

Academic Regulations



Dr. Yashwant Singh Parmar University of
Horticulture and Forestry
Nauni- Solan (H P) – 173 230
INDIA

PART-I

ACADEMIC REGULATIONS

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CHAPTER I

Short Title, Commencement and Definitions

- Short Title** 1.1 These Academic Regulations have been framed in pursuance of the Section 55 (3) of the H.P. Universities of Agriculture, Horticulture and Forestry Act, 1986 (Act No. 4 of 1987) and shall be called as the Academic Regulations of the Dr. Yashwant Singh Parmar University of Horticulture and Forestry, Solan, Himachal Pradesh.
- Commencement** 1.2 These regulations shall be deemed to have come into force with effect from July, 2016.
- Interpretation** 1.3 Subject to such advice as may be given by the Chancellor, the decision of the Vice-Chancellor shall be final in respect of these regulations.
- Definitions** 1.4 In these Academic Regulations, unless, the context otherwise states:
- 1.4.1 “**Academic Year**” means a period consisting of two semesters;
- 1.4.2 “**Academic Calendar**” means the proposed uniform schedule for all the academic activities in an Academic Year;
- 1.4.3 “**Academic Council**” means the Academic Council of the University;
- 1.4.4 “**Act**” means the Himachal Pradesh Universities of Agriculture, Horticulture and Forestry Act, 1986;
- 1.4.5 “**Advisor**” means a teacher of the University who has been nominated by the Dean to advise undergraduate student(s) in academic matters;
- 1.4.6 “**Authority**” means any authority as specified in section 10 of the Act;
- 1.4.7 “**Advisory Committee**” means the committee constituted to supervise the postgraduate programme of the student;
- 1.4.8 “**Board of Studies**” means the Board constituted under section 18 of the Act;
- 1.4.9 “**Board**” means the Board of Management of the University as constituted under section 12 of the Act;
- 1.4.10 “**Chancellor**” means the Chancellor of the University;
- 1.4.11 “**College**” means a constituent college of the University under

the direct control and management of the Board whether located at the headquarter or elsewhere;

- 1.4.12 “**Course**” is a unit of instructions or segment of a subject matter (as prescribed in the course catalogue) to be covered in a given semester. It has a specific number, title and credit hours;
- 1.4.13 “**Course Catalogue**” means a list of approved courses for degree programme wherein a course is identified with specific code and number giving contents and credit hours;
- 1.4.14 “**Council for Education and Research**” means the Himachal Pradesh Council of Agricultural, Horticultural and Forestry Education and Research, set up under Section 9 of the Act;
- 1.4.15 “**Country**” means Republic of India
- 1.4.16 “**Credit Hours**” Each credit hour represents a theory class of one hour or a practical class of two hours or a period of 3 hours for field work in RAWE/ Experiential Learning Programme during a week and extended to the period of the semester;
- 1.4.17 “**Credit Points**” means product of credit hours and grade point obtained by a student in a course;
- 1.4.18 “**Dean**” means the Dean of a college;
- 1.4.19 “**Government**” or “**State Government**” means Government of the State of Himachal Pradesh;
- 1.4.20 “**Grade Point**” is a value in 0 to 10 point scale. It is arrived at by total marks obtained by the student out of 100 divided by ten and expressed up to two decimal places;
- 1.4.21 “**Grade Point Average (GPA)**” is the value of the total credit points obtained by the student in various courses at the end of each semester divided by the total credit hours taken by him/ her in that semester/year and is expressed on a 10.00 point scale up to two decimal places;
- 1.4.22 “**Hostel**” means a place of residence for students of the University maintained or recognized by the University either as a part of or separate from a college;
- 1.4.23 “**ICAR**” means Indian Council of Agricultural Research, New Delhi;
- 1.4.24 “**Major Advisor**” means the advisor of the postgraduate student in his/ her major field of study who shall also be the Chairperson of the Advisory Committee;

- 1.4.25 “**Officer**” means an officer of the University as specified in Section 22 of the Act;
- 1.4.26 “**Overall Grade Point Average (OGPA)**” is the quotient of cumulative credit points obtained by a student in all the courses taken by him/ her from the beginning of the first semester divided by the total credit hours of all the courses which have been completed up to the end of the specified semester. The OGPA is to be expressed up to second decimal place without rounding off;
- 1.4.27 “**Prescribed**” means prescribed by the Statutes and Regulations made under the Act;
- 1.4.28 “**Registrar**” means the Registrar of the Dr. Yashwant Singh Parmar University of Horticulture and Forestry, Solan, Himachal Pradesh;
- 1.4.29 “**Registration**” means registration of the student for each semester/ year of the Academic Year on the date notified by the University for the purpose;
- 1.4.30 “**Repeat Course**” is a course repeated by the student in lieu of “F” grade or for securing a grade point less than 5.0 and 6.0 in Undergraduate and Postgraduate Programme respectively, in that course when registered earlier;
- 1.4.31 “**Scheduled Castes**” means the scheduled castes specified in Part-VI of the Schedule to the Constitution (Scheduled Castes) Order, 1950 and/ or notified by the Government;
- 1.4.32 “**Scheduled Tribes**” means the scheduled tribes specified in Part-V of the Schedule to the Constitution (Scheduled Tribes) Order, 1950 and/ or notified by the Government;
- 1.4.33 “**Scholastic Probation**” means a student fails to achieve the minimum prescribed OGPA at the end of the semester, he/ she shall be placed on ‘Scholastic Probation’ for the duration of the following semester(s).
- 1.4.34 “**Section**” means a section of the Act.
- 1.4.35 “**Semester**” A semester shall ordinarily consists of not less than 110 instructional days excluding examination days, sports and athletic week/ cultural week, etc.;
- 1.4.36 “**Semester Report**” is the consolidated report of marks obtained by the student and issued by the University at the end of each semester;
- 1.4.37 “**State**” means the State of Himachal Pradesh.

- 1.4.38 “**Student**” means a person enrolled in the University for undergoing a course of studies for obtaining a degree, diploma or other academic distinction duly instituted;
- 1.4.39 “**Teacher**” means a person appointed under section 39 of the Act for the purpose of imparting instructions and/ or conducting and guiding research and/ or extension programme and may include any other person who may be declared by the Statutes to be a teacher on such terms and conditions as may be prescribed by the Board;
- 1.4.40 “**University**” means the Dr. Yashwant Singh Parmar University of Horticulture and Forestry, Solan;
- 1.4.41 “**Vice-Chancellor**” means the Vice-Chancellor of the University appointed under section 24 of the Act;

CHAPTER II

Admission

Programme 2.1 The University shall award the degree/ diploma in the following programmes:

2.1.1 **Main Campus of the University:**

I. Undergraduate

- i) Bachelor of Science (Honours) Horticulture
- ii) Bachelor of Science (Honours) Forestry

II. Master of Science

- i) Master of Science (Horticulture) Fruit Science
- ii) Master of Science (Horticulture) Floriculture & Landscape Architecture
- iii) Master of Science (Forestry) Silviculture
- iv) Master of Science (Forestry) Plantation Technology
- v) Master of Science (Forestry) Wood Science & Technology
- vi) Master of Science (Forestry) Medicinal & Aromatic Plants
- vii) Master of Science (Forestry) Forest Genetic Resources
- viii) Master of Science (Forestry) Agroforestry
- ix) Master of Science (Forestry) Environmental Management
- x) Master of Science (Forestry) Watershed Management
- xi) Master of Science (Ag.) Plant Pathology
- xii) Master of Science (Ag.) Entomology
- xiii) Master of Science (Ag.) Nematology
- xiv) Master of Science (Ag.) Seed Science and Technology
- xv) Master of Science (Ag.) Soil Science
- xvi) Master of Science (Ag.) Agricultural Economics
- xvii) Master of Science Vegetable Science
- xviii) Master of Science Spices, Plantation and Medicinal & Aromatic Plants
- xix) Master of Science Food Technology
- xx) Master of Science Molecular Biology & Biotechnology
- xxi) Master of Science Bioinformatics
- xxii) Master of Science Environmental Science
- xxiii) Master of Science Microbiology
- xxiv) Master of Science Statistics
- xxv) Master of Science Biochemistry
- xxvi) Master of Science Plant Physiology
- xxvii) Master of Business Administration (Agribusiness)
- xxviii) Master of Business Administration

III. Doctor of Philosophy

- i) Doctor of Philosophy Fruit Science
- ii) Doctor of Philosophy Vegetable Science

- iii) Doctor of Philosophy Floriculture & Landscape Architecture
- iv) Doctor of Philosophy Food Technology
- v) Doctor of Philosophy (Forestry) Silviculture
- vi) Doctor of Philosophy (Forestry) Agroforestry
- vii) Doctor of Philosophy (Forestry) Wood Science & Technology
- viii) Doctor of Philosophy (Forestry) Medicinal & Aromatic Plants
- ix) Doctor of Philosophy (Forestry) Forest Genetic Resources
- x) Doctor of Philosophy (Forestry) Natural Resource Economics
- xi) Doctor of Philosophy Plant Pathology
- xii) Doctor of Philosophy Entomology
- xiii) Doctor of Philosophy Nematology
- xiv) Doctor of Philosophy Molecular Biology & Biotechnology
- xv) Doctor of Philosophy Seed Science & Technology
- xvi) Doctor of Philosophy Agricultural Economics
- xvii) Doctor of Philosophy Soil Science
- xviii) Doctor of Philosophy Microbiology
- xix) Doctor of Philosophy Statistics
- xx) Doctor of Philosophy Environmental Science

IV. Diploma

- i) One Year Diploma in Fruit and Vegetable Processing and Bakery Products

2.1.2 College of Horticulture & Forestry, Hamirpur (Neri)

- i) B Sc (Honours) Horticulture
- ii) B Sc (Honours) Forestry
- iii) B Tech Biotechnology
- iv) B Sc (Honours) Microbiology
- v) B Sc (Honours) Environmental Science
- vi) B Tech Food Technology

Minimum Eligibility for Admission

2.2 The minimum qualification for admission to various programmes shall be as laid down by the Academic Council from time to time. However, admission to various programmes shall be guided by the following provisions:

Proviso 1: Prescribed minimum marks in all programmes shall be relaxed by 5% in case of SC/ ST/ PH candidates and in-service nominees.

Proviso 2: The candidate would be deemed to have passed the qualifying examination only after his/ her result has been formally declared by the Board/ University on or before the date of interview/ counselling and duly supported by Provisional Degree Certificate (PDC) and Transcript of Academic Record or

Detailed Marks Certificate issued by the competent authority. However, in case of the candidate passing his/ her qualifying examination from this University, a certificate issued by the Head of the Department to the effect of having passed thesis *viva-voce* examination held in respect of the candidate will also be accepted.

Proviso 3: The nominees (ICAR/ others) shall be exempted from the Entrance Examination. The minimum eligibility requirements in such cases shall be the same as required for candidates appearing for Entrance Examination of this University.

Proviso 4: A candidate having passed his/ her qualifying examination from a Foreign University with ‘B’ grade or its equivalent shall be eligible for admission subject to recognition of his/ her degree by the Academic Council.

Proviso 5: The OGPA will be converted into percentage of marks by multiplying it with ten.

Proviso 6: The OGPA of other Universities following scale other than 10-point will be converted on per cent basis.

Number of Seats	2.3	The number of students to be admitted to various programmes shall be fixed by the Academic Council.
Time of Admission	2.4	Admission to all the programmes will normally be made at the commencement of Academic Year except to Ph D Programme which will be made at the commencement of the Second Semester. However, a student selected for admission may be admitted to the programme from the beginning of the subsequent semester with the approval of the Academic Council.
Mode of Admission	2.5	The mode of admission for various programmes shall be laid down by the Academic Council.
	2.5.1	The admission to Undergraduate Programme(s) shall be made on the basis of marks obtained in the entrance test followed by counselling <i>in person</i> on the notified dates. The counselling shall be conducted as per procedure laid down in the prospectus.
	2.5.2	Admission to M Sc Programme(s) shall be on the basis of merit of the qualifying degree and written test on 50:50 basis. The candidates applying for admission to Ph D Programmes shall have to appear for counselling <i>in person</i> on the scheduled date and shall have to produce all the original certificates/ testimonials for verification. The candidate, who fails to attend the counselling, shall not be considered for admission. The counselling shall be conducted as per procedure laid down in the prospectus.
	2.5.3	Admission to MBA (Agribusiness)/ MBA under HP quota shall

be made as per procedure laid down by the Academic Council and defined in the Information Bulletin for admission to MBA Programme.

Application Procedure

- 2.6 The application for admission shall be made to the Registrar on a prescribed form to be obtained on payment.

Application form complete in all respects and filled in by the applicant in his/ her own handwriting should reach the office of the Registrar on or before the last date for submission of application.

Academic Session

- 2.7.1 The Academic Session (July to June) shall comprise of two semesters each of 21 weeks with semester break of 5 weeks each except in case of final year students.

- 2.7.2 Semester breaks may be utilized for *In-plant* training/ conducting research work or submission of thesis whichever is applicable.

- 2.7.3 The dates for advisement, registration, commencement of classes and other details for the academic session shall be notified by the Registrar.

Reservation of Seats

- 2.8. Admission to various programmes shall be open to all eligible persons subject to the reservation of seats.

- 2.8.1 Admission to undergraduate programmes shall be open to all eligible persons subject to the reservation of seats as under:

The seats meant for ICAR quota and HP quota shall be filled in the ratio of 25% and 75%, respectively. The ICAR quota seats shall be filled up through an All India Entrance Examination conducted by the Indian Council of Agricultural Research (ICAR), New Delhi. The HP quota seats meant for the domiciles of Himachal Pradesh shall be filled up through an Entrance test conducted by the University on 3rd Sunday of June every year in the following manner:

- i) 50% of the seats under HP quota shall be reserved for the candidates belonging to rural area. *A candidate passing his/ her two out of following three examinations from a government school located outside the limits of Municipal Corporation/ Municipal Council/ Nagar Panchayat/ Cantonment Board within the territorial jurisdiction of Himachal Pradesh shall be deemed to be a candidate hailing from rural area:-*

*8th Class
10th Class
12th Class*

- ii) The Council approved that the basis of admission to normal seats in the undergraduate programme(s) will be on 50:50 basis i.e. 50% of the total marks obtained in the written test plus 50% of the marks obtained at 10+2 level examination in four subjects, i.e., English, Physics, Chemistry and Biology/ Mathematics including additional seats over and above the intake capacity under HP quota.
- (iii) 22.5% of the seats shall be reserved for Scheduled Castes (15%) and Scheduled Tribes (7.5%). In case, the candidates in either of these categories are not available, the seats will be interchangeable between these two categories. In case, these candidates are selected according to their position in the combined general merit list, they shall not be counted for covering the prescribed percentage of reservation. Further, if no candidate is available under these categories, the vacant seat(s) shall be filled from general category candidates.
- (iv) One seat each in B Sc (Hons) Horticulture in the College of Horticulture, Solan (Nauni) and B Sc (Hons) Forestry, in the College of Forestry, Solan (Nauni) shall be reserved for the ward of the serving/ ex-defence personnel over and above the intake capacity. Under this category, preference shall be given to the wards of the defence personnels, who are gallantry award winners.
- (v) One seat each in B Sc (Hons) Horticulture in the College of Horticulture, Solan (Nauni) and B Sc (Hons) Forestry in the College of Forestry, Solan (Nauni) shall be reserved for the ward of serving/ retired Central Armed Police Forces personnel (CAPFs) over and above the intake capacity.
- (vi) One seat each in all Undergraduate Programme(s) viz., B Sc (Hons) Horticulture, Forestry and B Tech Biotechnology shall be reserved for single girl child over and above the intake capacity. The single girl child means that the girl candidate should not have any siblings.
- (vii) Two seats each in B Sc (Hons) Horticulture in the College of Horticulture, Solan (Nauni) & B Sc (Hons) Forestry in the College of Forestry, Solan (Nauni) and one seat each in B Sc (Hons) Horticulture, B Sc (Hons) Forestry and B Tech Biotechnology at the College of Horticulture & Forestry, Hamirpur (Neri) are reserved for candidates belonging to IRDP/ BPL families of Himachal Pradesh over and above the intake capacity.

2.8.2 Admission to M Sc and Ph D Programme shall be open to all eligible candidates subject to the reservation of seats as under:

The seats meant for ICAR quota and HP quota shall be filled in the ratio of 30% and 70%, respectively. The ICAR quota seats

shall be filled up through an All India Entrance Examination conducted by the Indian Council of Agricultural Research (ICAR), New Delhi. The HP quota seats shall be filled up in the following manner:

- i) 22.5% of the seats shall be reserved for Scheduled Caste (15%) and Scheduled Tribe (7.5%) candidates. However, the reservation for SC/ ST candidates shall be made in accordance with 100 point roster system in each college by arranging disciplines alphabetically and filling the assigned reserved seats discipline-wise only. If no candidate is available under these categories, the vacant seat(s) shall be filled from general category candidates.

2.8.3 Admission to MBA programme shall be open to all eligible persons subject to the reservation of seats as under:

- i) 75% of the total seats are reserved for domiciles of HP.
- ii) 25% of the total seats are open for all at National level.
- iii) 22.5% of the seats at (i) and (ii) shall be reserved for Scheduled Castes (15%) and Scheduled Tribes (7.5%). In case, the candidates in either of these categories are not available, the seats will be interchangeable between these two categories. In case, these candidates are selected according to their position in the combined general merit list, they shall not be counted for covering the prescribed percentage of reservation. Further, if no candidate is available under these categories, the vacant seat(s) shall be filled from general category candidates.

