that the date of expiry of maximum time-limit prescribed for completing Ph.D. in respect of old batch students may not coincide with the date of commencement of semester for later batch, because the academic calendars for Ph.D. students are prepared upto 7 semesters only.

In order to avoid a break and to continue them on the rolls of the University, it is desirable that Ph.D. student on extension should register for 'Thesis completion' during a semester which commences prior to dead-line (6 years from date of admission). hence, it was already communicated that Ph.D. students should apply atleast 3 months in advance of the dead line in PG Form 14 so that permission could be granted in advance. Seeking advance permission does not bar a student from submitting thesis within the prescribed time-limit (6 years).

It is further informed that a Ph.D. student on extension may submit the thesis as soon as it is complete and need not wait till the end of semester. A Ph.D. student should be able to judge whether the thesis could be submitted within the prescribed time-limit or not. Hence Ph.D. student who seek extension should submit their requests at least 3 months in advance of dead-line. Though a provision exists in the regulations for granting extension of time, this should not be considered as a routine matter. The Major Advisors are specifically requested to discourage seeking extension of time in general and only in exceptional cases depending on the merit of the research, extension can be considered when recommended with full justification, *However, the Chairman/Major advisor shall not recommend such cases (which are not in time with PG Regulations) to the University after the expiry of time limit and they can be dispensed with at the College level itself as per PG regulations.*

The facility of extension beyond prescribed time-limit is not available to M.Sc. level students.

Hence, they should necessarily submit thesis within 4 years from the date of admission. Chairpersons/Heads of Departments / Associate Deans are advised not to forward any request for extension of time (even for few days) in respect of M.Sc. students.

The following dates may be considered for reckoning the maximum time-limit to complete graduation requirements (4 years for M.Sc. / 6 years for Ph.D.).

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

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

Copying of thesis / research work of others amounts to malpractice / fraud. As per PG regulation 21.2 if the result of candidate is vitiated by malpractice or fraud or improper conduct, the Vice-Chancellor has powers, at any time notwithstanding the award of degree / certificate, to cancel the result of the candidate, which will adversely affect the career of the candidates, besides, the members of the Advisory Committee will also be held responsible. In contrast to copying in an examination hall, it is not always easy to detect copying of thesis / research works of others. If a candidate resorts to copying and if it is detected at a later date, the relevant degree will be cancelled as a result, the candidate will have to forego the benefit derived from the said degree (job/seat in another course). Members of Advisory Committee are requested to impress upon each and every PG student the need to desist from copying the research work of others so that unhappy consequences to the students and teachers could be avoided. **The Chairman/members of the Advisory Committees are also advised to check periodically the observations/data recorded by the students** and monitor the progress as frequently as possible. The thesis shall be approved by the advisory committee after comparing the thesis with the corrected manuscript.

The Heads of Departments have to ensure that no research topic is allotted by the Chairman of Advisory Committee of a student unless the Chairman has sufficient expertise on it.

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

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

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

If any M.Sc./Ph.D. student fails to take permission to temporarily discontinue studies within 30 days of discontinuation, he /she may be permitted to discontinue studies there after by paying late fee of **Rs.1000** per month or part hereof. The 5 months period for taking permission to discontinue studies with late fee may be reckoned after excluding initial 30 permission to discontinue studies with late fee may be reckoned after excluding initial 30 days.

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

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

Payment of TA/DA to the Major Advisor after Retirement: The Major Advisor of M.Sc./Ph.D. students will continue to be the Chairman of the Advisory Committee and can guide the students upto a period of 4 months even after their retirement. In such cases, if the thesis is approved by the External Examiner, the final viva-voce examination has to be conducted by the Major Advisor along with the Advisory Committee Members. In few cases such examinations are conducted within a period of 4 months after retirement of the Major advisors. In such cases, there is no provision for payment of TA and DA as they are no more in the service.

It is decided to pay TA and DA to the Major Advisors only but not to the other members of the Advisory committee, in connection with the conduct of the Final Viva-voce examination of PG students. However, the payment shall be regulated with reference to the status of the Major Advisors at the time of his / her retirement from the University service.

Payment of TA/DA to External Members of the Advisory Committee: Sometimes Scientists of other organizations are included in the advisory committee of PG students. In this regard, proposal for payment of TA/DA to external members are being sent to the University so far. Henceforth the Associate Deans are authorized to pay the TA/DA to the external members of the Advisory Committee of the PG Students as per the eligibility. They may be requested to travel only by train. However, if necessary proposal for sanction of Air fare may be sent to the University for consideration / approval of the Vice-chancellor.

Payment of TA/DA to External Examiners: External Examiners coming from out side the state may be paid TA/DA at the rates that are applicable to the University Teachers/ Officials when they perform journeys out side the state.

Processing of results: The final results of the M.Sc/Ph.D student will be processed after receipt of PG Form 7 (report of Viva Voce), and PG Form 9 (certificate of having submitted bound copy of thesis), if all the academic records and GPA reports are in order. The result is to be routed through the officers from PG section to Vice-Chancellor. Subject to availability / pre-occupation/meetings/tours of different officers, about a week time is required to process the result and issue of provisional certificate. The student need not come to the PG Section for provisional certificate. He/She may give full address with pin code etc. and the Provisional Certificate will be sent by Regd. Post.

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

Fees payable by in-service Ph.D. students while on duty: The in-service candidates of SKLTSU who register research credits to conduct Ph.D. thesis research while on duty, shall also pay Tuition, Laboratory, Library and Examination Fee (Which include research fees, guidance and evaluation of progress of research) on par with fresh students for registering the research credits and conducting part time research while on duty.

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

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

Extra Copies of PG Forms nos.4,5,7,9 & thesis etc. to be retained in Department : In order to avoid inconvenience to the students, if the result of qualifying examination, thesis & viva reports are delayed / missing in transit, the Heads of the Departments are requested to keep one copy of these in the files of the students concerned so that they can be of use in case of exigencies. In this regard, students may be advised to submit one extra copy of thesis, which can be of use in case of necessity.

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

Guidelines to start new PG Programmes

- The proposal to start a new PG course shall be sent by the concerned Head of the Department through the Associate Dean to the University in the prescribed proforma.
- A Committee consisting of Dean of PG Studies, Dean of the concerned faculty, University Head of the concerned / related department and one more member from within or out side the University nominated by the Vice-Chancellor shall visit the departments and examine the proposals and submit recommendations which shall be placed before the Board of Faculty for PG studies and Academic Council for approval.
- After approval of Academic Council, the proposal for starting new PG programme shall be placed before the Finance committee (if financial commitment is involved) and the Board of Management for approval.
- If the Academic Council / Board of Management approves the starting of new PG programme with additional staff and huge amount of funds, the Programme shall be started only after obtaining the sanction of State Government.
- If posts are to be redeployed, such posts need to be identified by the concerned Deans/Directors and Academic / Services sections. New programmes involving new posts may be started after filling up of at least 50% of the posts.
- The teacher identified / redeployed to run the programme shall prepare the syllabus / courses and do the needful for creating infrastructure facilities like laboratories, etc.
- If new posts and large amounts of funds are required, the proposal/request shall be sent to the Government / Funding agencies.
- If the Academic Council approves the starting of the new PG programme without any additional staff and budget, the programme can be started immediately if it is extension of an existing programme to a new campus.
- In case of new programmes, the syllabus shall be referred to out side experts (2-3) and after incorporation of suggestions of the experts, the courses / syllabus shall be placed before the PG Faculty and Academic Council. If the programme has to be started with additional staff and infrastructure facilities, the syllabus shall be put up to Board of Faculty for PG studies after the required sanctions are received.
- The proposals/issues pertaining to new PG courses / Syllabus are referred to experts from out side Universities and hence require about 4 months time. Hence such proposals may be submitted to the Dean PG Studies well in advance as and when visualised, even if the date of PG faculty meeting is not known.

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

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

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

1. Date of Dispatch
3. Names of Authors

2. Title of the article / bulletin.
4. Source of material for publication

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

Schedule of Forms and other Information to be furnished

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

G.P.A. reports pertaining to the previous Semester. Information regarding the courses handled, number of classes conducted etc., by each teacher to be sent by Heads of Departments to Dean PG Studies through the Associate Dean.
9. **Before end of each semester:** Proposal for evaluation of Research credits in PG Form No.11 should be submitted to the Associate Dean by all PG Students through the Chairman and Head of the Department.