2.8.4 A son/ daughter of an employee, who dies during service of the Dr Yashwant Singh Parmar University of Horticulture and Forestry, shall be admitted to any programme of study, subject to his/ her eligibility, over and above the intake capacity.

2.8.5 3% of the seats under HP quota, over and above the intake capacity, shall be reserved for physically handicapped (Low vision, hearing impairment, locomotor disability or cerebral palsy) whosoever is found suitable by the Admission Committee. These seats will remain vacant in case of non-availability of suitable candidates.

Definition of Physically Challenged

Candidates having permanent disability of not less than 40% provided the candidate is otherwise fit for admission. Such candidates will have to bring a certificate from Chief Medical Officer of the District to which they belong.

2.8.6 The admission for self-financing seats in undergraduate programmes shall be made on the basis of percentage of marks

secured at 10+2 level in the prescribed subjects.

However, there shall be no relaxation in minimum educational qualification for admission against self-financing seats.

Basis of Admission

2.9 The candidate must have acquired the minimum eligibility qualifications as given under academic regulation 2.2.

2.9.1 The basis of admission to all programmes shall be the merit as determined by the result of the qualifying examination or by a competitive examination as the case may be. In case two or more candidates obtain the same percentage of marks/ OGPA, the merit shall be decided as under:

- (i) Merit of previous degree/ examination, i.e., B Sc degree in the case of Ph D, 10+2 in case of M Sc as well as B Sc programmes.
- (ii) If the merit cannot be decided on the basis of (i) above, the candidate, who is elder in age, shall be considered.

Provided that in case of nominees against reserved seats *inter-se* merit shall be determined within the nominated candidates.

2.9.2 While determining merit of eligible candidates marks to the following extent shall be added to the result of the candidates who have distinguished themselves in sports and games recognized by the Indian Olympic Association/State Sports Bodies and for significant participation in NCC/ NSS/Scouting and co-curricular activities like declamation, Debate, Quiz, Essay Competition, Science Seminars, Model Parliaments and Youth Festival:-

Sr No	Sports/Games	Percentage
1.	Sportsperson(s) who have represented India in any International Competition like Olympic games/ World Championship and obtained 1 st , 2 nd or 3 rd position.	5%
2.	Sportsperson(s) who have represented India in any International Competition like Olympic games/ World Championship.	4%
3.	Sportsperson(s) who have represented the State in a National competition and obtained 1 st , 2 nd or 3 rd position conducted by statutory sports bodies (SAI, IOA and National sports federation)	3%

OR

- Sportsperson(s) who have represented the State School Teams in the National Sports/ Games for School conducted by Statutory Sports Bodies (SAI, IOA and National Sports Federation) and obtained 1st, 2nd or 3rd position.
4. Sportsperson(s) who have represented the State in a National Competition. 2%

OR

- Sportsperson(s) who have represented the State School Teams in the National Sports/ Games for School conducted by the All India School Games Federation.
5. Sportsperson(s) who have obtained 1st, 2nd or 3rd position at the State Sports/ Games organised by the State Government. 2%

OR

- Sportsperson(s) who have obtained 1st, 2nd or 3rd position in the National Championship organized by Navodaya Vidyalaya and Central School for their school.
6. Sportsperson(s) who have represented the District Teams at the State School Sports/ Games organized by Statutory Sports body of the State. 1%
7. Sportsperson(s) who have obtained 1st, 2nd or 3rd position at the District Level organized by Statutory Sports body of the State. 1%

NCC

8. Participation in National Republic Day Parade. 1%

SCOUTING

9. Participation in Jamboree organized by Government of India at National Level. 1%

NSS

10. Participation in the National Integration Camp or National Mega Camp of minimum 7 days duration organized by 1%

the Government of India or participation in National Republic Day Parade.

CULTURAL ACTIVITIES

11.	Participated at International Level and obtained 1 st , 2 nd or 3 rd Position organized/ sponsored by the Statutory Body of the Government of India.	5%
12.	Participated at International Level organized/ sponsored by the Statutory Body of the Government of India.	4%
13.	Participated at National Level organized/ sponsored by the Statutory Body of the Government of India and obtained 1 st , 2 nd or 3 rd position.	3%
14.	Participated at National Level organized/ sponsored by the Statutory Body of the Government of India.	2%
15.	1 st , 2 nd or 3 rd Position at the State Level organized by concerned State Government Department.	2%
16.	Participated at the State Level organized by concerned State Government Department.	1%

Provided that :

- i) The above weightage can be availed only once and within four years of winning the distinction.
- ii) Only one of the above weightage, which is the most beneficial to a candidate, shall be allowed while determining relative merit.
- iii) The above weightage shall be admissible to candidate(s), who otherwise possess minimum educational qualification prescribed for admission to the programme.

Selection Procedure	2.10	To conduct the counselling and draw the merit for selection of the candidates for admission in various programmes of the University, the committee(s) shall be constituted by the Registrar with the prior approval of the Vice-Chancellor.
Medical Fitness	2.11	Admission shall be subject to the candidate being declared medically fit by the Medical Officer of the University/ Government hospital.
Verification of Antecedents	2.12	Each applicant shall be required to submit a character certificate from the Head of the Institution last attended.
Migration Certificate	2.13	The Student(s) passing his/ her qualifying examination from other than this University, shall have to submit the Migration

Certificate in original within one year, failing which his/ her admission shall be cancelled.

Refusal of Admission

- 2.14 The past record of a candidate as to his/ her conduct shall also be considered for deciding admission. If it is found that the candidate has been indulging in acts of indiscipline or is guilty of having organized unlawful demonstration etc., he/ she may be refused admission by the Admission Committee. Such candidates as have been expelled/ rusticated/ debarred shall not be admitted during the period of disqualification.

The Vice-Chancellor reserves the right to refuse admission to a candidate whose admission, in his opinion, is not in the interest of the University. However, the Vice-Chancellor shall record reasons for such refusal.

Normal Duration

- 2.15 The normal duration of different programmes shall be as under:

2.15.1 **Undergraduate**

B Sc (Honours)/ B Tech Programme - 8 Semesters

However, in case of a particular student, the normal duration for the programme may be increased by four semesters by the Dean on the recommendation of the Advisor. The Vice Chancellor, on the recommendation of the Dean, may further permit a student for two more semesters in the programme. The student has to apply for the same on the prescribed proforma before the commencement of next semester.

2.15.2 **Postgraduate**

- i) M Sc Programme - 4 Semesters
- ii) MBA Programme - 4 Semesters
- ii) Ph D Programme - 6 Semesters

However, in case of a particular student, the normal duration for the programme may be increased by (i) two semesters in case of M Sc programme and (ii) four semesters in case of Ph D Programme by the Dean on the recommendation of the Advisor and Head of the Department. The Vice Chancellor, on the recommendation of the Dean, may further permit a student maximum of two more semesters in either programme(s). The student has to apply for the same on the prescribed proforma before the commencement of next semester.

Subject of Study

- 2.16 The subjects of study and the syllabi for different programmes will be as prescribed from time to time by the Academic Council.

Provided that on the request of the student and recommendation of the Course Incharge/ Head of the Department such a student will be exempted from studying course(s) by the

Dean provided the student has already cleared such Course(s) in the qualifying examination.

**Transfer of Students/
Exemption from Course(s)**

- 2.17.1 A student may be granted permission for transfer from the University (or an Institution deemed to be a University), following a comparable system of education, to that of this University with the consent of the Host Institution and the Registrar of this University on the recommendation of the concerned Dean.

Provided that the seat is available and the student is academically on 'Good Standing'. Further, the student is not seeking transfer in the final year of a programme and fulfils the minimum educational requirements for enrolment in the programme at this University. The student shall be required to produce the transcript/ semester reports of courses from his/ her previous institution.

- 2.17.2 A committee constituted by the Dean shall examine the courses/ subjects already studied by such student, the syllabi thereof, the examination passed, and may also, if considered necessary, conduct a proficiency test to determine the transfer of credit points and course(s) from which the student may be exempted. In such a case, only the credits shall be transferred not the grades. The Overall Grade Point Average of the student shall be determined entirely on the basis of the courses studied by him/ her in the Dr Yashwant Singh Parmar University of Horticulture and Forestry. However, such students shall not be considered for awarding the merit Scholarships/ stipends and Certificate of Merit/ Gold Medal.
- 2.17.3 An undergraduate student of this University will not be granted transfer from one constituent college to another or one degree programme to other degree programme of this University after the completion of admission process.
- 2.17.4 In case a student joins another degree programme after completing the requirements for a degree, he/ she may be exempted from the common courses and the degree requirement deemed to have been reduced to that extent.
- 2.17.5 The student, having passed non-credit course of Mathematics or Biology at 10+2 level, will be exempted from such a course(s) on petition to the concerned Dean.
- 2.17.6 i) An undergraduate student of this University may be granted transfer to another University except student(s) admitted under ICAR quota seats.
- ii) A postgraduate student of this university may be granted transfer to another University admitted under the unified national postgraduate curriculum and common academic regulations, only in case of unavoidable circumstances except the student(s)

admitted under ICAR quota.

2.17.7 Scholarships (Merit/ ICAR/ other financial assistance) in such cases shall automatically stand terminated with effect from the date of transfer.

2.17.8 Migration of students admitted against self-financing seats in this university to another university shall be allowed with the following conditions:

1. The status of the student will remain unchanged and this will be clearly mentioned in the consent letter.
2. Such student will be allowed to migrate to other institution/ university after paying full tuition fee for remaining period of the programme in one installment.

CHAPTER III

Enrolment (Registration)

- Advisement** 3.1.1 Newly admitted and continuing students shall present themselves in the beginning of each semester on dates notified by the Registrar for advisement and the former shall be assigned to staff advisors by the Dean at undergraduate level and by the head of the department at postgraduate level. The regular allotment of advisors to undergraduate students shall be finalized within 6 weeks of registration in a semester.
- 3.1.2 The advisor shall help the student in planning his/ her programme of studies and choice of courses. He/ she shall guide the students in determining the credit load which the student can safely and conveniently carry in such semester. Each advisor shall maintain a close contact with his/ her advisees and keep themselves abreast of their progress. Problem cases requiring special attention shall be brought to the notice of the Dean by the advisor.
- Registration** 3.2.1 Registration of selected candidates and continuing students shall be completed on scheduled date(s) notified by the Registrar in the Academic Calendar.
- 3.2.2 Registration shall consist of the following steps:
- i) Meeting with the advisor.
 - ii) Enrolment of students in different courses with the concerned instructor.
 - iii) Payment of university fee and other dues online/offline in authorized banks.
 - iv) Depositing fee receipt and prescribed registration cards/ forms duly filled in and signed by the advisor and instructors in Dean's office.
- Registration of Fresh Students** 3.3 Registration for the first semester of a programme is part of admission procedure and shall be governed by the admission rules. Formal registration of the students in the prescribed manner is compulsory and failure to do so by the prescribed dates shall lead to cancellation of selection. The seats so fallen vacant shall be offered to the candidates next in the merit.
- Registration of Continuing Students** 3.4 Registration in the subsequent semesters shall take place on the date and time notified in the Academic Calendar.
- If during the days of registration, a student happens to be outside the campus with prior permission of the Dean in connection with his/ her studies, field work, research or co-curricular activities, he/ she may be allowed to register *in absentia*.
- Late Registration Fee** 3.5 A continuing student, who does not register on the day of registration, shall be required to pay a late registration fee as prescribed from time to time. Registration with late fee will be allowed as per the Academic Calendar.

Summarily Cancellation of Registration/ Admission	3.6.1	The Vice-Chancellor, on the recommendation of the Dean, may summarily cancel the registration/ admission of any student who indulges in gross act of indiscipline, absents himself/ herself from classes without permission or without any valid reason or submits forged/ false documents or in whose case the Vice-Chancellor has reasons to believe that his/ her continuance would not be in the interest of the University.
Cancellation of Studentship of University Employees	3.6.2	The studentship of an employee of the University shall cease <i>ipso facto</i> if he/ she ceases to be in the employment of the University.
	3.6.3	Such an employee shall have the privilege of petitioning to the Vice-Chancellor for re-admission as full-time regular student and shall be treated like any other regular student of the University.
	3.6.4	No such employee shall be given re-admission if: <ul style="list-style-type: none"> i) He/ she had been dismissed from the University service; ii) He/ she had been convicted by a court of law for criminal offence involving moral turpitude; iii) whose re-admission, in the opinion of the Vice-Chancellor will not be in the interest of the University.
Registration for Award of Grades	3.7	In case, a student studies a course without registration in the prescribed manner, he/ she will not be awarded grade in that course.
Minimum Credit Load	3.8	The following shall be the minimum credit load for registration in a semester. <ul style="list-style-type: none"> i) Undergraduate Programme - Ten credit hours ii) Postgraduate Programme - Eight credit hours <p>Exceptions: The Dean may permit a lower credit load, on the following grounds to be specifically recorded in each case:</p> <ul style="list-style-type: none"> i) Marginal adjustments; ii) Unavoidable clashes in time-table; iii) Non-availability of sufficient number of courses left to be covered; and iv) Non-availability of suitable course because of failure to clear pre-requisite courses or for other reasons.
Maximum Credit Load	3.9	The following shall be the maximum credit load allowed in a semester:- <ul style="list-style-type: none"> i) Undergraduate Students- 23 credit hours (excluding credits for NCC, NSS, games & sports) ii) Postgraduate Students - 18 credit hours iii) M Sc Statistics Students- 19 credit hours iv) MBA Students - 23 credit hours

Proviso: Undergraduate students shall be allowed to register one repeat course in each semester from 3rd semester to 6th semester of his/ her degree programme beyond the limit of 23 credit hours subject to adjustment of time table. However, the student registering for repeat course shall be required to attend 75% of the delivered lectures.

Proviso: Postgraduate students shall be allowed 4 extra research credit hours over and above the normal credit load during 2nd and subsequent semester subject to submission of thesis synopsis with the exception of students undergoing remedial/ deficiency courses who will be allowed 4 extra research credit hours from 3rd semester onwards.

Offering of Courses 3.10 The courses shall be offered only in accordance with the pre -announced course schedule. Every Instructor shall maintain a record of the student's attendance in each course in a prescribed register.

Withdrawal from the College 3.11.1 Every enrolled student shall be required to register at the beginning of each semester till the completion of degree requirements, unless otherwise permitted by the Dean failing which his/her enrollment shall be cancelled. Readmission in such cases shall be by petition and not as a matter of right.

3.11.2 Permission to withdraw from the College for one semester shall be granted by the Dean on the recommendation of the advisor on the following grounds:

- i) Protracted illness leading to hospitalization of the student as supported by medical certificate from the University Medical Officer or Medical Officer Incharge of a Government Hospital.
- ii) Involvement in an accident whereby a student has been disabled temporarily and is not in a position to attend his/ her classes.
- iii) The death of a close relative (Blood relation/spouse).
- iv) Student's confinement or his/ her getting employment.

Provided further that no application for withdrawal shall be entertained from the day of commencement of end-term examination.

3.11.3 Normally, permission shall not be granted to a student to withdraw from the University for more than one semester.

3.11.4 In special circumstances, on the recommendation of the Advisor and the Dean for reasons to be recorded, the Vice-Chancellor may permit temporary discontinuance of studies for a longer period within the provisions of Regulations. However, the withdrawn semester shall be counted towards meeting the academic requirements as laid in the Regulation.

3.11.5 No student shall be permitted to withdraw from the College for more than two semesters during the degree programme. If a student remains unregistered for a total period of more than two semesters, he/ she shall stand automatically dropped from the University.

- Withdrawal from the University** 3.12 Any student who wants to withdraw from the University should obtain ‘No Dues Certificate’ on prescribed proforma from all Sections and concerned Heads of Departments and deposit it in the office of the Dean. A student not following this procedure shall be liable to pay the University fee and other charges until ‘No Dues Certificate’ has been duly submitted by him/ her.
- Re-admission of student** 3.13 Student, who withdraws from the University under Regulation 3.11.1 or who has been dropped from the University under Regulation 8.11.2 and 9.11.2 may apply to the Dean for re-admission. However, on re-admission such a student shall be treated as continuing student for meeting the academic requirements and shall not be required to pay fee for the discontinued period.
- Procedure for Leaving the University** 3.14.1 A student shall leave the University on completion of his/ her studies.
- 3.14.2 ‘No Dues Certificate’ shall be obtained by a student after completion of the degree or at the time of being permitted to leave the University. It shall be the responsibility of the student to obtain ‘No Dues Certificate’ from all concerned and submit the same to the Dean for obtaining the ‘Clearance Certificate’.
- 3.14.3 Unless a student has obtained ‘Clearance Certificate’ from the Dean, neither refund of security and any money due shall be allowed, nor ‘Transcript of Academic Record’ and other documents shall be issued.
- 3.14.4 After successful completion of all the requirements for the award of degree, the respective Dean shall send the report to the Registrar for notification of result. The Registrar shall subsequently issue the Provisional Degree Certificate and Transcript of Academic Record to the student.
- Provided the issue of documents shall not be held up beyond three weeks from the date of submission of ‘Clearance Certificate’ in the office of the Registrar.
- Refund of Security** 3.15 The refund of security shall be made only after the student has obtained a ‘Clearance Certificate’ from the Dean. The refund of security shall be permissible upto a period of one year from the date the student leaves the University, whereafter it shall stand credited to the amalgamated fund of the College.

CHAPTER IV

Attendance

- Minimum Class Attendance** 4.1.1 An undergraduate student shall be required to attend atleast 75% of the delivered lectures (theory + practicals) conducted in each course. However, at M Sc/ MBA and Ph D level, a minimum of 75% of the delivered lectures shall be counted separately for theory and practicals. The attendance of student in a particular course shall be counted from the date of registration. Each Instructor shall, however, periodically keep the students informed about the shortage of attendance, if any. A student failing to fulfil the above requirements, shall not be allowed to appear in the end-term examination in theory and practical of the course. In case of serious illness on the production of medical certificate from the government hospital or death of close relative (Blood relation or spouse) on production of death certificate from the local body/ government hospital, 5% of the total attendance can be condoned by the Vice-Chancellor on the recommendation of the Dean.
- 4.1.2 The Instructor shall notify the names of the students falling short of attendance atleast three days before the practical examination and a copy of the same will be sent to the Dean through the Head of the Department for record in personal file of the student.
- 4.1.3 Absence from lectures, tutorials, seminars, practicals etc. on account of participation in National/ State Competitive Examination; District/ University/ Inter-university/ State/ National or International meets or Tournaments, Youth Festivals and Cultural Competitions; NCC/ NSS camps and the deputation of postgraduate students for research work at an outstation including the actual time spent on journey thereof shall be deemed to be attendance for meeting the requirement. The duty leave shall be given only after the participation in the Inter-University/ District level competition or above.
- Strike/ Bandh/ Unity Day** 4.2.1 Mass absence, above 50% of class strength, shall be deemed as an act of indiscipline and will entail a fine of Rs. 50/- per period per student subject to a maximum of Rs. 250/- per day per student. There shall be no appeal against this fine.
- 4.2.2 (i) When the students are on token strike/ *bandh*/ strike etc. they will be marked absent in the class and the lectures scheduled for the day would be deemed to have been covered. The scholarship/ stipend for the strike period shall be deducted but the Regulation 4.2.1 above may not be applied in such cases if proper notice for the strike etc., has been given to the Dean atleast 24 hours before the date of strike.
- (ii) If the total strike period during a semester exceeds a week, the semester shall be extended proportionately.

In this eventuality the above absence shall not be counted for attendance requirement according to Regulation 4.1.1 and the lectures missed shall be rescheduled. However, the stipend/ scholarship shall be deducted for the strike period.

- (iii) If the total strike period during a semester exceeds a fortnight, the semester shall be scrapped and no stipend/ scholarship shall be payable for the period of strike and the remaining period of the scrapped semester.

CHAPTER V

Addition, Withdrawal and Repeating of Courses

Addition or Withdrawal from Course(s)

- 5.1.1 Subsequent to the registration, a student may add or withdraw course(s) in the manner prescribed below:
- (i) Application for addition or withdrawal shall be made in the prescribed 'Change of Course Form' obtainable from the office of the Dean.
 - (ii) The Advisor of the student and the Instructor of the course shall give their recommendations.
 - (iii) After completing (ii) above, the student shall obtain the approval of the Dean for the change.
 - (iv) In the event of permission for the change being granted by the Dean, the student shall deposit prescribed fee.
 - (v) After the fee has been deposited, the student shall deposit the 'Change of Course Form' in the office of the Dean. The Dean shall inform within three days, the Instructor(s) about the addition or withdrawal of the courses by the student and also forward copy of the 'Change of Course Form' to the Registrar.
 - (vi) The change shall become effective only when all the requirements mentioned above have been completed.
- 5.1.2 Course(s) may be added by a student not later than the dates prescribed in the Academic Calendar by paying prescribed fee.
- 5.1.3 Student(s) may withdraw from course(s) in the manner prescribed above without payment of fee upto the date prescribed in the Academic Calendar. The course(s) withdrawn within the prescribed period shall not be shown on the semester report.
- 5.1.4 The student(s), normally, shall not be permitted to withdraw from course(s) beyond a period specified in clause 5.1.3 above. However, under special circumstances or to address genuine difficulties given hereunder, the Dean may, on the recommendation of the Advisor, permit withdrawal of course(s) beyond the date prescribed in clause 5.1.3 above upto the end of the week following the completion of mid-term examination on payment of prescribed fee and the student shall be awarded 'W' grade(s) for the withdrawn course(s) which shall be shown on the semester report.
- i) Where a student has not been able to adjust classes in the time table.

- ii) Change of major subject in case of postgraduate student(s).
- iii) When the Advisor recommends, on the basis of performance, that the advisee cannot pull on with the course.

Repeating of Course

- 5.2.1 An undergraduate student getting a grade point less than 5.00 and a postgraduate student getting a grade point less than 6.00 in a course shall be declared fail in that course. Such a student shall have to repeat that course and the repetition shall be allowed only twice.
- 5.2.2 A student who has passed a course but secured a grade point less than 5.50 in undergraduate and less than 6.50 in postgraduate programmes shall be allowed to repeat such course(s) with the prior permission of the Dean subject to the following conditions:
 - i) Repetition shall be allowed only once.
 - ii) Repetition shall be allowed when the student is on 'Scholastic Probation' or to enable him/her to fulfill the minimum Overall Grade Point Average requirement.
- 5.2.3 When a student repeats a course, the credit hours and grade points corresponding to that course shall be counted only once for the degree requirement.
- 5.2.4 For computing the OGPA, the better of the two grades after repeating shall be taken into account.
- 5.2.5 The fact that a student has repeated a course shall be indicated in transcript by the letter 'r' superscribed on the grade.
- 5.2.6 Till such time as the student repeats a course the original grade point and credit hours shall be used to compute the Overall Grade Point Average.

Auditing of Course

- 5.3 A student, on the recommendation of his/her Advisor and with the consent of Course Instructor(s) may be permitted to audit offered course(s). This shall not be recorded on the Transcript.

CHAPTER VI

Conduct, Discipline and Punishment

Breach of Conduct, Discipline and Punishment

- 6.1.1 All students shall abide by any special or general rules made by the University and the College Authorities with regard to their conduct within and outside the University including hostel(s). The student shall not indulge in any undesirable activity and act of indiscipline during his/ her entire stay in the University.
- 6.1.2 Without prejudice to the generality of powers to enforce discipline under the Academic Regulations, the following will amount to act of gross indiscipline:
- i) Possessing, keeping, use or threat of use of any weapon.
 - ii) Keeping or using intoxicants in any form.
 - iii) Gambling in any form.
 - iv) Ragging, bullying or harassing of other students.
 - v) Strike or hunger strike
 - vi) Boycotting of University function, programme or activity.
 - vii) Using intemperate language.
 - viii) Recourse to violence, assault, intimidation, rioting.
 - ix) Showing or causing to show any disrespect to a teacher or staff member of the University inside or outside the Campus including hostels.
 - x) Incitement to commit any act of indiscipline.
 - xi) Any breach of law of the Country/State or the Statutes/regulations/rules of the University or orders of a competent authority.
 - xii) Disturbing other students in their studies in the class room/ hostel.
 - xiii) Damaging any University/ public/private property.
 - xiv) Disorderly behavior in any form.
 - xv) Attending, organizing meetings other than those authorized by the competent authority and participation in such meetings.
 - xvi) Any other act intended or calculated to cause inconvenience, annoyance, injury or damage to any other inmate of the hostel, employee of the University or a resident of the Campus, or guest and visitors to the University or member of the faculty of the University.
 - xvii) Adoption of unfair means in an examination.
 - xviii) Molestation/ eve-teasing/ abusing.
 - xix) Hostility towards a member of the faculty or University employees.
 - xx) Misconduct or misbehavior in the class-room or anywhere in the campus/ institute
 - xxi) Instigation/ organization/ participation in strikes, demonstration or disturbance of any kind including

gheraos, lock-outs which may disrupt the convocation, examination, workshops, conferences and other functions of the University.

xxii) Any violation of the provisions of the Civil Rights Protection Act 1976.

6.2 For a breach of discipline, a student may be awarded one or more of the following punishments, depending on the nature and gravity of crime, by the competent authority.

6.2.1 **Individual Punishment**

The Dean shall have the power to withdraw freeship or any other concession and/or impose a fine upto Rs. 10,000/- on a student.

6.2.2 **Group Punishment**

A group fine, upto ten times of the prevalent market rate of the value of the damage caused or Rs.10,000/- whichever is higher, to the University property by a group of students' may be imposed, when the Dean(s) is/ are of the opinion that it is not possible to fix the responsibility on an individual student. Provided that this fine may be imposed by the Vice-Chancellor on the recommendation of the Dean, when members of the group are from different Colleges of the University.

6.2.3 **Reprimand**

This shall consist of an official warning to the student not to repeat any act of indiscipline and shall be imposed by the Dean. This will be kept in the student's personal file but not to be indicated in the 'Transcript'. Third official warning to a student not to repeat act of indiscipline shall automatically place the student on 'Conduct Probation'.

6.2.4 **Conduct Probation**

A student involved in the violation of rules and regulations of the University or in an act of indiscipline may be placed on 'Conduct Probation' by the Dean for a specified period. During the period of 'Conduct Probation' the student shall stand debarred from representing the College or University in academic, sports and cultural competition etc. He/ she shall also remain suspended from any office that he/ she may be holding and shall not be entitled to receive any financial assistance. Another act of indiscipline during the pendency of 'Conduct Probation' may lead to 'Rustication' to be affected by the Dean. If a student, who has been on 'Conduct Probation' on two previous occasions, commits an act of indiscipline, he/ she may be subjected to 'Expulsion' to be affected by the Vice-Chancellor. The act of placing a student on 'Conduct Probation' shall be recorded in the personal file and incorporated in the semester report so long as he/ she is on 'Conduct Probation'.

6.2.5 **Rustication**

A student involved in an act of gross indiscipline or any other act likely to bring disrepute to the University may be 'Rusticated' from the college for one or more semesters, by the Dean and will be required to leave the College and Hostel immediately. This shall be recorded in his/ her personal file and shall also be reflected in the 'Transcript'.

6.2.6 **Expulsion**

A student involved in any act of gross indiscipline or any other act likely to bring disrepute to the University may be expelled from the University by the Vice-Chancellor on the recommendation of the Dean and shall be debarred from re-admission to the University. This punishment shall be entered in the 'Record File' and 'Transcript of Academic Record' of the student and shall be notified by the Registrar to all the Colleges and Institutions of the University and also to other Universities in India.

6.2.7 Before awarding the punishment laid down in 6.2.5 and 6.2.6 above, the student shall be given an opportunity to be heard in person and to explain his/ her conduct in writing. During the pendency of enquiry, the student may be suspended from attending the classes and appearing in the examination by the Dean. In case the student does not cooperate in the conduct of the inquiry, a notice of ten days effective from the date of its issue shall be treated as sufficient opportunity given to him/ her. If the student fails to respond to this notice, *ex-parte* decision shall be taken.

6.2.8 A copy of the order imposing any of the above punishment shall be sent to the parent/ guardian of the student.

Re-admission after Rustication

6.3 The students awarded punishment of 'Rustication' may, at the discretion of the Dean be re-admitted after expiry of the period of punishment on such conditions as may be prescribed by the Dean.

CHAPTER VII

Postgraduate Programmes

Advisor 7.1.1 A Major Advisor shall be assigned to each postgraduate student by the Student Allotment Committee of the concerned Department in which the student is majoring, under intimation to the Dean. Major Advisor shall be a specialist in the field of studies of the student and shall be a teacher duly accredited by the Academic Council.

In case, the major advisor of a Ph D student is located at the outstation, a co-advisor in the field of study of the student shall be appointed from the main campus.

7.1.2 **Guidelines/Conditions for allotment of students for guiding Research at Postgraduate level**

Each department shall constitute a student allotment committee for postgraduate programme(s) consisting of the following teachers:

- i) Head of the Department - Chairman
- ii) Academic Incharge of - Member
 the Department
- iii) Nominee of the Dean - Member

This Committee will meet within a fortnight from the last date of registration in each semester and finalize the allotment of the student.

1. In Ph D programme, the students have their strong choices to work in particular areas of specialization within the departments. The first criterion, therefore, should be the choice of the student for the specialization and the guide from that field provided the guide is duly accredited and do not exceed his/ her allotted limit of students.
2. The committee should give due consideration to the externally funded projects with the prospective guides so that sufficient funds are available under contingency head for smooth execution of the research work by the students.
3. The Committee should also give weightage to seniority of the teachers and merit of the student while allotting the students.
4. If an accredited teacher fulfils the above criteria and is posted outside the campus, he/ she should accept the student(s) for guidance after the following conditions are fulfilled.
 - i) that there are proper facilities for the student to carry out his/ her research work with the Guide.
 - ii) that there is proper arrangement for the student to stay during his/ her research work.

Advisory Committee 7.2.1 For every Postgraduate student, there shall be an advisory committee consisting of not fewer than three members in case of

M Sc student and four in case of Ph D student with the Major Advisor as Chairman. The Advisory Committee shall be constituted within three months of the 1st semester. The Chairman of the Advisory Committee can also include one scientist/ teacher from Government of India Institutes/ neighbouring Universities to guide research who shall be designated as Co-advisor. The research of the student shall be conducted as per conditions laid down in the Memorandum of Understanding (MOU) with the respective University/ Institute.

- 7.2.2 The Head of the Department concerned, on the advice of the Major Advisor, shall approve the Advisory Committee and formal constitution will be endorsed to the Dean and the Registrar.
- 7.2.3 The Dean may recommend addition/ deletion/ replacement of one or two members of the Advisory Committee for the specific reasons to be considered by the Head of the Department for re-constitution of the Advisory Committee.
- 7.2.4 Where a member of the Advisory Committee (including Major Advisor) is likely to be away on long leave and the student is due to complete the comprehensive examination or submit thesis or appear for *viva-voce* examination, the Head of the Department concerned shall move a proposal for suitable replacement(s) for approval of the Dean. However, under extra ordinary circumstances, Head of the Department will represent the Major Advisor.
- 7.2.5 A faculty member of the University may be permitted by the Dean to serve as Major Advisor even after leaving the University service, subject to the following conditions:-
- i) No other staff member is available in the Department to guide the research work in that field.
 - ii) The student has completed the comprehensive examination, the research work is well in progress, and is expected to submit thesis within a year.
 - iii) The faculty member who left the University must be resident in India and available for frequent consultations and such teacher will give an undertaking to the Dean of the College to this effect.
 - iv) The application is made by the student duly recommended by the Advisory Committee.

**Requirements
for Master's**

7.3 Minimum credit requirements for M Sc Programme(s)

Degree(s)

Courses	Discipline(s)				
	Hort	Fty	Food Tech.	Statistics	Others
*Major subject (core)	20	22	20	36	20
*Minor subject (specialization)	09	12	09	09	09
*Supporting subject(s)	05	05	05	05	05
*Non-credit compulsory courses	06	06	09	08	06
Seminar	01	01	01	01	01
Total	35	40	35	51	35
Research	20	10	20	10	20
Grand Total	55	60	54	61	55

***Major subject (core):** The subject (Department/ Discipline) in which a student takes admission.

***Minor subject (Specialization):** The subject closely related to a student's major subject.

***Supporting subject:** The subject not related to the major subject. It could be any subject considered relevant for student's research work or necessary for building his/ her overall competence.

***Non-Credit Compulsory Courses:** Six courses (PGS-501 to PGS-506) are of general nature and are compulsory. Ph D students may be exempted from these courses if already studied during M Sc Programme.

NOTE: Major subject and Minor Subject are replaced with core and specialization in respect of Forestry disciplines.

Non- credit compulsory courses

Course No.	Course Title	Cr. Hrs.
PGS 501	Library and Information Services	0+1
PGS 502	Technical Writing and Communication Skills	0+1
PGS 503	Intellectual Property and its Management in Agriculture	1+0
PGS 504	Basic Concepts in Laboratory Techniques	0+1
PGS 505	Agricultural Research, Research Ethics and Rural Development Programmes	1+0
PGS 506	Disaster Management	1+0

Requirements for MBA Degree(s)

7.4

Minimum credit requirements for MBA (Agri-business Management) and MBA

Courses	MBA (Agri-business Management)	MBA
Major/Core Subject	28	28
Minor/ Specialization Subject	20	20
Supporting Subject (s)	06	06
Non-credit compulsory courses	06	04
Seminar	01	01
Total	55	55
Project Work	10	10
Grand Total	65	65

Requirements for Ph D Degree 7.5 Minimum credit requirements for Ph D Programme(s)

Major subject (core)	-	15
Minor subject (specialization)	-	08
Supporting subject(s)	-	05
Seminar	-	02
Total	-	30
Comprehensive exam	-	Non-credit
Thesis	-	45
Grand Total	-	75

Programme of Study 7.6.1 By the end of 1st semester, a detailed programme of study giving the course requirements of the postgraduate students shall be prepared by the Advisory Committee and submitted through the Head of the Department to the Dean for approval. However, the students coming from basic science stream, required to undergo remedial courses before registering for the normal courses, shall submit their programme of work (yellow forms) by the end of 2nd registered semester. The Dean will approve the programme of study after making such changes as he/ she may deem necessary and communicate the same to the Registrar, Head of the Department and Major Advisor by the middle of second semester. The programme of study may or may not specify the thesis title but the broad area of research/ sub-discipline must be mentioned in the programme of study.