Other Important Forms

- PG Form No.12** : Memo of Associate Dean permitting temporary discontinuation of studies by P.G students.
- PG Form No.12A** : Request of the PG students for resumption of studies after temporary discontinuation.
- PG Form No. 12B** : Orders of Associate Dean on the request of student seeking permission to resume studies

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

- PG Form No. 14** : Proposal for extension of time limit for Ph.D. thesis submission to be submitted at least 3 months before the expiry of maximum time limit rescribed under the Regulations.
- PG Form No.16** : Proposal for re-examination in failed course (within 25 days of commencement of semester)
- PG Form No.17** : Academic Progress of PG Students
(to be maintained in the department)
-

P.G. No.1

Sri Konda Laxman Telangana State Horticultural University

PROPOSAL FOR CONSTITUTION OF ADVISORY COMMITTEE
(To be submitted in TRIPLICATE to the Dean of P.G. Studies)

Name of the student :

I.D.No:

Degree :

Major field :

College :

Date of Admission :

Academic year &

Semester of Admission

State whether Fresh / Inservice / Nominee of Govt./ICAR/Foreigner

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

Name	Designation	Department / Major Field
Chairman		
Member		
Member		
Member		

Certified that

1. The Chairman is eligible accredited to guide M.Sc./Ph.D. Students.

2. The number of students being guided by the Chairman does not exceed the limit stipulated.

Note: If there is any deviation indicate the reason

Academic Advisor (PG)

Head of the Department

To
The Dean of Post Graduate Studies
SKLTS Horticultural University,
Rajendranagar, Hyderabad – 30.

Associate Dean

For use in PG Section, Administrative Office

Endt No. _____
Approved / Returned with the following remarks

Date: _____

To
The Associate Dean

DEAN OF PG STUDIES

Sri Konda Laxman Telangana State Horticultural University

PROPOSAL FOR RE - CONSTITUTION OF ADVISORY COMMITTEE

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

1. Name of the student :
 2. I.D. No :
 3. Full time / Inservice :
 4. Degree : Major field :
 5. College :
 6. Advisory (Proposal for change of Chairman/ Member) :

Existing Chairman / Member	Proposed Chairman / Member	Reasons for change

7. Whether the synopsis was approved : Yes / No

8. If the change is proposed due to transfer of Chairman within SKLTSHU indicate whether he/she is not willing to guide the student from the new location :

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

Recommendation

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

To
 The Dean of PG Studies
 SKLTS Horticultural University

Endt.No. _____ / PG / _____ Date: _____

Approved / Returned with the following remarks

To: The Associate Dean

DEAN OF P.G. STUDIES

Sri Konda Laxman Telangana State Horticultural University

PROPOSAL PROGRAMME OF STUDIES FOR POST GRADUATE STUDENTS

Name _____ I.D.No. _____

Degree _____ MajorField _____

College _____

State whether Fresh / Inservice of Govt. / ICAR nominee _____

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

Course No. (Th+Pr)	Title of the course	Credits
A. Core courses/Minor courses		
B. Courses other than those indicated at A		

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

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

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

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

Maximum time limit for completion of PG programme including thesis submission:
M.Sc. : 4 years, Ph.D. 6 years (from date of admission)

SIGNATURE OF THE STUDENT

ADVISORY COMMITTEE

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

Forwarded (5 copies) to the Dean of P.G. Studies, for approval.

Head of the Department

Academic Advisor (PG)

Associate Dean

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

Endt.No. _____

Date:

Approved / Returned with following remarks

DEAN
POST-GRADUATE STUDIES

To
The Associate Dean

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

Sri Konda Laxman Telangana State Horticultural University

PROPOSAL FOR CHANGE IN PROGRAMME OF COURSE WORK

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

1. Name of the student : I.D.No.:
2. Degree : Major field:
3. Full time / inservice etc:
4.
 - a) Year & Semester of admission
 - b) Year & Semester of Change
 - c) Date of commencement of semester in which change is proposed
5. State whether the proposed change / withdrawal / addition / deletion of courses is temporary / permanent

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

Reason for the change

Date

SIGNATURE OF THE STUDENT

Advisory Committee

	Name	Designation	Department	Signature
Chairman				
Members				

HEAD OF THE DEPARTMENT

(For Office use only)

Endt.No. _____ Date: _____
The proposal was received within the prescribed time limit

The proposal does not involve any change in the courses in PG form 2 and hence approved. The student shall study all courses approved in PG form 2 during subsequent semesters. Copy is sent to Dean of P.G. Studies for information.