7.6.2 When a student is admitted to M Sc programme from 3-year Bachelor degree programme, he/ she shall have to clear the specified package of remedial courses before registering for regular courses. These courses will be over and above the minimum requirement prescribed for the programme. In these courses, the student is required to earn 'S' grade.

7.6.3 When a student is admitted to Ph D programme with 3-year Bachelor Degree Programme and two year's M Sc Programme (without studying package of remedial courses at M Sc level), he/ she shall be required to undergo remedial courses before registering for regular courses.

- 7.7 No change in the programme of studies shall normally be permitted. However, under special circumstances, the Dean may, on the recommendation of the advisory committee and Head of the Department for reasons to be specified, permit a change in the programme of studies.
- Synopsis of Thesis**
- 7.8.1 The synopsis of thesis, on the prescribed format, must reach the Dean through Head of the Department before the commencement of the mid-term examination of the 2nd registered Semester. However, the students coming from basic science stream, required to undergo remedial courses before registering the normal courses, shall submit synopsis of thesis by the mid of 3rd registered semester. The Dean will forward the synopsis to Director of Research within a week of the above date. The Director of Research will communicate his/ her approval latest by the end of second registered semester or third semester wherever applicable as above. The synopsis seminar will be required to be delivered by the postgraduate students latest by the date of the submission of synopsis. Before fixing up the date of the seminar, the Head of the Department will convene a meeting of the Advisory Committee and the student, for project planning. The date of seminar shall be fixed by the Head of the Department under intimation to the Dean.
- 7.8.2 The subject of thesis must be approved by;
- i) Advisory Committee of the student;
 - ii) Head of the Department;
 - iii) Director of Research; and
 - iv) Dean
- 7.8.3 The approved problem for research shall be communicated by the Dean to the Registrar, the Head of the Department and Major Advisor within one week after the receipt of approval from the Director of Research.
- 7.8.4 If the synopsis is not submitted in time, as laid down in clause 7.8.1 above, the student shall not be allowed to register for research credits.
- 7.8.5 Change in the synopsis of thesis as well as change in the title of thesis can be made with the prior written permission of the Dean. A request for this, duly approved by the authorities listed in clause 7.8.3 above, should reach the office of the Registrar atleast two months prior to the submission of the thesis.
- Change of Major Subject**
- 7.9.1 A postgraduate student may be permitted to change the Major subject within the College provided the change is sought before he/ she is dropped from the University rolls for poor academic performance. Such a change shall be permissible only once.
- 7.9.2 On grounds of academic difficulties provided that:

- i) Seat is available in the major subject to which he/ she is seeking transfer and he/ she fulfills the basic requirement for admission in the said Major subject;
 - ii) The student has taken some relevant courses of the Major subject to which he/ she is seeking transfer;
 - iii) The student is on 'good' academic standing.
- 7.9.3 The University merit scholarship, in such cases, shall stand automatically terminated with effect from the date of change.
- 7.9.4 Permission in such cases shall be granted by the Vice-Chancellor on the recommendation of the Head of the concerned Department and the Dean.
- 7.9.5 In case of such a transfer, the courses studied by a student in the Major subject shall be shown separately. After drawing a line thereunder, courses offered in the changed Major shall be shown on the 'Transcript' and the 'Permanent Record Card' of the student.
- 7.9.6 The courses studied by the student in the former Major subject, not relevant to the new Major subject, shall not be counted towards degree requirement/ OGPA.
- Research and Thesis**
 - 7.10.1 Requirement for M Sc degree shall include successful completion of scientific investigation and creditable research reported in the form of a thesis.
 - 7.10.2 Requirement for Ph D degree shall include successful completion of scientific investigation and creditable research to be submitted in the form of a thesis, which must be an original contribution to knowledge characterized either by the discovery of facts and their significance or by a new interpretation of facts or theories. In either case, it should evince the candidate's capacity for critical examination and sound judgment.
- Comprehensive Examination**
 - 7.11.1 After having successfully completed 75% of the total credit hours of the prescribed in major (core) and minor (specialization) courses with minimum OGPA of 6.50/ 10.00, a Ph D student shall have to pass comprehensive examination.
 - 7.11.2 The comprehensive examination shall consist of both written and oral tests, the former preceding the latter.
 - 7.11.3 A candidate shall be given only two chances to appear in the comprehensive examination, written or oral.
- Written Comprehensive Examination**
 - 7.12.1 The date of written comprehensive examination shall be notified by the Dean of the College in both the semesters of an academic year. The comprehensive examination shall commence only after one month from the last date of registration.

- 7.12.2 After examining the student's record and after being satisfied that the student fulfills the conditions laid down in the regulation, the Dean's permission shall be conveyed to the Head of the Department under intimation to the Major Advisor on a written request of the student to proceed with the comprehensive examination.
- 7.12.3 There shall be three written papers, i.e., Paper-I and Paper-II in major subject (core) and Paper-III in minor subject (specialization). Each paper shall be of four hours duration and shall be conducted after a minimum gap of one week.
- 7.12.4 The syllabus for two papers of major (core) courses (each with 6-9 credit hours) shall be decided by the Major Advisor in consultation with Academic Incharge and Head of the Department. The answer books shall be got evaluated from the external examiner by the Dean out of the panel supplied by the Head of the Department on the prescribed format.
- 7.12.5 The candidate shall be graded as 'Satisfactory' or 'Unsatisfactory'. To obtain 'Satisfactory' grade, a student must secure not less than 60% Marks in each paper. A student securing 'Unsatisfactory' grade in paper(s) shall be re-examined only in that paper(s).
- 7.12.6 Such a student shall be allowed to reappear in the written comprehensive examination in the next semester on the date(s) notified by the Dean.
- Oral Comprehensive Examination**
- 7.13.1 The Oral Comprehensive Examination shall cover both major/core and minor fields/ specialization and shall be conducted by the Examining Committee comprising the Advisory Committee and one External Examiner who shall be appointed by the Dean. The external examiner shall be a specialist in the students' major field from outside the University. The faculty members of the University within two years of retirement/leaving the University should be avoided to be appointed as external examiner by the Dean.
- 7.13.2 The Major Advisor of the student shall suggest a panel of three names for appointing the external examiner for comprehensive examination to which the Head of the Department shall add two more names before submitting the panel to the Dean on a prescribed format for appointment of the external examiner. However, the Dean may appoint the external examiner from within or outside the panel submitted by the Head of the Department.
- 7.13.3 After the consent of the External Examiner is received, the Dean shall inform the Head of the Department and Registrar under intimation to the Major Advisor for arranging the Oral Comprehensive Examination of the student in consultation with the external examiner.

- 7.13.4 For holding the Oral Comprehensive Examination, a minimum notice of 10 days shall be given and no prior approval of the members of the Advisory Committee shall be required. The members of the advisory committee shall so arrange their programme that they are present at the time of student's examination. No last minute substitution in the advisory committee will be made except under unavoidable circumstances with the permission of the Dean.
- 7.13.5 The student's performance in the oral comprehensive examination may be considered 'Satisfactory' or 'Unsatisfactory' on the unanimous recommendation of the Examining Committee. It shall also be within the competence of the committee to indicate deficiencies, if any, in the student's programme of work and may recommend the making up of the deficiencies in a suitable manner.
- 7.13.6 A student, who fails in the oral comprehensive examination, shall apply to the Dean through the Major Advisor and the Head of the Department for permission to re-appear in the examination. After the permission, the examination shall take place only after the expiry of atleast 3 months from the date of the last examination. A student failing in the oral comprehensive examination for the second time will automatically be dropped from the University.
- 7.13.7 A report on the performance of the student in the oral comprehensive examination shall be sent by the Head of the Department to the Registrar through the Dean. The result shall be notified by the Registrar.
- 7.13.8 If the performance of the student is 'Satisfactory' he/ she shall submit his/ her thesis not earlier than 16 weeks from the date of notification of the result of Oral Comprehensive Examination.

Submission of Thesis

- 7.14.1 A Postgraduate student must submit three copies of the thesis approved by the Advisory Committee through the Head of the Department before the commencement of the next semester. In case of fellowship holders, the number of copies to be submitted shall be as prescribed by the Dean. The Head of the Department will forward one copy in case of M Sc student and two copies in case of Ph D student to the Dean and other copies will be retained by the Head of the Department for their use at the time of conduct of *viva-voce* examination.
- 7.14.2 If a student fails to submit the thesis before the commencement of subsequent semester, he/ she shall be required to register for the semester or short duration of 1 or 2 months as recommended by the Advisory Committee and paying the prescribed fee.
- 7.14.3 The student shall not be required to pay any fee for the period between submission of thesis and conduct of *viva-voce*

examination. For all purposes, he/ she shall be considered an enrolled student.

7.14.4 Time between Synopsis and thesis submission:-

- i) M Sc Programme – Two Semesters
- ii) Ph D Programme – Four Semesters

NOTE: The word submission of thesis means the date on which the thesis has been accepted by the Dean and not the date given by the student on the thesis. While sending the thesis to the Registrar, the Dean should also intimate to him/ her the date of accepting the thesis by him/ her.

**Appointment
of External
Examiner**

7.15.1 The Dean shall forward a panel of experts in a prescribed format to the Registrar for appointment of external examiner atleast three months before the submission of thesis. The Registrar, with the concurrence of the Vice-Chancellor, shall appoint one examiner for M Sc and two examiners for Ph D who shall be person(s) not currently the faculty members of the University. The faculty members on deputation to other institution or within two years of retirement/ leaving the University shall be appointed.

7.15.2 The Head of the Department, in consultation with the Major Advisor, shall submit a panel of atleast four names for M Sc and six names for Ph D for each area of specialization to the Dean who shall communicate the same to the Registrar for appointment as External Examiner(s).

7.15.3 Normally, no person shall be appointed as External Examiner for more than two years and/or more than twice in each academic session consecutively. After a break of a year or more, the same person will be eligible for re-appointment.

However, the Vice-Chancellor may appoint the same person as external examiner for more than twice in an Academic Session or for more than two years consecutively.

**Evaluation of
Thesis**

7.16.1 (i) The Advisory Committee for M Sc student, after being satisfied with the quality of the student's thesis and its conformity to the norms for its assessment and after satisfactory presentation of thesis colloquium (atleast seven days before the submission of thesis) shall forward it to the Head of the Department, who after being satisfied, shall send the thesis to the Dean for onward transmission to the Registrar for its evaluation from the external examiner.

(ii) The Advisory Committee for Ph D student, after being satisfied with the quality of the student's thesis and its conformity to the norms for its assessment and after satisfactory presentation of thesis colloquium (atleast seven days before the submission of thesis) shall forward the thesis to the Head of the Department concerned, who after being satisfied, shall send the thesis to the

Dean for onward transmission to the Registrar for its evaluation from external examiner(s). The thesis colloquium shall be arranged only after submission of two research papers for publication in the journal with NAAS rating alongwith proof of submission of research paper or atleast one patent filed out of the thesis work.

7.16.2 The thesis submitted in partial fulfilment of the postgraduate degree shall be evaluated by one external examiner in case of M Sc and two external examiners in case of Ph D.

7.16.3 After favourable evaluation of thesis by the External Examiner(s), the Registrar shall supply the copies of evaluation report(s) to the Head of the Department and request him/her, under advice to the concerned Major Advisor, to arrange for the thesis *viva-voce* examination.

7.16.4 In case the External Examiner(s) does not recommend the thesis for the award of M Sc degree, the Dean, on the specific recommendation of the Advisory Committee shall appoint another External Examiner for scrutiny and independent judgment either from the original panel or from outside the panel after consulting the Head of the Department and the Major Advisor. If second examiner recommends the thesis for acceptance, the recommendation may be accepted. However, if thesis is rejected by the second examiner as well, the degree shall not be awarded. In such cases, the student on proper registration in the following semester, shall have the option to continue work, re-write the thesis and re-submit the same after lapse of atleast four months from the date of registration, but not for the third time.

7.16.5 In case both the External Examiners reject Ph D thesis, the same shall not be considered for award of degree. In such cases the student shall be permitted to continue work in the following semester on proper registration. He/ she shall be allowed to re-submit the thesis after lapse of atleast one semester of re-registration. No student will be eligible for submitting the thesis for the third time.

7.16.6 In case of difference of opinion between the two External Examiners for approval of Ph D thesis, the Registrar shall appoint a third External Examiner for scrutiny and independent judgement of the thesis, either from the original panel with the concurrence of the Vice-Chancellor. The judgement of the third Examiner shall be final.

7.16.7 In case, the External Examiner recommends the revision of thesis, the same be revised and re-submitted for re-evaluation to the same examiner.

**Thesis
Viva-voce
Examination**

7.17.1 After the receipt of report of the External Examiner recommending the acceptance of thesis of M Sc student, the Head of the department in consultation with the Major Advisor, shall fix

the date for holding the *viva-voce* examination in the concerned department by the Examining Committee comprising the External Examiner recommending the acceptance of thesis, the Advisory Committee and the Dean or his/ her nominee. The report of the dissenting External Examiner, if any, shall also be considered by the Examining Committee at the time of *viva-voce* examination.

- 7.17.2 The thesis *viva-voce* examination of Ph D student shall be conducted by the examining committee consisting of the Advisory Committee, Dean or his/ her nominee and one of the two External Examiners recommending the acceptance of thesis on receipt of reports of both the External Examiners. The report of the dissenting External Examiner, if any, shall also be considered at the time of thesis *viva-voce* examination which shall be conducted in the concerned department on a date fixed by the Head of the Department in consultation with the Major Advisor.
- 7.17.3 If the student's performance in thesis *viva-voce* examination is 'Satisfactory', the recommendation of the Examination Committee shall be forwarded by the Head of the Department to the Registrar through the Dean, for declaration of result.
- 7.17.4 A Postgraduate student whose performance in the thesis *viva-voce* examination is declared to 'Unsatisfactory' may apply with the recommendation of the Major Advisor to the Dean for permission to re-appear in the examination. The permission may be given, but re-examination shall take place only after the expiry of atleast three months from the date of the first thesis *viva-voce* examination. The examination for the third time is not permissible and a student who fails for the second time shall stand automatically dropped from the University.
- 7.17.5 As far as possible, the same External Examiner(s) shall be appointed to re-evaluate the thesis.
- 7.17.6 As far as possible, thesis *viva-voce* examination of a postgraduate student for the second time shall be conducted by the same Examining Committee.
- 7.17.7 A postgraduate student shall submit 4 hard copies and 2 soft copies of thesis after successful completion of thesis *viva-voce* examination. The format for the soft copy of thesis shall be as under:
- i) Soft copy should be in *pdf* format without any password and in a single file.
 - ii) The file should be complete replication of printed thesis, i.e., the sequence of pages in the file should be same as that of the printed thesis.
 - iii) The thesis involving Intellectual Property Rights (IPR) issues shall be affixed with a specific certificate for withholding the thesis to be placed on public domain.

Remuneration of External Examiners	7.18	An External Examiner, who is appointed to evaluate/ examine the thesis and conduct oral comprehensive/ thesis <i>viva-voce</i> examination shall be paid the remuneration on the rates notified from time to time.									
Collaboration with Other Institutions	7.19.	A student may be permitted to complete course requirement or research work for the degree in full or in part at another Institution as per procedure laid down by the Academic Council.									
Minimum Residential Requirement	7.20	The minimum residential requirement for M Sc and Ph D degree shall ordinarily be: <ul style="list-style-type: none"> i) Two Years for M Sc degree ii) Three Years for Ph D degree <p>No Ph D student shall be allowed to discontinue the academic programme without completing oral comprehensive examination and M Sc student without completing course work.</p>									
Class or division	7.21	Class or division shall be awarded as under:- <table border="0" style="margin-left: 40px;"> <thead> <tr> <th style="text-align: left;">Programme</th> <th style="text-align: left;">First Class/ Division</th> <th style="text-align: left;">Second Class/ Division</th> </tr> </thead> <tbody> <tr> <td>Undergraduate</td> <td>60% and above</td> <td>55% to 59.99%</td> </tr> <tr> <td>Postgraduate</td> <td>65% and above</td> <td style="text-align: center;">-</td> </tr> </tbody> </table>	Programme	First Class/ Division	Second Class/ Division	Undergraduate	60% and above	55% to 59.99%	Postgraduate	65% and above	-
Programme	First Class/ Division	Second Class/ Division									
Undergraduate	60% and above	55% to 59.99%									
Postgraduate	65% and above	-									
Accreditation of Staff Members for Postgraduate Teaching/ Research	7.22.1	Ordinarily, a teacher shall not be allowed to teach or guide research at a level beyond which he/ she has no experience as a student. This may, however, be relaxed in case of a teacher having long and successful teaching experience with research of high quality as evident from his/ her published work.									
	7.22.2	(i) A teacher shall be considered for accreditation to guide at M Sc level, if he/ she is Ph D and has atleast three years experience of teaching/ research/ extension and has published atleast two research papers in the concerned discipline in a journal of repute (having NAAS rating), other than the work published out of his/ her M Sc and Ph D thesis.									
		(ii) A teacher shall be considered for accreditation to guide at M Sc level, if he/ she is M Sc/ M Tech and has atleast six years experience of teaching/ research/ extension and has published atleast four research papers in the area of his/ her discipline in a journal of repute (having NAAS rating), other than the work published out of his/ her M Sc thesis.									
	7.22.3	A teacher shall be considered for accreditation to guide at Ph D level subject to the following conditions:- <ul style="list-style-type: none"> i) He/ she has guided research at M Sc level for a period of atleast three years and has successfully guided atleast two students for M Sc degree. 									