OR

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

(Strike off whichever is not applicable)

ASSOCIATE DEAN

To
The Dean of PG Studies
SKLTS Horticultural University
Rajendranagar
Hyderabad.

Note: PRESCRIBED TIME LIMIT

Temporary change

(without change in PG form 2)

Permanent Change

(without change in PG form 2)

Change	-	2 weeks*	Addition of courses	before end of II Semester
Withdrawal-		6 weeks*	Deletion/Substitution of courses	upto 15 days in III Semester

*from the commencement of semester

Sri Konda Laxman Telangana State Horticultural University

Original / Revised Synopsis of Thesis / Dissertation Problem
(For revision of Synopsis form 3A should also be furnished)

Name of the student _____ I.D.No _____

Degree _____ Major Field _____

College _____

Fresh / Inservice / Nominee of Govt. or ICAR etc., _____

Title of the Research Problem

Objectives of Investigation

Brief resume of work in India & abroad

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

Bibliography

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

Certificate

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

Note: Whether research credits are registered, the progress of research should be furnished in PG form II for evaluating research credits. If progress is unsatisfactory, research credits should be re-registered proportionately. Completion of all research credits means entire work is completed.

Date: _____

Advisory Committee	Name	Designation	Department	Signature of the Student
				Signature
Chairman				
Member				
Member				
Member				

University Head of the Department
(or) ref. Through which University Head approved the synopsis

Head of the Department

Submitted to the Dean of Post Graduate Studies for approval

ASSOCIATE DEAN

To
The Dean of P.G. Studies
SKLTelangana State Horticultural University
Rajendranagar
Hyderabad – 30

(For use in University Office)

Endt.No. _____
Approved / Returned for the following reasons

Date: _____

To
Associate Dean

DEAN OF P.G. STUDIES

(for distribution among Associate Dean, Head of the Department, Chairman and student)

Sri Konda Laxman Telangana State Horticultural University
PROPOSAL FOR CHANGE IN APPROVED SYNOPSIS/TITLE

1. Name of the student

ID.No.

2. Course

Major Field

3. College

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

5. For change in title, please furnish
Approved title

Proposed title

6. Whether the proposed change involves any Major alternation in the approved technical programme (if yes, revised synopsis in PG form 3 should be enclosed)

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

8. a) Date of initiation of research work

b) Date of change

c) Total research credits programmed

d) No. of research credits completed

e) Whether the work already done is useful even after change (If 'yes' indicate the weightage in terms of research credits claimed for the work done)

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

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

9. Whether the OGPA report in which the completed Research credits were indicated was approved By the University (if yes furnish details and Enclose all copies including the students copy for cancellation of research credits)

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

Date:

SIGNATURE OF THE STUDENT

ADVISORY COMMITTEE

Name	Designation & Department	Signature
Chairman		
Members		

HEAD OF THE DEPARTMENT

Endt No. _____

Dated: _____

Forwarded

Remarks (if any)

To
The Dean of P.G Studies
SKLTS Horticultural University
Rajendranagar
Hyderabad – 30

ASSOCIATE DEAN

Note : Fresh GPA reports pertaining to the semester during which the research credits are re-registered should be sent after satisfactory completion of re-registered research credits.

RESULT OF THE QUALIFYING EXAMINATION (Written & Oral)

I. Written Examination

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

II. Oral Examination

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

MAJOR ADVISOR (CHAIRMAN)
MEMBER
MEMBER

EXTERNAL EXAMINER
MEMBER
MEMBER

Head of the Department (Co-opted member)
Forwarded by the Chairman (Major Advisor) of the Advisory Committee to the Dean of Post-Graduate Studies.

CHAIRMAN

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

Endt.No. _____

Date: _____

Approved

To
The Head, Dept. of _____

Dean of P.G. Studies

The Associate Dean, College of _____

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

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

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

Sri Konda Laxman Telangana State Horticultural University

PROPOSAL FOR SUBMISSION OF THESIS FOR _____ (Degree)

(To be submitted along with two passport size photographs)

College :

Department / Major Field :

1. Name of the Student :
 - a) Father's Name : _____ b) Mother's Name _____
 - c) Permanent Address : _____
2. I.D.No. :
3. (a) Whether full time / inservice student :
(b) Date of joining duty (inservice) :
4. (a) Semester of admission :
(b) Date of admission :
(c) Date of thesis submission in the Dept. :
5. (a) State whether the thesis is being submitted within the stipulated time
(4 years for M.Sc./6 years for Ph.D.)
(b) If no, indicate the ref. Through which extension of time (only for Ph.D.)
was granted (Enclose copy of leave sanction order)
(c) Whether the fee paid for Transcript of
Academic Record-cum-Provisional Certificate
in the final semester
6. Credits prescribed & completed

	Core courses (M.Sc.) / Minor Courses (Ph.D.)	Seminar	Total course credits	Research credits	Grand Total
Approved (PG Form 2)					
Completed					

7. Semester wise academic record

Year & Semester	Course credits	Research credits	Total	OGPA	Remarks

8. State whether 'F' grade (if any) was cleared :
9. (a) Period of discontinuance (if any) :
 (b) Reference through which permitted to rejoin :
10. (a) Dates of Passing qualifying examination : Written _____ oral _____
 (b) Date of clearing the deficiencies, if any :
11. (a) Title of the approved thesis :
 (If there is any change in title / synopsis indicate ref. Through which change was permitted. Time gap between submission of synopsis & thesis-one semester for M.Sc. & two Semesters for Ph.D.)
12. State whether change in Advisory committee / approved programme of courses / research was approved by Dean of P.G. Studies (If no change indicate the same)

Certificate

Certified that the thesis is not a duplication / copy of the research work of others.
 I was not on the active rolls of employment in Government or any Private / Public Sector organization during the period of fulfilling the minimum residential requirement (or) I am employed in _____ I have availed leave / deputation when I was a full time student in the University.

Signature of the student

Course Completion Certificate

Certified that the above student has completed _____ course credits, _____ Seminar credits and _____ research credits.
 Head of the Department

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

For use in Associate Dean's Office

Endt.No.

Date:

Certified that the Bachelor's / Master's Degree certificate of the candidate has been verified.

GPA reports of all the semesters have been checked with reference to the Registration cards, PG Form 11 and PG Form 2/2A and sent to the University.
 The thesis (_____ copies) is / are FORWARDED along with photographs and leave sanction order (for Ph.D. students on extension.)

To
 The Dean of PG Studies, SKLTSHU
CONFIDENTIAL

Associate Dean

Sri Konda Laxman Telangana State Horticultural University

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

1. Name of the student :
2. (a) Degree of Examination :
- (b) Major Field of Study :
3. College :
4. Venue of Examination :
5. Date of Viva-voce :
6. Title of Thesis :

The Examination Committee hereby certify that they have examined the above mentioned thesis and after going through the report of the External Examiner on its adjudication, have conducted the Final Oral Examination. In the judgement of the Examining Committee, the candidate's thesis has been accepted and he/she is* _____ in the Final Oral Examination held on _____.

**Chairman of
Advisory Committee**
()

Member
()

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

Member
()

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

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

Chairman

To
The Dean of Post-Graduate Studies, SKLTSHU

Note: *Successful/Not successful whichever is applicable shall be written in handwriting

Sri Konda Laxman Telangana State Horticultural University

Certificate Regarding Submission of Bound Copies of Thesis

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

Address for correspondence

Signature of the Student _____

Name of the Student _____

I.D.No. _____

Degree _____

Major Field _____

College _____

COUNTERSIGNED

Signature of the Major Advisor
Designation and Date & stamp.

Received two bound copies of the thesis and two CDs submitted by the student

SIGNATURE OF THE LIBRARIAN

Endt.No. _____ Dated: _____

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

HEAD OF THE DEPARTMENT/MAJOR ADVISOR

Encl: Thesis Abstracts (3 copies)

To
The Dean of Post Graduate Studies
SKLTS Horticultural University
Rajendranagar, Hyderabad-30.

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

Sri Konda Laxman Telangana State Horticultural University

ADMINISTRATIVE OFFICE : RAJENDRANAGAR : HYDERABAD – 500 030.