- ii) The minimum number of research papers published in journals of repute (having NAAS rating) both National and International should be atleast (8) eight.
 - iii) The abstract of the paper(s) published in the proceedings will not be considered.
 - iv) The paper(s) presented in seminars/ conferences/ workshops will also not be counted towards the total number of papers.
- 7.22.4 Faculty member of the rank of Professor or above, shall be deemed to have been accredited as Major Advisor to guide research at M Sc and Ph D level.
- Procedure for Accreditation** 7.23 After ascertaining eligibility, a teacher/ scientist may apply for accreditation on the prescribed format through the Head of the Department to the Dean of the College. The Accreditation Committee consisting of Dean of the College, Director of Research and Head of the Department will examine the case and forward its recommendation to the Academic Council for approval.
- Withdrawal of accreditation** 7.24 In the manner given below, accreditation once granted can be withdrawn by the Academic Council, if at any stage, it is found that the teacher is not worthy of the task entrusted to him.
- i) If Head of the Department finds or has reasons to believe that a teacher accredited for postgraduate teaching/ research is not performing the duties of the Major Advisor or member of the Advisory Committee satisfactorily, he/she may make a report to the Dean for withdrawal of accreditation of the concerned faculty member.
 - ii) The Dean shall refer the matter alongwith his/her recommendation to the Academic Council for consideration. Before referring the matter to the Academic Council, the Dean shall provide an opportunity to the teacher to contest the charge(s) against him/ her.
- 7.25 In the event of transfer of a teacher, accredited to guide research at M Sc / Ph D level from one department/ discipline to other department/ discipline, he/ she shall deem to be accredited for guiding research at M Sc/ Ph D level, as the case may be, in the new department/ discipline and cease to be accredited into former discipline automatically. However, he/ she shall continue to guide the already allotted students in the previous department/ discipline, for completing their research/ degree programme.

CHAPTER VIII

System of Examination for Undergraduate Programmes

Course	8.1	A course is a unit of instruction or segment of subject-matter to be covered in a semester. Each course has definite credit hours, one credit hour represents one hour lecture in theory or two hours practical in laboratory/ three hours of field work during a week and extended to the period of the semester.
Evaluation of Course Work	8.2	The evaluation of a student's achievement in a course shall be based on performance in internal and external examinations. All examinations shall be monitored by the Dean of the College.
Conduct of Examination	8.2.1	<p>Various examinations conducted for a course are as under:</p> <ul style="list-style-type: none">i) Mid-term Examination: During 9th or 10th week of the semester, there shall be an examination in each course lasting for one to one and half hour as per academic calendar. This examination shall be conducted by the Dean of the teacher concerned as the case may be. The syllabus to be covered therein shall be announced by the teacher.ii) Practical and Oral Examination: All final practical examinations must be completed before the commencement of the end-term examination. Practical examination shall be conducted by Course Instructor(s) and one more teacher to be nominated by the Head of the Department. <p>NOTE: The answer books of Mid-term examination may be seen by the students within a week of the date of examination and after he/she is satisfied about the correctness of marking, the same shall be returned to the Instructor by the student. The answer books of mid-term/practical shall be retained by the course Instructor till the declaration of result by the Registrar.</p> <ul style="list-style-type: none">iii) End-term Examination: Towards the end of the semester, there shall be a common end-term examination date sheet and question paper(s) for the courses being offered in different colleges of the University as per academic calendar notified by the Registrar which shall last for two hours and shall cover the entire subject matter of the course. This examination shall be conducted by the Dean. The question paper for the end-term examination shall be set by the external examiner, except non-credit courses, and shall be evaluated internally.
	8.2.2	The break-up of marks will be reserved for different examinations during the semester in percentage are as follows:

Credit hours	Mid-term (Internal)	End-term	
		Theory (External)	Practical (Internal)
1+1	10	40	50
1+2	10	25	65
1+0	50	-	50
0+1	40	60	-
2+0	50	50	-
0+2	40	60	-
2+1	15	50	35
2+2	10	40	50
3+0	50	-	50
3+1	25	25	50

8.2.3 **Experiential Learning and Rural Work Experience/ In plant Training:** 7th and 8th Semester is exclusively meant for imparting Experiential Learning and Rural Work Experience training. The training will be of 40 credit hours (20 credit hours for Experiential Learning in one semester and 10 credit hours each for Rural Work Experience and In-plant Training) in another semester with exclusively internal evaluation.

Proviso: The left-out courses, up to 2 courses, can be repeated in the 7th and 8th Semester alongwith ELP/RAWE without classroom teaching subject to the condition that the student has already attended 75% lectures during the course(s) offered earlier. However the student shall have to appear in all the scheduled examinations as notified by the Course Instructor/ Dean.

Examination Schedule

8.3.1 There shall be a common date sheet for end-term examination which shall be notified well in advance by the Concerned Dean.

Examination Material

8.3.2 All examination material such as answer-books, twine, drawing papers, log tables, graph paper etc. will be supplied by the Dean.

8.3.3 Candidates coming late by more than 15 minutes in mid-term examination and more than 30 minutes in end-term examination shall not be allowed to appear in the examination. No examinee shall be allowed to go out of the examination hall during first 30 minutes.

Make-up Examination

8.4 If a student fails to appear in mid-term examination on account of illness or some other valid reason he/ she may petition through the Advisor, Instructor and the Head of the Department to the Dean within three actual working days of the date of missed examination for permission to appear in the make-up examination. If illness is cited as the reason, the petition shall be accompanied by a Medical Certificate from the University Medical Officer or the Government Medical Officer. If the Dean is satisfied with the veracity of the reasons, he may direct the Instructor to hold the make-up examination and endorse a copy of

the order to the Registrar for inclusion in the student's personal file. It will be the responsibility of the student to get in touch with the Instructor and have a date fixed for the make-up examination within a fortnight from the date of missed examination. In case more than one student has been allowed make-up examination of the same course, the Instructor shall fix a common date of missed examination. However, if a student misses the make-up examination, he/ she shall be awarded zero mark in the said examination.

8.4.1 Normally, make-up examination shall be allowed in lieu of the missed mid-term examination in the following circumstances:

- i) Demise of blood relation or spouse;
- ii) Student's own hospitalization or illness on production of Medical Certificate from Government Hospital/ University Medical Officer;
- iii) Natural calamity in home town/ village and;
- iv) Participation in State, Inter-University/ National/ International meets and National/ State Competitive Examination.

8.4.2 The Dean after being satisfied with the veracity of the above reasons for missing mid-term examination may instruct the Instructor to conduct make-up examination.

8.4.3 If the student fails to take the make-up examination within 15 days from the date of missed mid-term examination, he/ she shall be awarded zero in the examination.

**Procedure for
Conduct of
End-Term
Examination**

8.5 There shall be a question paper bank for end-term examination for each course to be maintained by the concerned Dean.

8.5.1 The Instructor through the Head of the Department will submit a panel of five paper setters/ examiners for each course within 4 weeks of the commencement of the semester in the prescribed format. No person below the rank of Lecturer/ Assistant Professor or equivalent having less than three years of experience shall be included in the panel.

The Dean will select two examiners from the above list or may add another name to the panel. Each examiner will be asked to submit two sets of papers and the honorarium shall be paid for paper setting in accordance with the rate approved from time to time.

8.5.2 External Examiner shall be supplied with detailed instructions including copy of course content, course outline and model question paper.

8.5.3 The answer books of end-term examination shall be evaluated internally by the Course Instructor, who taught the course.

- 8.5.4 The Dean shall prepare and circulate an invigilation schedule seven days before the commencement of the examination.
- 8.5.5 In case Instructor goes on leave during the end-term examination, the Head of the Department concerned shall make alternate arrangement and intimate the same to the Dean of the College.
- 8.5.6 The Dean shall nominate a teacher to act as Superintendent of Examination, who shall be responsible for the proper conduct and supervision of the examination.
- 8.5.7 In each College, a 'Confidential Room' shall be earmarked where the examination material shall be supplied to the Incharge 'Confidential Room' to be appointed by the Dean.
- 8.5.8 Since there shall be a common question paper in all the Colleges for the same course, a question paper shall be chosen by the Dean of the College responsible for the paper setting/ conduct/ evaluation of the answer books. The Dean shall send a zerox copy of the chosen question paper to the other Dean through authorized messenger in a sealed cover atleast one week before the scheduled date of examination which shall be handed over to the Incharge 'Confidential Room' by the respective Dean for further action.
- 8.5.9 The Invigilator(s) shall reach the place of examination atleast 10 minutes before the commencement of examination and shall pick up the answer books and question papers from the Incharge 'Confidential Room' immediately.
- 8.5.10 The Invigilator shall mark attendance of the students after the commencement of examination on the prescribed sheet.
- 8.5.11 At the end of the examination, answer-books shall be collected from the students by the Invigilators and deposited alongwith blank and unused answer-books etc. to the 'Superintendent Examination' in the 'Confidential Room' immediately after the examination for further handing over to the concerned teacher for evaluation and keeping in the record.
- 8.5.12 Invigilator(s) finding any student resorting to unfair means or creating disturbance or acting in any manner so as to cause any inconvenience to other students shall report the matter to the Dean through 'Superintendent Examination' for suitable action.
- Instructor's Grade Report** 8.6.1 Each Instructor shall prepare three copies of Grade Report on the prescribed proforma.
- 8.6.2 The result/ Grade Report of mid and end-term examinations shall be prepared on the prescribed proforma by the concerned teacher

		and submitted to the Dean through Head of the Department within seven days from the last date of examination.
	8.6.3	The Dean after retaining a copy of 'Grade Report' for office record shall forward one copy of the same to the Registrar and one copy to the concerned Instructor for his/ her record.
Tabulation of Result	8.7.1	Tabulation of results shall be done from the examiner's reports in the office of the Dean and the Registrar separately, simultaneously and independently of each other within four days from the last date of the receipt of the report.
	8.7.2	Each tabulation sheet shall be signed by the Dealing Assistant and the concerned officer.
	8.7.3	The 'Grade Report' shall be prepared College-wise and Class-wise.
	8.7.4	After the tabulation sheets in the office of the Dean and Registrar are ready, the same shall be collated by the officials of offices concerned after putting their signatures on reciprocal basis.
Preparation of Semester reports	8.8	After collation of results, the office of the Registrar shall transcribe the grades on the individual student's transcript on the prescribed format for each semester to be called Semester Report.
	8.8.1	The persons deputed for this purpose shall further check the transcribed grades on the semester report and sign them individually.
Grade Point Average	8.9.1	Grade Point (GP) in a passed/ cleared course will be the total marks obtained by a student, out of 100 divided by 10.
	8.9.2	Credit Point (CP) in a course will be GP multiplied by the credit hours.
	8.9.3	Total credit points = Sum of the credit points secured
	8.9.4	Grade Point Average (GPA) = Sum of the total credit points secured divided by sum of credit hours of the registered courses.
	8.9.5	Overall Grade point Average (OGPA): It is the quotient of cumulative credit points obtained by a student in all the courses taken by him/ her from the beginning of the first semester divided by the total credit hours of all courses which have been completed upto the end of the specified semester from the first semester. The OGPA is expressed up to second decimal place without rounding off.
Requirement for Good Standing	8.9.6	The minimum Overall Grade Point Average shall be 5.50 out of 10.00. A student who achieves the required minimum OGPA shall be deemed to be on 'Good Standing'.

**Scholastic
Probation**

8.9.7 If a student fails to achieve the minimum prescribed OGPA at the end of the semester under 8.9.6, he/ she shall be placed on ‘Scholastic Probation’ for the duration of the following semester(s).

8.9.8 The corresponding of OGPA with respect to traditional scoring system of Division ranking shall be as follows:

- 6.00 or above - First Division
- 5.50 to 5.99 - Second Division

Grading

8.10.1 A student securing less than 50 per cent marks shall be considered fail in that course and shall have to repeat the same.

8.10.2 A student shall be awarded ‘W’ grade by the Instructor only when he has been duly permitted to withdraw the course.

8.10.3 The grade for NCC/ NSS/ Educational tour(s)/ sports, games, etc. shall be ‘S’ or ‘US’.

8.10.4 The answer book(s) of all the tests and examinations except the end-term examination shall be seen by the students within 10 days of examination, and after he/ she is satisfied with the correctness of marking, the same shall be handed over to the Instructor by the student.

8.10.5 Answer books of end-term examination shall be seen by the students within 10 days of the commencement of the next semester. The answer books of end-term examination of theory portion will be re-evaluated for which the student shall apply within 15 days of the declaration of result by the University along with the prescribed fee. The result of re-evaluation shall be final. If the student secures less marks on re-evaluation then the previous marks shall hold good. Re-evaluation will be allowed only once for one course. The answer books shall be got evaluated from the paper setter only.

**Dropping from
the University**

8.11.1 A student shall be required to earn his/ her degree within 14 semesters of admission irrespective of registered or unregistered semester. A student, who fails to obtain his/ her degree within the above stipulated period, shall be dropped from the University and shall have no right to petition.

8.11.2 A student failing in the same course thrice shall be dropped from the University except where a student is awarded ‘F’ grade in any course as a result of punishment for resorting to unfair means in the examination.

CHAPTER IX

System of Examination for Postgraduate Programmes

- Examination Schedule** 9.1 The schedule for end-term examination shall be prepared by the Dean and notified to the students and teachers atleast seven days before the commencement of examinations. However, if the conditions so warrant, the Dean may change the date of examination on short notice.
- Evaluation of Course Work** 9.2 The evaluation of a student's achievement in a course shall be based on performance in various examinations i.e., hourly, mid-term, practical and end-term or other type of examinations. The relative weightage to be given to these shall be determined by the Instructor, in consultation with Head of the Department, keeping in view the relative distribution on credits assigned to theory and practical. The details of these examinations to be conducted for a course are as under:
- 9.2.1 **Hourly Examination:** It is a written test lasting for about an hour. The date of the test and subject-matter to be covered shall be announced one week in advance. About one to two such examinations may be given during the semester depending upon the nature and credit value of the course. Normally, the first hourly examination shall be over by the seventh week and the second by the seventeenth week of the semester.
- 9.2.2 **Mid-term Examination:** During 9th or 10th week of the semester there shall be an examination in each course lasting for atleast one hour as per academic calendar. This examination shall be conducted by the teacher in the classroom. The subject matter to be covered therein shall be announced by the teacher.
- 9.2.3 **Practical and Oral Examination:** All final practical and oral examinations shall be completed before the commencement of the end-term examination. The practical portion shall be conducted by the Course Instructor and one more teacher to be nominated by the Head of the Department. The date of practical examination and viva-voce examination shall be announced by the Course Instructor and one more teacher nominated by the Head of the Department in the class. Some weightage meant for class presentation and assignment can be considered as part of this examination.
- 9.2.4 **End-term Examination:** Towards the end of the semester there shall be one examination in each course which shall last for atleast two and half hours and shall cover the entire subject matter of the course. This examination shall be conducted by the Dean as per academic calendar.

- 9.2.5 This examination shall be conducted by the Dean as per academic calendar. The following per cent proportion of marks will be reserved for different examinations:

Credit hours	1st hourly	Mid-term	Practical	End-term
0+1	-	50	50	-
1+0	15	35	-	50
1+1	-	20	50	30
1+2	-	20	50	30
0+2	-	50	50	-
2+0	10	40	-	50
2+1	10	20	30	40
3+0	10+10*	30	-	50
3+1	10	20	25	45

*2nd hourly examination

The Credit Seminar with credit load of 1+0 shall have 100% weightage of the Seminar and result to be submitted as End-term Examination.

Question Paper for End-term Examination

- 9.3 The Dean shall nominate a teacher to act as Superintendent of Examination, who shall be responsible for the proper conduct and supervision of the examination.
- 9.3.1 In each College, a ‘Confidential Room’ shall be earmarked where the examination material shall be supplied to the Incharge ‘Confidential Room’ to be appointed by the Dean.
- 9.3.2 Each instructor shall prepare 2 sets of the question paper for each course covering the entire syllabus and will supply the same to the concerned Head of the Department alongwith a certificate that the papers have been prepared from the entire syllabus. The question papers will be supplied by the course Instructor well before the start of the examination.
- 9.3.3 The Dean shall prepare and circulate an invigilation schedule atleast seven days before the commencement of the examination.
- 9.3.4 On the day of the examination, the Head of the Department shall pick up at random one paper out of the two papers and hand over the same to the Instructor for having it photocopied. The Incharge, ‘Confidential Room’ shall start the process of photocopying the question paper normally 30 minutes before the start of examination. The Instructor shall pick up the answer books from the office of the Dean.
- 9.3.5 The Instructor/ Invigilator shall reach the place of examination atleast 10 minutes before the commencement of the examination.