**Information in respect of Ph.D. Students before Submission of Thesis
(To be Submitted to the Dean of P.G. Studies two months before Submission of thesis)**

1. Name of the student :
2. I.D.No. :
3. Major Field :
4. College :
5. Whether admitted as inservice / fresh candidate :
6. Date of admission :
7. Likely date of thesis submission :
8. Whether thesis will be submitted within 6 years :
From date of admission. If no, indicate reference
through which extension of time was granted :
9. Credits Registered (semester-wise) :

Semester	Fulltime/in-service	Course Credits	Research Credits	OGPA

10. Date of rejoining duty in case of inservice :
Candidate periods to be specified
11. Period of discontinuance : From _____ To _____
If any
- Semester of re-admission/
Rejoining :
- Reference through which
Permitted to rejoin :
12. Date of passing the Qualifying : Written _____ Oral _____
Examination

13. If discontinued for more than _____ :
4 semesters whether comprehensive
Exam was conducted a fresh

14. State whether
a. The GPA reports of all semesters were sent
b. Deficiencies pointed out in Qualifying
Examination were cleared / seminars have
been completed.

15. Title of the thesis approved _____ :
(If there is any Change in
the synopsis the same should
be got approved in PG.3A)

SIGNATURE OF THE CANDIDATE

CONFIDENTIAL

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

CHAIRMAN

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

Sri Konda Laxman Telangana State Horticultural University

Proposal for Evaluation of Research Credits

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

COLLEGE:

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

1. Name of the Student

I.D.No.

2. Course

Major Field

3. Whether Admitted as Fresh / Inservice Candidate

4. Date of Admission

5. If inservice, date of joining duty

6. Total credits proposed and completed
so far upto the end of previous semester

Approved in P.G. form 2

Completed so far

Course credits

Research credits

7. Research Credits registered during the
semester just completed

8. Research work done during the semester
(indicate thesis title & the activities i.e.,
literature collection, collection of data,
analysis. etc.)

9. State whether the progress is in accordance with the research credits registered. If there are any problems, i.e., non-availability of chemicals, failure of crop/experiments etc., specify the same.

10. If there is any deviation in the approved synopsis, state whether the change was approved by the Dean of P.G. Studies, in PG Form No.3-A.

Date:

SIGNATURE OF THE STUDENT

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

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

OR

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

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

CHAIRMAN OF THE ADVISORY COMMITTEE

Forwarded to the Associate Dean for incorporation in GPA report.

HEAD OF THE DEPARTMENT

To
The Associate Dean

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

Sri Konda Laxman Telangana State Horticultural University

COLLEGE :

Memo. No.

Dated:

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

Ref: Representation of Sri/Miss _____ dated: _____

_____ With reference to the letter cited, Sri /
Miss _____ I.D.No. _____ student
of _____ course majoring in _____ is hereby informed
as follows.

1. He/She joined the course on _____ during _____ semester of _____ (academic year) and completed _____ semesters of study. He / she is permitted to discontinue studies temporarily with effect from _____ semester of _____ (academic year). Those who discontinued in the middle of a Semester shall be deemed to have discontinued from the beginning of that semester.
2. He/She should apply for permission to resume studies in the prescribed form well in advance of the commencement of 4th semester (for M.Sc. students) 6th semester (for Ph.D. students) of discontinuation through the Chairman of the Advisory Committee and Head of the Department.
3. If the duration of break is more than 4 semesters (for Ph.D. students) fresh comprehensive examination shall be conducted.
4. The maximum time limit prescribed for completing the Post-graduation requirements (including thesis submission) i.e., 4 years (for M.Sc.) or 6 years (for Ph.D.) from the date of original admission remains unchanged.
5. If the student does not resume studies within 4 semesters of discontinuation (for M.Sc. students) or 6 semesters of discontinuation (Ph.D. students) his/her admission shall be treated as cancelled.

ASSOCIATE DEAN

To

Sri/Miss. _____

CC to Dr. _____ (Major Advisor)

CC to the Head, Department of _____

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

P.G. No.12-A

Sri Konda Laxman Telangana State Horticultural University
REQUEST FOR PERMISSION TO RESUME STUDIES (RE-ADMISSION.)