	9.3.6	At the end of the examination, answer-books shall be collected from the students by the Course Incharge/ Invigilators. The ‘Superintendent Examination’ shall deposit blank and used answer-books, etc. in the ‘Confidential Room’ immediately after the examination. The course Incharge shall collect the answer books of the concerned subject for evaluation and keeping the record.
	9.3.7	Invigilator(s) finding any student resorting to unfair means or creating disturbance or acting in any manner so as to cause any inconvenience to other students shall report the matter to the Dean through ‘Superintendent Examination’ for suitable action.
Examination Material	9.4	All examination material such as, answer-books, twine, drawing papers, log tables, graph paper etc. will be supplied by the Dean.
Mid-term and End-term Examination	9.5	Candidates coming late by more than 15 minutes in mid-term examination and more than 30 minutes in end-term examination shall not be allowed to appear in the examination. No examinee shall be allowed to go out of the examination hall during first 30 minutes.
Make-up Examination	9.6.1	If a student misses an hourly/ mid-term/ end-term examination on account of illness or some other valid reason he/ she may petition through the Advisor, Instructor and the Head of the Department to the Dean within three actual working days of the date of missed examination for permission to appear in the make-up examination. If illness is cited as the reason, the petition shall be accompanied by a Medical Certificate from the University Medical Officer or the Government Medical Officer. If the Dean is satisfied with the veracity of the reasons, he/she may direct the Instructor to hold the make-up examination and endorse a copy of the order to the Registrar and the Head of the Department for inclusion in the student’s personal file. It will be the responsibility of the student to get in touch with the Instructor and have a date fixed for the make-up examination within a fortnight from the date of missed examination. In case more than one student has been allowed make-up examination of the same course, the Instructor shall fix a common date of missed examination. However, if a student misses the make-up examination, he/she shall be awarded zero mark in the said examination.
	9.6.2	Normally, make-up examination shall be allowed in lieu of the missed examination in the following circumstances: <ul style="list-style-type: none"> i) Demise of blood relation or spouse; ii) Student’s own hospitalization or illness on production of Medical Certificate from Government Hospital/ University Medical Officer; iii) Natural calamity in the home town/ village and; iv) Participation in the State, Inter-University/ National/

International meets and National/ State Competitive Examination.

9.6.3 The Dean after being satisfied with the veracity of the above reasons for missing:

- i) mid-term examination may instruct the Instructor to conduct make-up examination.
- ii) end-term examination, after ascertaining that the performance of the student in mid-term and assignment etc. is satisfactory, may instruct the Instructor to award 'I' grade in the course with a copy to Registrar, Head of the Department and the Advisor.

9.6.4 When 'I' grade is awarded in a course in the end-term examination, the result of the student shall be declared by the Registrar without taking into account that course and intimation to this effect shall be communicated to the Dean before the Registration of the next semester. The result in that course shall be kept in abeyance till the Instructor is able to hold the make-up examination and submit the final grade, which shall not be later than 30 days from the date of missed examination.

9.6.5 If the student fails to take the make-up examination within 15 days in case of mid-term and 30 days in case of end-term examination from the date of missed examination, shall be awarded zero in these examinations.

Instructor's Grade Report

9.7.1 The result/ grade report of Mid and End-term examinations shall be prepared on the prescribed proforma by the concerned teacher and submitted to the Dean through Head of the Department within four days of the last date of examination.

9.7.2 When a course is taught by more than one Instructor, evaluation, grading and final marking would be the responsibility of the Instructor designated as course Incharge by the Head of the Department.

Tabulation of Result

9.8.1 On receipt of the final grade, the Registrar shall issue the revised semester report of the student.

9.8.2 The tabulation work shall be completed within four days from the last date of the receipt of the 'Grade Reports'.

9.8.3 Each tabulation sheet shall be signed by the Dealing Assistant and the concerned officer.

9.8.4 After the tabulation sheets are ready in the office of the Dean, he shall send the same to the Registrar, which shall be returned to him after the result is collated.

9.8.5 After collation of the result, the office of the Registrar shall transcribe the grades on the semester reports of the student.

	9.8.6	The semester report shall specifically mention the title of the course, course number and credit hours.
Student Record	9.9	The student record, maintained in the office of the Registrar shall be treated as official and final.
Grading	9.10.1	A student securing less than 60 percent marks shall be considered fail in that course and shall have to repeat the same.
	9.10.2	To secure satisfactory grade in a non-credit course, a student shall have to secure atleast 60 percent marks. A student securing less than 60 percent marks, shall be awarded unsatisfactory grade (US).
	9.10.3	A student shall be awarded 'W' grade by the Instructor only when he/ she has been duly permitted to withdraw the course.
	9.10.4	The grade for research credits shall be 'S' or 'US'.
Significance of Grade	9.11.1	A course is a unit of instruction or a segment of subject matter to be covered in a semester. Each course has definite credit hours. A lecture class of one hour per week shall be counted as one credit, whereas a practical class of two hours shall count as one credit.
	9.11.2	The percentage of marks obtained in a course is divided by 10 and is expressed to as grade and calculated up to two decimal point.
	9.11.3	The cumulative credit points obtained by a student in all the courses during a semester divided by total credit hours of all those courses is Grade Point Average (GPA) in a semester. It is expressed up to second decimal place.
	9.11.4	The cumulative credit points obtained in all the courses from the time of admission till the end of semester divided by the cumulative credit hours in those studied courses is Overall Grade Point Average (OGPA). The OGPA is expressed up to second decimal place.
	9.11.5	When a course is taught by more than one Instructor, evaluation, grading and final marking would be the responsibility of the Instructor designated as course Incharge by the Head of the Department.
Class or division	9.12	A student securing 65% and above marks shall be awarded First Class/ Division.
Scrutiny of Result and Change of Grade	9.13.1	Scrutiny means checking of marks, examination of question(s) left unmarked and checking of the conversion of marks to grades.
	9.13.2	Answer-books of all the tests and examinations except the end-term examination shall be seen by the students within 10 days of the date of examination and after he/ she is satisfied about the

correctness of marking, the same shall be handed over to the Instructor by the student.

- 9.13.3 Answer-book of end-term examination shall be seen by the students within 10 days of the date of commencement of the next semester and the answer books will be retained by the Instructor till the end of the next semester.
- 9.13.4 Application for scrutiny of result shall be submitted to the Dean, who shall direct the Head of the Department immediately.
- 9.13.5 The result of scrutiny shall be intimated by the Course Incharge to the Dean through the Head of the Department as soon as possible, but in no case later than two weeks from the date of commencement of the next semester.
- 9.13.6 After the grade has been revised as a result of scrutiny, the Instructor will send the grade, with reasons for revising the grade through the Head of the Department to the Dean who will examine and forward the same to the Registrar for incorporating necessary correction.
- 9.13.7 Where an Instructor detects that he/she has made a mistake in reporting the grade of the student, he/she shall immediately bring this fact to the notice of the Head of the Department, who after satisfying himself/ herself that there had been a genuine mistake, shall bring this fact to the notice of the Dean. The Dean shall within a week write to the Registrar, intimating the circumstances in which the mistake was made, and giving the correct grade. The Registrar shall thereafter issue a revised semester report.

Dropping from the University

- 9.14.1 A student, who fails to achieve the OGPA specified below at the end of the 2nd or 4th and subsequent semester, as the case may be shall stand dropped from the University. For this purpose, the semester withdrawn by a student shall not be counted e.g., if 1st or 2nd semester is withdrawn, the 3rd registered semester shall be considered 2nd for the purpose of dropping.
 - i) At the end of second registered semester - 6.00
 - ii) At the end of 4th and subsequent registered semester - 6.50

However, on an appeal of a student duly recommended by the Major Advisor, Head of the Department and the Dean concerned, the Vice-Chancellor may consider to allow another chance to such a dropped student to continue the studies as a special case.

NOTE: Where a student is declared fail in any course as a result of punishment for resorting to unfair means in the examination such credit hours and grade shall be excluded while calculating the Overall Grade Point Average for the purpose of this sub-rule.

- 9.14.2 Notwithstanding the above provisions, a student having failed in same course thrice shall be dropped from the University. However, in exceptional circumstances, Vice-Chancellor may permit another final chance on the recommendation of the Advisor and the Dean.
- 9.14.3 A student failing in the comprehensive examination twice will automatically stand dropped from the University.
- 9.14.4 If the thesis of the student is rejected twice by the External Examiner, he/ she shall be dropped from the University.
- 9.14.5 A student failing second time in the *viva-voce* examination shall be dropped from the University.
- 9.14.6 The student registered in any degree programme, shall be required to earn his/ her degree within double the duration of normal period of that particular degree irrespective of registered or unregistered semesters. A student, who fails to obtain his/ her degree within the above stipulated period, shall automatically stand dropped from the University and shall have no right to petition.

CHAPTER X

Use of Unfair Means

- Unfair Means**
- 10.1 The term ‘use of unfair means in the examination’ or ‘attempt to use unfair means’ shall denote the items prescribed by the Academic Council from time to time.
- 10.2.1 The following *inter-alia* shall be deemed to be unfair means:
- (i) Talking to another student or any person, inside or outside the Examination Hall during the examination hours without permission of Invigilator or Superintendent Examination.
 - (ii) Leaving the examination hall without returning the answer-book or continuation sheet, if any, to the Invigilator and taking away or tearing off or otherwise disposing off the same or any part thereof.
 - (iii) Writing on blotting paper or any other piece of paper a question or anything relating to a question or solving a question on anything other than the answer-book or the continuation sheet.
 - (iv) Using abusive or obscene language in the examination hall or writing the same in the answer-book.
 - (v) Making an appeal to the Examiner through the answer-book.
 - (vi) Possession or having access to the books, notes, papers or any other material, whether written, inscribed or engraved or any other device, which could be of help or assistance to him/ her in answering the question paper or part thereof.
 - (vii) Concealing, destroying, disfiguring, rendering illegible, swallowing, running away with, causing disappearance of or attempting to do one or more of these things in respect of any book, notes papers or other material or device, used or attempted to be used for assistance or help in answering a question or a part thereof.
 - (viii) Passing on or attempting to pass on a copy of a question or a part thereof or the question paper itself or a part thereof, or solution to a question or a part thereof, to any other student or to any other person during the examination.
 - (ix) Smuggling an answer-book or continuation sheet into the Examination Hall, or taking out or replacing or attempting to get replaced the answer-book or continuation sheet during or after the examination with

or without the help or connivance of any other person connected with the examination, or through any other agency, what-so-ever.

- (x) Receiving or attempting to receive, with or without the help or connivance of any member of the supervisory or menial staff or outside agency, a solution to a question or a part thereof.
- (xi) Approaching or influencing directly or indirectly the Instructor/ Evaluator, Tabulator or any other person, connected with the examination, with the object of inducing him to leak out the question paper or any part thereof, or to enhance marks or to favorably evaluate or to change the award.
- (xii) Undue influence i.e., direct or indirect interference or attempt thereof on the part of the student or of any person on his/her behalf in the discharge of the duties or a member of the supervisory or inspecting staff of an examination centre before, during or after the examination. Provided that without prejudice to the provisions of this clause any such person as is referred to therein who abuses, insults, intimidates, assaults, any member of the supervisory or inspecting staff or other student(s) or threatens to do so shall be deemed to have interfered with the duties of the supervisory and the inspecting staff within the meaning of this clause.
- (xiii) Copying, attempting to copy, taking assistance for help from any book, notes, paper or any other material or device such as cellphones, or from any other student, or facilitating or rendering any assistance to any other student to do any of these things.
- (xiv) Presenting a thesis/ dissertation or practical/ class work/ note-book not prepared by the student himself.
- (xv) Arranging or permitting any person to impersonate for the student in the examination.
- (xvi) Forging or using a forged document.
- (xvii) The Academic Council may declare by resolution any other act or omission or commission to be 'unfair means'.

10.2.2 Every student shall be required to bring his/ her own examination materials, such as set squares, scales and the like, as he/ she shall not be permitted to borrow any of these materials from fellow students in the examination hall.

- 10.2.3 If any student is found to have used or attempted to use ‘unfair means’ in any examination his/ her answer-book shall be seized by the Invigilator/ Instructor forthwith. The student may, however, be permitted to answer the remaining part of the question paper but on a separate answer-book.
- 10.2.4 A written statement of the student found using ‘unfair means’ shall be recorded by the Course Incharge/ Invigilator and Superintendent examination shall and forwarded with his/ her report, alongwith other material(s) found in possession of the student which should be signed by the student concerned and one invigilator in token of the same having been recovered from his/ her possession.
- 10.2.5 In case a student refuses to give a statement or sign the confiscated material(s), the student should not be forced to do so, however, the fact of refusal should be recorded by the Course Incharge/ Invigilator and Superintendent of Examination in the report.
- 10.2.6 The Superintendent Examination shall forward the report of the Invigilator Incharge/ Course Instructor to the Dean concerned for forwarding the same to the Students’ Discipline Committee for detailed investigation and this committee shall send its report to the Dean with specific recommendations within 10 days from the receipt of the report.
- 10.2.7 The Students’ Disciplinary Committee shall consist of two senior most heads of the departments at the main campus (other than the Deans), one each from the two Colleges and one nominee of the Vice-Chancellor. The Senior-most member shall act as Chairman of the Discipline Committee. The tenure of this committee will be for two years. Similar Discipline Committee shall be constituted by the Registrar at the constituent Colleges of the University located outside the main campus.

**Students’
Disciplinary
Committee**

**Punishment for
using Unfair
Means**

- 10.3 The Dean, after getting the detailed enquiry report from the Students’ Discipline Committee and satisfying himself/ herself that the student has used ‘unfair means’ shall impose suitable penalty as indicated below:
- 10.3.1 A student found using ‘unfair means’ or ‘attempt to use unfair means’ during an hourly test shall be deemed to have failed in that course.
- 10.3.2 A student found using ‘unfair means’ or ‘attempt to use unfair means’ during the mid-term examination shall be deemed to have failed in all the courses during the semester.
- 10.3.3 (i) A student found using ‘unfair means’ or ‘attempt to use unfair means’ during end-term examination shall be deemed to have failed in all the courses in that semester.

A student found using 'unfair means in the end-term examination' may be debarred from registration during the subsequent semester depending upon the severity of the case.

- 10.3.4 A student found using 'unfair means' or 'attempt to use unfair means' during the comprehensive examination shall be deemed to have failed in that examination. Repetition of unfair means in comprehensive examination shall be deemed to have automatically dropped from the University Rolls.

CHAPTER XI

Other Requirements for Graduation

- NCC/ NSS**
- 11.1 The regulations regarding the two-fold programme may be called 'Regulations regarding the two-fold programmes of National Cadet Corps (NCC) and National Service Scheme (NSS)'.
- 11.2.1 The general rules regarding the participation in these programmes are as under:
- i) An undergraduate student may opt to pass through either of the two fold programmes. All students in 1st and 2nd year of undergraduate programmes shall opt for enrollment either for NCC or NSS. However, it shall be compulsory for all undergraduate students to attend special 10 days NSS camp which shall be held in 5th semester. Inservice candidates of HP Forest Department/ HP Horticulture Department with 5 years of service or above are exempted from NSS/NCC.
 - ii) The enrollment in the scheme of NCC or NSS shall be completed in the first semester of an undergraduate programme immediately after admission/ registration. The list indicating the names of the students enrolled under a particular scheme shall be forwarded by the Students' Welfare Officer to the concerned Dean for onward transmission to the Registrar for completing the personal files of the students.
- 11.3 Every student undergoing NCC training shall attend a minimum of 75% parades held during a training year. The Vice-Chancellor may grant exemption to a student from this requirement for reasons of health. Application for exemption shall, after necessary scrutiny by the Company Commander (NCC Officer), be routed through the Students' Welfare Officer supported by a medical certificate from the University Medical Officer/ Chief Medical Officer/ Assistant Surgeon, Civil Hospital/ Army Doctor.

In case the competent authority is not satisfied with the genuineness of the request for exemption from NCC, the student concerned shall be required to furnish medical certificate from the Medical Board of District Hospital in support of the request for exemption.

Every student undergoing NCC training shall attend the annual training camp during 4 semesters of training, failing which he will be registered for the next academic year to enable him to make up the deficiency of the camp for which he will have to attend 75% parades till the commencement of the camp.

- 11.4 If a student does not attend 75% of the parades held during the semester, he/ she will be given 'US' grade against this course. On 'US' grade, the student will be required to make up the same failing which he/ she will have to register afresh in the next academic session.
- 11.5 A student who has received NCC training in a Senior Division in some other college/ institution for complete academic session/ term may be exempted by the Students' Welfare Officer on the basis of certificate issued by the concerned NCC Officer for the period already completed by the student.
- 11.6 Every student on the completion of 2 years or 4 semesters of NCC training and attending of one annual training camp stands discharged from NCC.
- 11.7 Every student is expected to attend the NCC training regularly and he/ she shall not be absent from any parade without the permission of the NCC Officer/ Incharge of NCC unit of the College. For unauthorized absence a fine of Rs. 10/- per cadet per parade may be imposed on the cadet which may be realized alongwith the college dues.
- 11.8 On the completion of the training, every cadet will be graded as excellent, very good, good, average and below average, keeping in view of the discipline, initiative, qualities of leadership, keenness in training, attendance and the efficiency in the tests held by the Ministry of Defence. This grading will be intimated to the Registrar by the Students' Welfare Officer for incorporation of the grades in the transcript.
- 11.9 Postgraduate male students on the rolls of the University may enroll themselves for NCC training, if they so like.
- 11.10 A cadet deputed for outside station by the Students' Welfare Officer on the recommendation of the NCC Officer, for the purpose of NCC activities such as camp/ certificate/ examination/ competitions/ republic day parade/ other special ceremonial parades at the District/ State/ Unit level shall be marked 'D' (Duty) in the course(s) offered to him for the period of his/ her absence.
- 11.11 The NCC cadet who does not return his/ her uniform on the due date notified by the NCC officer will be fined Rs. 10/- per day by the Students' Welfare Officer on the recommendation of the NCC Officer and will not be allowed to appear in mid-term/ end-term examinations in that academic year.
- 11.12 All students who are enrolled for NCC will be charged NCC amenity fund at the rate of Rs. 50/- per mensum, which will be utilized for NCC activities only.