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

1. a) College : _____

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

2. Course _____ Majorfield _____

3. Date & Semester of original admission _____
 (Date) (Semester & Year)

4. Date & Semester of discontinuation _____
 (Date) (Semester & Year)

5. Date & Semester of which resumption of studies is proposed. _____
 (Date) (Semester & Year)

6. No. of semesters discontinued (If discontinued in the middle of a semester, that should be counted as discontinued). _____

7. Reasons for discontinuation _____

8. Reference of the Associate Dean permitting discontinuation _____

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

10. Credits registered and OGPA Secured so far

S.I No.	Semester & Acad. Year	Credits registered		OGPA	Total
		Course	Research		
1.					
2.					
3.					
4.					

11. Credits to be completed _____

(course) (Research) Total

12. Course Nos. of failed courses. _____

13. Date of passing qualifying Examination Written _____ Oral _____

14. Whether this is the FIRST discontinuation: _____

15 a) Date of expiry of maximum time limit _____
for completing the graduation requirements
(4 years for M.Sc. or 6 years for Ph.D. from
the date of original admission)

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

SIGNATURE OF THE STUDENT

Date: _____

REMARKS : (Strike off whichever is not applicable)

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

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

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

ORDERS OF THE ASSOCIATE DEAN

The student has/has not fulfilled the requirements for discontinuation and resumption of
studies.

He/she may be permitted to resume studies from _____ (date) semester of 2016
_____ commencing on _____ (date)

OR

The request may be negatived.

ASSOCIATE DEAN

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

**Sri Konda Laxman Telangana State Horticultural University
COLLEGE :**

MEMO.NO.

Dated:

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

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

With reference to the request for permission to resume studies (PG Form 12-A). Sri./Miss
_____ I.D.No. _____ student of
_____ course majoring in _____ is hereby informed as follows.

A) He/She is permitted to resume studies from the _____ semester of 20
_____ commencing on _____ subject to the following conditions.

1. He/She should complete all the graduation requirements for the above degree within the prescribed time limit (4 years for M.Sc. or 6 years for Ph.D. from the date of original admission.)
2. He/She is not entitled for stipend.
3. Inservice students (including those who joined as fresh candidates) should continue studies as full time students by applying leave till the completion of all the graduation requirements. They should produce evidence of leave sanction before registration of courses / research.
4. If the duration of break is longer than 4 semesters (for Ph.D. students) fresh comprehensive examination shall be conducted

OR

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

ASSOCIATE DEAN

To

Sri/Miss. _____

CC to (Major Advisor) Dr. _____

CC to the Head, Department of _____

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

Sri Konda Laxman Telangana State Horticultural University
Proforma for sending panel of names for evaluation of Ph.D. thesis

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

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

Name

Designation and complete address of the examiner with
contact Number

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

**Signature of Major Advisor with
Designation Address**

ANNEXURE – 1

Sri Konda Laxman Telangana State Horticultural University

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

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

COLLEGE: _____ MAJOR FIELD _____

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

	COURSE CREDITS	RESEARCH CREDITS	TOTAL

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

Completed successfully-

6. Final OGPA :
7. State whether 'F' grade, if any, was cleared, if so, when :
8. a) Period of discontinuance (if any) readmitted / permitted to resume studies :
9. a) Date of passing Qualifying : WRITTEN _____
ORAL _____
- b) Date of clearing the deficiencies, If any :
10. Title of the Thesis :
11. State whether the thesis is as per the approved synopsis (if there is any change, indicate whether the change was approved in P.G. Form No.3-A) : Attach separate sheet
12. a) Brief account of research work done so far :
b) Work yet to be completed
c) Reasons for delay
13. If employee, furnish :
a) Name & Address of the employer
b) Date of Joining
c) Whether the employer has sanctioned Leave for thesis completion.
14. No. & Date of receipt through which late fee was paid :

SIGNATURE OF THE STUDENT

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

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

- b) Remarks of the Head of the Department :

Endt.No.

Signature of the Head of the Department

Date:

To
The Dean of P.G. Studies, SKLTSU

ASSOCIATE DEAN

Sri Konda Laxman Telangana State Horticultural University

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

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

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

- The teacher-in-charge of course shall note the names of all students seeking re-examination and conduct the examinations as per schedule. However the examination in failed core courses be conducted, even if not offered.
- Although 25 days time is allowed to pay the fees, the student should pay the fee and appear for the midterm examination etc. If conducted prior to 25 days stipulated for fee payment.
- It is the responsibility of student to ascertain examination dates.

SIGNATURE OF THE STUDENT

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

Head of the Department
In which student is admitted