- 11.13 The fund will be operated by the Students' Welfare Officer on the recommendation of the NCC Officer for the following purposes:
- i) Detailing team for various NCC competitions at the Battalion Group, Directorate, National, University and Inter-University level.
 - ii) Detailing cadets for participation in the Republic Day parade at Delhi and other similar important occasions.
 - iii) Arranging visits of NCC cadets and officers of Army Units for getting first-hand knowledge of army life and any other duty concerning NCC activities.
 - iv) Meeting expenses on photography, prizes, entertainment of guest and cadets, etc. on Independence Day, NCC Day, Republic Day and other important occasions.
 - v) Arranging Guard of Honour when a VIP visits the University.
 - vi) Other activities which the Students' Welfare Officer may approve from time to time on the recommendation of NCC Officer.
 - vii) The NCC Officer and cadets will be entitled to TA and DA at the permissible rates in the case of other sports activities of the University.
- 11.14 In the event of any emergency, if any of the requirements of compulsory military training cannot be arranged by NCC authorities, the Vice-Chancellor may suspend such regulation concerning military training as cannot be enforced.

CHAPTER XII

Award of Diplomas/ Degrees

Institution of Degree and Diploma	12.1	In accordance with the Statutes clause 15.1 and Academic Regulation 2.1, the University shall institute and award the degrees/ diplomas under the seal of the university to the students who have successfully completed their requirements.
Syllabi of Study	12.2	The syllabi of study for different courses of various programmes shall be as prescribed by the Academic Council from time to time.
Medium of Instruction and Examination	12.3	The medium of instruction and examination shall be English.
Proficiency Test of English	12.4	An English Proficiency test shall be administered to all foreign students in the beginning of each session to judge their proficiency in English.
Requirements for Bachelor's Degree Programmes	12.5.1	The minimum credit hours required for the Bachelor's degree shall be 160 excluding non-credit hours for languages, physical education/ NCC/ NSS/ deficiency courses.
	12.5.2	The educational tours shall be compulsory for all undergraduate students whenever organized. In order to qualify for the Bachelor's degree every student shall be required to obtain satisfactory grade therein.
	12.5.3	The Instructor Incharge of the educational tour shall grade the student on the basis of the tour report submitted by him at the end of the tour. The result will be submitted by the Instructor Incharge within a week after return from the tour to the Dean. If the student obtains 'US' grade he/ she will be given another chance to appear in the make-up test to earn 'S' grade failing which the student shall have to repeat the educational tour during next academic session of his/ her own expenses.
	12.5.4	Not proceeding on an educational tour organized by the College will be deemed a breach of discipline within the provision of Chapter-VI of Academic Regulations, and such defiance will be dealt with accordingly.
	12.5.5	The Dean may, however, grant exemption to any student from this requirement on medical ground or on genuine grounds.
	12.5.6	Every undergraduate student shall also be required to successfully complete other requirements laid down by the Academic Council from time to time.
	12.5.7	A student shall not be declared successful in Bachelor's degree programme unless he/ she:

		<ul style="list-style-type: none"> i) Obtains atleast 5.0/10.0 grade point in all the prescribed courses. ii) Obtains ‘S’ grade in non-credit courses and other prescribed requirements. iii) Achieves a minimum OGPA of 5.50/10.0
Requirements for Postgraduate/ PhD Programmes	12.6.1	<ul style="list-style-type: none"> i) In accordance with the Academic Regulation 7.3 and 7.5, a postgraduate/ Ph D student shall be required to successfully complete their credit requirement, comprehensive examination and successful completion of scientific investigation and creditable research to be submitted in the form of a thesis. ii) In accordance with the Academic Regulation 7.4, the MBA student shall be required to successfully complete their credit requirement and successful completion of project work to be submitted in the form of a project report.
	12.6.2	<p>A student shall not be declared successful in postgraduate/ Ph D programme unless he/ she:</p> <ul style="list-style-type: none"> i) obtains atleast 6.00/10.0 grade point in all prescribed courses. ii) obtains ‘S’ grade in non-credit courses and other prescribed requirements. iii) achieves a minimum OGPA 6.50/10.0.
	12.6.3	<p>On the receipt of approval of thesis and report of final thesis <i>viva-voce</i> examination from the Dean of the college, the Registrar shall take further action to award the degree to the student and issue necessary notification and certificate/ transcript of academic record.</p>
Approval of Degree	12.7.1	<p>The Vice-Chancellor shall approve the final results of the students and the Registrar shall issue Provisional Degree Certificates and Transcript of Academic Record on the prescribed format. It shall be open to the Vice-Chancellor to withhold the result of a student on any ground that may appear valid.</p>
	12.7.2	<p>The transcript of academic record shall contain all the courses studied and the grades secured by the student. A recently taken passport size photograph shall be fixed and embossed in the transcript of academic record.</p>
	12.7.3	<p>The register for Provisional Degree Certificate and Transcript of Academic Record shall be maintained by the Registrar on the prescribed format before issuing them to a student.</p>
Gracing of Degree	12.8	<p>The Registrar shall, after the approval of the Vice-Chancellor, from time to time, report to the Academic Council the names of all persons who have passed the various examinations, qualifying them for admission to the degrees of the University. When the Academic Council has sanctioned the admission of any such person to such degree, he/ she shall be entitled to be formally admitted to that degree. The date of formal admission to a degree shall be the date on which</p>

the Academic Council has sanctioned the admission of any such person to such degree.

Admission to Degree

12.9.1 On the decision taken by the Board of Management from time to time, a convocation for the purpose of conferring diplomas, degrees and distinctions shall be held by the University ordinarily every year but a special convocation for conferring honorary degree(s) may also be held as deemed necessary.

12.9.2 In case the University is not able to hold the convocation in a particular year or the student is unable to collect the degree at the time of convocation, the degree *in absentia* will be supplied on application on prescribed format alongwith the prescribed fee.

Proviso: In exceptional circumstances, the Vice-Chancellor may allow to issue degree to an individual student on his request provided the convocation is not held by 31st December by charging a sum of Rs. 1500/- per degree. The names of such candidates will be included in the list of candidates on whom degrees are conferred *in absentia* in the University Convocation.

12.10 The University convocation shall consist of the body corporate of the University. Ordinarily, not less than three week's notice shall be given by the Registrar for all meetings of the University convocation. The Registrar shall issue a notice to each member of the convocation intimating the programme and procedure to be observed there at. The procedure to be observed at the University convocation shall be prescribed by the Board of Management, on the recommendation of the Academic Council.

Academic robes

12.11 The academic dress of the convocation shall be as follows:

CHANCELLOR

Gown Maroon heavy silk golden lace (3") with green silk stripes (1.5") - two on front three on sleeves, emblem on both sides

Cap Velvet maroon with golden tassel and golden lace

VICE-CHANCELLOR

Gown Maroon heavy silk golden lace (2") with green silk stripe (1.5") - two on front and three on sleeves emblem on both sides

Cap Velvet maroon with golden tassel and golden lace

CHIEF GUEST

Gown Maroon heavy silk golden lace (3")

Cap Velvet maroon with golden tassel and golden lace

CHIEF MINISTER/ MINISTERS

- Gown Maroon heavy silk with 2" golden lace on the front folds, round the neck and on bottom of sleeves without any University monogram
- Cap Velvet maroon mortar band with 1" golden lace and with golden tassel

FACULTY MEMBERS

- Gown According to their degree
- Hood According to College

REGISTRAR

- Gown Black heavy silk (2") silver lace with green silk stripes (0.5") - two on front and two on sleeves, emblem on both sides
- Cap Black velvet with silver tassel and silver lace

MEMBERS OF ACADEMIC COUNCIL (Non-Ph D)

- Gown Black
- Cap Black with black tassel

MEMBERS OF ACADEMIC COUNCIL (Ph D)

- Gown Red
- Cap Black with black tassel, red band

SENATE MEMBERS

- Gown Special academic gown in red rayon silk with hand made fluting with golden rayon facing on front round the neck on the sleeves with one monogram with special padding and material
- Cap Special academic cap of red superior velvet with red silk tassel

MEMBERS OF BOARD OF MANAGEMENT

- Gown Golden yellow silk with green facing two strips (3") green silk on sleeve, with one emblem
- Cap Golden yellow velvet with green silk band and golden silk tassel

HONORARY DEGREE RECIPIENT

- Gown Special gown for *Honoris Causa* of pure silk hand spun/ hand woven with hand-made fluting facing faculty colour round the neck with special padding and material. University *insignia* on the left hand side of the gown
- Cap Special academic cap of red velvet marlas band and with golden tassel
- Hood Pure silk green in colour with golden embroidery work

OR

All members of Academic Procession including Chancellor, Chief Guest, Chief Minister and other ministers

Men White colour trousers, full sleeves white shirt, black colour waist cost, black belt and black shoes with traditional kulvi cap with embroidery on front and lace, Blue colour turban for sikh male members.

Women Cream colour Saree with half-sleeves blood red colour blouse, black colour waist coat, black shoes/sandals with traditional kulvi cap with embroidery on front and lace

The members of Academic procession shall also wear following sash:

Members on Dias VVIP Sash of Maroon Velvet with green border, golden lace, jhalar and two university logos. (Hand Embroidered)

Members of the Academic Procession VVIP Sash of Golden Satin with green border and 1 inch of golden lace, jhalar and two university logos. (Hand Embroidered)

Honorary Degree Recipient VVIP Sash of orange velvet with green border, golden lace, jhalar and two university logos (Hand Embroidered)

All members of the Board of Management and the Senate irrespective of their status will wear the same academic robes as prescribed for that body.

12.12 The recipient of degrees at the convocation shall wear the approved academic costumes and head dress, which shall be as follows:

B Sc (Hons) Horticulture

Gown Black
Hood Black with yellow lining
Mortar Cap Black with black tassel

B Sc (Hons) Forestry

Gown Black
Hood Black with green lining
Mortar Cap Black with black tassel

B Sc (Hons) Biotechnology

Gown Black
Hood Black with blue lining
Mortar Cap Black with black tassel

M Sc, MBA & MBA(Agribusiness), College of Horticulture

Gown	Black without facing
Hood	Silver white with yellow lining
Cap	Black with black tassel without any band

M Sc College of Forestry

Gown	Black without facing
Hood	Silver white with green lining
Cap	Black with black tassel without any band

Ph D College of Horticulture

Gown	Red with golden facing
Hood	Golden yellow with red lining
Mortar Cap	Black with black tassel and red band

Ph D College of Forestry

Gown	Red with green facing
Hood	green with red lining
Mortar Cap	Black with black tassel and red band

OR

Boys White Colour full Sleeves Kurta, Pyjama, White Socks and Black Shoes, Blue Turban in case of Sikh Boy Degree Recipient

OR

White Colour full sleeves terrycot shirt, white colour trovine pant, black belt, white socks and black shoes, blue turban in case of sikh boy degree recipient

Girls Cream colour saree with Half sleeves blood red blouse, black shoes/ sandals

NOTE:

- i) The above dresses shall be procured by the individual degree recipient at his/ her own expenses.
- ii) The degree recipient can also wear sleeveless jacket (waist coat) of cream colour over the convocation dress.

The degree recipient shall wear the following sash:

Ph D	Sash of blood red colour with 2 strips of 1 inch of golden satin and one university logo printed
M Sc	Sash of green colour with one golden strip of 2 inch and one university logo printed
B Sc	Sash of blue colour with one university logo printed.

Colour of the University 12.13 The 'Mint Green Shade No.253' of Apcolite brand is the colour assigned to the University.

Specifications of the Degrees 12.14.1

- i) Degree size 230 mm x 180 mm
- ii) Quality of paper Hand-made paper with water marking

Procedure to be observed at the University Convocation

- iii) Folder Made of feather touch rexin in mint green colour. Card board inside as support and to the size of the degree. The name of the University to be printed in gold colour on the face of the folder in English
- iv) Language English
- v) Size of the emblem 25 mm diameter to be printed on the degree
- vi) Size of the embossing 40 mm diameter seal on the degree

12.14.2 The degree shall be issued under the signatures of the Vice-Chancellor and Registrar only.

12.15.1 Degree recipient must appear *in person* and in the prescribed academic dress at the convocation.

The degree recipient must reach at the prescribed place well in time notified by the Registrar and must attend the rehearsal, which shall be arranged on or before the day of convocation.

The degree recipient shall be seated at the specified places and during the course of ceremony shall maintain the dignity and decorum of the ceremony.

12.15.2 The members who are to form the academic procession will assemble in the robing compartment at the time fixed for the purpose. The members of the Academic procession shall wear their academic robes and attend the rehearsal at the specified time and place.

The Chancellor alongwith the Chief Guest and the Honorary Degree Recipient (if any) will be received by the Vice Chancellor and the Registrar. In case of the inability of the Chancellor to attend the convocation, the Vice-Chancellor and the Chief Guest shall be received by the senior-most Dean present and the Registrar.

The Chancellor, the Chief Guest and the Honorary Degree Recipient, if any, will move to the robing compartment and be enrobed.

12.15.3 The Vice Chancellor will introduce the members forming the academic procession to the Chancellor, the Chief Guest and the Honorary Degree Recipient, if any.

12.15.4 The Academic procession shall walk in rows of two led by the Registrar. The procession will be in the following order:

- Registrar
- Heads of the Departments
- Members of Academic Council
- Members of Board of Management

Members of Senate
Vice Chancellor and Honorary Degree Recipient, if any
Ministers/Chief Minister, if present
Chancellor and Chief Guest
ADC ADC

- 12.15.5 On the procession entering the hall, the assembly shall rise and remain standing till the academic procession is seated.

The Chancellor, the Vice-Chancellor and the Chief Guest/ Dignitaries shall be seated in the front row on the dais. The Chancellor shall be seated in the centre of the front row and on his/her left will be seated the Vice-Chancellor and on his/her right the Chief Guest.

Honorary Degree Recipient (if any) shall also sit in the front row of the dais on left hand side of the Vice Chancellor. Any other dignitary present shall sit on the side of the Chief Guest.

Heads of the Departments will sit in the last row on the dais followed by members of the Academic Council, Board of Management and Senate.

ADC's and the Registrar shall sit just behind the Chancellor and the Vice-Chancellor respectively.

- 12.15.6 The proceedings of the convocation will commence with 'Saraswati Vandana'. During Saraswati Vandana, the assembly shall rise, remain standing and sit only when vandana is over.

- 12.15.7 The Chancellor, if present, will declare the convocation open. In the absence of the Chancellor, the Vice Chancellor will declare the convocation open. The Vice-Chancellor/ Registrar will say, "Mr Chancellor/ Mr Vice-Chancellor, I request you to declare the Convocation open".

The Chancellor/ Vice-Chancellor will say, "I declare the convocation open".

- 12.15.8 The Vice-Chancellor will read out his/her report.

- 12.15.9 The Registrar will then request the degree recipients to rise in their places to receive the exhortation.

The Vice-Chancellor will then give his/her exhortation to the degree recipients. After receiving the exhortation from the Vice-Chancellor, the degree recipients will resume their seats.

- 12.15.10 The Chancellor/ Vice-Chancellor will then say, "Let the candidates be presented".

The Chancellor/ Vice-Chancellor will then confer the degrees upon the candidates in accordance with prescribed procedure in the following order:

- i) The Honorary Degrees, if any
- ii) Doctor of Philosophy
- iii) Master of Science
- iv) Bachelor of Science/Bachelor of Technology

- 12.15.11 Honorary degrees shall be awarded according to the procedure mentioned in special convocation. In case of the absence of the recipient the same shall be awarded *in absentia*.
- 12.15.12 Each category of degree shall be awarded college-wise in alphabetical order. The Dean concerned, or in his/her absence, the senior-most Head of the Department will present the candidates. All the presentee(s) will stand when the concerned Dean presents him/her/them to the Chancellor/ Vice-Chancellor for the degree and will remain standing at his/her/ their places till he/she/they are admitted to the degree.
- 12.15.13 The concerned Dean will say, “Mr Chancellor/ Vice-Chancellor, I present to you (Names *in person* of degree recipients) who has/ have successfully completed the requirements for the degree of.....to which degree, I pray, he/ she/ they may be admitted”.
- 12.15.14 The Chancellor/ Vice-Chancellor will say, “By virtue of the authority vested in me as Chancellor/Vice-Chancellor of this University, I admit you to the degree of....., authorize you to wear the robes ordained as the insignia of this degree, and charge you to prove worthy of the same”.
- 12.15.15 The concerned Dean will say, “Mr Chancellor/ Vice-Chancellor, (Names *in absentia* of degree recipients) has/ have successfully completed the requirements for the degree ofto which degree I pray, he/ she/ they may be admitted *in absentia*”.
- 12.15.16 The Chancellor/ Vice-Chancellor will say, “By virtue of the authority vested in me as Chancellor/ Vice-Chancellor of this University, I admit these candidates to the degree of.....*in absentia* and authorize him/ her/ them to wear the robes ordained as insignia of this degree, and charge him/ her/ them to prove worthy of the same”.
- 12.15.17 After the conferment of the degrees, the recipient(s) of degree(s) will receive his/her/their degrees *in person* from the Chancellor/ Vice-Chancellor. He/ she/ they will proceed to the *dias*, will stay one step below the Chancellor/ Vice-Chancellor, receive the degree, bow and resume their seats.
- 12.15.18 The Dean of the concerned college shall then call the recipient(s) of certificate of merit. They shall stand before the *dias* and the Dean will say to the Chancellor/ Vice Chancellor:

“Sir, I seek permission to present Certificate of Merit recipient(s).”

The Chancellor/ Vice-Chancellor will say, “Let him/ her/ them be presented”.

12.15.19 The candidates will then proceed to the *dais*, will stay one step below the Chancellor/ Vice-Chancellor, receive the certificate of merit, bow and resume his/ her/ their seats.

12.15.20 The Registrar shall then call the recipient(s) of University Gold Medal(s). They shall stand before the *dais* and the Registrar will say to the Chancellor/Vice-Chancellor.

“Sir, I seek permission to present the medalist(s)”.

The Chancellor/ Vice Chancellor will say, “Let him/ her/ them be presented”.

12.15.21 The name(s) of the medalist(s) and medal(s) will be read out by the Registrar. The candidates will proceed to the *dais*, will stay one step below the Chancellor/ Vice-Chancellor, receive the medals, bow and resume his/her/their seats.

12.15.22 The Chancellor/ Vice-Chancellor will introduce the Chief Guest and request him/ her to deliver the convocation address.

Chief Guest will address the convocation.

12.15.23 The Vice-Chancellor/ Senior-most Dean will then offer thanks on behalf of the University.

The Vice-Chancellor/ Senior Most Dean will then say, “Mr Chancellor/ Mr Vice-Chancellor, I request you to declare the convocation closed”.

The Chancellor/ Vice-Chancellor will say, “I declare the convocation closed”.

12.15.24 The assembly shall rise and the proceedings of the convocation will end with the singing of “National Anthem”. The assembly shall remain standing till the academic procession led by the Registrar has taken departure in the following order:-

	Registrar	
Chancellor		Chief Guest
ADC		ADC
Minister/ Chief Minister		
Vice-Chancellor and Honorary degree recipients, if any		
Members of Senate		

Members of Board of Management
Members of Academic Council
Head of the Departments

Collection of Degrees conferred *in-absentia* 12.16 A candidate who is unable to present himself/herself *in person* at the convocation and has been admitted to degree *in absentia*. The degree will be sent to him/her on a written request as per procedure laid down by the Registrar and against a payment on the prevailing rates at that time.

Special Convocation 12.17.1 A special convocation for the conferment of honorary degrees of the University shall be held on such date, time and place as may be fixed by the Vice-Chancellor.

12.17.2 The academic procession shall walk in rows of two led by the Registrar. The procession will be in the following order:

Registrar
Heads of the Departments
Members of Academic Council
Members of Board of Management
Members of Senate
Vice-Chancellor and Honorary Degree recipient, if any
Ministers/Chief Minister, if present
Chancellor and Chief Guest
ADC ADC

12.17.3 The honorary degree recipients shall be seated on the left of the Vice-Chancellor on the dais. Other seating arrangement shall be as per annual convocation.

12.17.4 The proceedings of the special convocation shall commence with the singing of the “Saraswati Vandana”.

12.17.5 The Chancellor shall declare the special convocation open.

12.17.6 The Registrar shall read out the proposal of the University for the conferment of the honorary degree in the following form:

“The Board of Management of the University on the recommendation of the Academic Council and confirmation by the Chancellor has decided to confer the Honorary Degree of DOCTOR OF SCIENCE (*Honoris Causa*) on Ms/ Mr/ Dr.....”

12.17.7 The Vice-Chancellor will present the honorary degree recipient(s) to the Chancellor in the following form:

“Mr Chancellor, I have the honour to present to you Ms/ `Mr/ Dr.....for conferment of the degree of DOCTOR OF SCIENCE (*Honoris causa*) for his/ her outstanding contribution to..... (read out the citation). I pray, Mr. Chancellor that

Ms/ Mr/ Dr..... be honoured by conferring the degree of DOCTOR OF SCIENCE (*Honoris Causa*) of this University”.

12.17.8 The Chancellor will confer the degree in the following terms:

“By virtue of the authority vested in me as Chancellor of the University I confer the honorary degree of DOCTOR OF SCIENCE (*Honoris Causa*) on Ms/ Mr/ Dr..... (The Chancellor will decorate the recipient with hood and present the degree)”.

12.17.9 In case, the honorary degree recipient may not be able to receive the degree *in person*, formal announcement for the award of the degree shall be made by the Vice-Chancellor in any annual convocation or special convocation, in the following form:

“The Board of Management of the University on the recommendation of the Academic Council and confirmation by the Chancellor has decided to confer the honorary degree of DOCTOR OF SCIENCE (*Honoris Causa*) on Ms/ Mr/ Dr.....for his outstanding contribution (read out the citation).

I pray, Mr Chancellor, that Ms/ Mr/ Dr..... be honoured by conferring the degree of DOCTOR OF SCIENCE (*Honoris Causa*) of this University *in absentia*”.

12.17.10 The Chancellor, will confer the degree in the following terms:

“By virtue of the authority vested in me as Chancellor of the University, I confer the honorary degree of DOCTOR OF SCIENCE (*Honoris Causa*) on Ms/ Mr/ Dr..... *in absentia*”.

12.17.11 The gown, cap and hood of honorary degree recipient will be as prescribed in Academic Regulation 12.11.

12.17.18 The honorary degree certificates shall be printed on silk cloth and will be rolled in a casket for presentation.

12.17.19 Speech by the Honorary Degree Recipient.

12.17.20 Observation by the Chancellor.

12.17.21 Thanks by the Vice Chancellor.

12.17.22 The Chancellor will declare the special convocation closed.

12.17.23 Singing of the National Anthem.

12.17.24 The Academic Procession will leave the pandal/ hall and assembly will stand.

Equivalence of Degree of other

12.18.1 The equivalence of an examination of any board or institution deemed University or University established by law in India or of a foreign

**Universities/
Institutions/
Deemed
Universities**

University or of any other examination with corresponding examination of the Dr Yashwant Singh Parmar University of Horticulture and Forestry, with or without any condition, shall be determined by the Academic Council on the advice of the Board of Studies.

12.18.2 The Registrar shall from time to time initiate action to have the degrees of this University recognized from the other Universities on reciprocal basis.

12.18.3 All cases for ascertaining equivalence of degree of this university with the corresponding degree of other University/ Institute/ Deemed University or vice-versa shall be recommended by the following committee before its approval by the competent authority:

1. Dean of the concerned College – Chairman
2. Director of Research or his/ her nominee – Member
3. Head of the concerned Department – Member

CHAPTER XIII

Fellowship/ Scholarship/ Stipend

- Merit Scholarship** 13.1 The merit scholarship may be awarded on year to year basis for various programmes as under:
- I. Main Campus, Solan (Nauni)**
- i) B Sc (Honours) Horticulture
 - ii) B Sc (Honours) Forestry
 - iii) M Sc and Ph D in each discipline
 - iv) MBA(Agribusiness), MBA
- II. College of Horticulture and Forestry, Hamirpur (Neri)**
- i) B Sc (Honours) Horticulture
 - ii) B Sc (Honours) Forestry
 - iii) B Tech Biotechnology
 - iv) B Sc (Honours) Microbiology
 - v) B Sc (Honours) Environmental Science
 - vi) B Tech Food Technology
- Number and Value of Merit Scholarship** 13.2 The Board of Management shall, on the recommendation of the Academic Council, determine from time to time the number and the value of merit scholarships to be awarded in each programme.
- In the year of admission, the merit scholarship shall be awarded on the basis of the merit drawn purely on the result of the qualifying examination provided that the student is a domicile of Himachal Pradesh with atleast 60% marks for Undergraduate, 65% for M Sc/ M B A and 70% for Ph D. In case such a student is not available, the vacant scholarship shall be awarded to any other student on merit, provided he/she possesses the minimum prescribed marks as above. The nominee of Government of India/ State Government/ Autonomous bodies/ Universities, who are availing study leave, will not be eligible for the award of merit scholarship.
- Re-award of merit scholarship** 13.3 For re-award of the merit scholarship for 2nd, 3rd and 4th year in a programme, a student shall be eligible for merit scholarship on fulfilment of the following conditions:
- i) The student must have earned atleast 36 credit hours in Undergraduate or 25 credit hours in Master's Programme or 20 credit hours in Doctoral Programme during the previous academic year including deficiency courses.

- ii) The student must not have failed or earned 'US' grade in any course.
- iii) The student must have obtained the minimum OGPA of 7.50/ 10.00 in the previous academic year.

Preparation of Merit List

13.4.1 In the beginning of each academic year, the Registrar shall prepare the merit list college-wise for undergraduate and discipline-wise for postgraduate students. He/ she shall forward the same to the Dean for the approval by the scholarship committee.

13.4.2 The following committee shall determine the award of Merit Scholarship.

A. Main Campus, Solan (Nauni)

- i) Dean - Chairman
- ii) Heads of the Departments - Members
- iii) Registrar or nominee - Secretary

B. College of Horticulture & Forestry, Hamirpur (Neri)

- i) Dean - Chairman
- ii) Senior-most faculty member of the College - Member
- iii) Registrar or nominee - Secretary

13.4.3 In case of difference of opinion among the members of the committee or on a petition by a student for the revision of the award of merit scholarship(s), the decision of the Vice-Chancellor shall be final.

If two or more candidates are bracketed in the same order of merit, entitling them for the award of a merit scholarship, the youngest shall be awarded the merit scholarship.

As soon as the approval of the committee is received the Dean shall notify the award under intimation to the Registrar.

Each merit scholarship shall be payable from the date of registration in the first semester of the academic year in which the award is made.

The award shall be valid for the period mentioned in the notification unless otherwise discontinued by the University or the student himself/ herself.

The recipient of a merit scholarship shall not be entitled to receive any other type of financial assistance from the University/ Government or any other agency.

The continuous disbursement of merit scholarship to be awarded during the academic year shall be subject to the regularity in attendance and good conduct.

The payment of merit scholarship shall be made to the awardees for all the 12 months of the year, if otherwise eligible.

- 13.4.4 If a student completes study programme earlier than the expiry of a semester, the scholarship shall be paid up to the date of final *viva-voce* examination only. The duration of the merit scholarship shall ordinarily not exceed the following:

A. Main Campus, Solan (Nauni)

Undergraduate

- i) B Sc (Honours) Horticulture - 4 Years
- ii) B Sc (Honours) Forestry - 4 Years

Postgraduate

- i) M Sc/MBA Programme(s) - 2 years
- ii) Doctoral Programme - 3 years

B. College of Horticulture and Forestry, Hamirpur (Neri)

Undergraduate

- i) B Sc (Hons) Horticulture - 4 Years
- ii) B Sc (Hons) Forestry - 4 Years
- iii) B Tech Biotechnology - 4 Years

Provided that in case of postgraduate students, merit scholarships can be extended by a maximum period of one semester on the recommendations of the Advisory Committee. For extension in the 7th semester of Ph D programme, the work report rather than 20 credit hours shall be taken into consideration.

- 13.4.5 A merit scholarship award of the University shall be tenable only in the College or discipline to which the merit scholarship belongs.

Maintenance of Records

- 13.5 The routine administration like making demands for funds, disbursement, maintenance of accounts, keeping of records, etc., of the merit scholarships offered by the University or outside agencies shall be handled by the Dean.

Stipend

- 13.6.1 The stipend as approved by the Board of Management from time to time may be awarded to the postgraduate students who are domicile of Himachal Pradesh only and are not in receipt of

any financial assistance excluding students admitted against self-financing seats.

13.6.2 Student on 'Scholastic Probation' or on 'Conduct Probation' shall not be eligible for the award of stipend.

13.6.3 The payment of stipend shall be made to the awardees for all 12 months of the year, if otherwise eligible.

13.6.4 The duration of stipend shall ordinarily not exceed the following:

- i) M Sc Programme - 2 years
- ii) Ph D Programme - 3 years

However, if a student completes his/her study programme earlier, he/ she shall be paid stipend upto the date of *viva-voce* examination. Extension can be granted for one semester only on the recommendation of the Advisory Committee.

Continuance

13.7.1 For continuation of stipend, the student must have earned 20 credit hours during previous academic year and must be regular in attendance.

13.7.2 When a student receives scholarship/ fellowship from back date, he/ she shall have to refund the stipend amount from the date of receipt of the said scholarship/ fellowship.

Keeping of Record

13.8.1 Demand for funds, disbursement, maintenance of accounts and records, etc. shall be handled by the Dean(s).

13.8.2 In all matters not provided for in these regulations, the decision of the Vice-Chancellor shall be final.

Guidelines for the extension of Merit Scholarship

13.9.1 The extension of the scholarship will be on request in writing. The application duly recommended by the Advisory Committee and Head of the Department will be submitted to the Dean. The following points will be kept in view and incorporated in the recommendations.

- i) The period by which the student will complete his/ her programme giving details of quantum of work left undone.
- ii) The reason for non-completion within the specified tenure.

13.9.2 The Dean will allow the extension under intimation to the Registrar.

13.9.3 In case of dispute at any level, the matter will be referred to the Vice-Chancellor for decision.

	13.9.4	No request for extension of the scholarship will be entertained once the student has submitted the thesis.
	13.9.5	During the tenure of the scholarship, the procedure of attendance of the student shall be strictly adhered to by the Major Advisor/ Head.
	13.9.6	Leave: The scholarship holder will be entitled to leave as follows: <ul style="list-style-type: none"> a) 12 days leave per annum b) Special leave for 10 days per annum on medical grounds on full scholarship. c) In exceptional cases leave upto a maximum of 3 months on medical grounds. d) Maternity leave to married women scholars with full scholarship once during the tenure of scholarship. e) Summer vacation or any other holiday.
	13.9.7	<ul style="list-style-type: none"> i) The scholar during the tenure of scholarship will not be entitled to serve and draw salary. ii) The assistance in the form of this scholarship will be duly acknowledged in the thesis/ publication(s).
Award of Fellowships/ Scholarships/ Stipends by Outside Agency(ies)	13.10	All proposals regarding the offer of research fellowships, scholarships, etc. by Industrial/ Business concerns or other individual agency(ies) shall be directed to the Dean, who will negotiate the terms and conditions with the concerned parties for the award.
Terms and Conditions	13.11.1	In general, the terms and conditions on which fellowships/ scholarships/ stipends may be accepted by the University should conform to those governing the award of ICAR/ CSIR fellowships.
	13.11.2	The terms and conditions governing the ICAR/ UGC/ CSIR/ government and semi-government fellowships/ scholarships/ stipends shall be the same as laid down by the funding agencies.
	13.11.3	The quantum of the fellowships/ scholarships should not be less than the amount of University stipend allowed to M Sc and Ph D student as the case may be.
	13.11.4	The mode of payment of the fellowships/ scholarships/ stipends money may be negotiable.
Procedure for Selection	13.12.1	Once the offer of fellowships/ scholarships/ stipends has been accepted by the University, the Dean would invite applications

from the concerned students of the University in a prescribed proforma on the basis of merit list drawn by the Registrar which could be similar to that used by the ICAR. These applications shall be put up to a committee consisting of the following for the selection of the students for the award of fellowships/ scholarships:

- | | | | |
|------|--|---|------------------|
| i) | Dean | - | Chairman |
| ii) | Registrar or his/ her nominee | - | Member |
| iii) | Senior-most Head of the Department(s) concerned | - | Member |
| v) | Assistant Registrar/ Deputy Registrar of the College | - | Member Secretary |

Based on the merit, a student shall have the choice to exercise option for availing only one type of scholarship.

- | | | |
|---|---------|--|
| | 13.12.2 | The Committee would review the applications, may interview the candidates and shall make recommendations to the Vice-Chancellor for the award of the fellowships/ scholarships. The committee may also recommend the research problems to be investigated by the recipient of the fellowships. |
| Submission of Progress record | 13.13 | The student would periodically send the progress report to the donor, if so desired by the funding agency through the Advisor and the Dean. |
| Maintenance of Record | 13.14 | Demand of funds, disbursement of fellowships/ scholarships/ stipends, maintenance of accounts and keeping records etc. shall be the responsibility of the Dean of the concerned college. |
| Institution of Fellowships/ Scholarships | 13.15 | Institution of all fellowships and scholarships by outside agencies shall be with the approval of the Board of Management on the recommendation of the Academic Council. |

CHAPTER XIV

Hostel Rules

Hostel Administration

- 14.1 Every hostel shall have a Warden, who shall be responsible for the administration of hostel and for enforcement of the hostel rules. The Warden will be appointed by the Students' Welfare Officer in consultation with the Dean from amongst the teachers, normally for a term of 2 years.
- 14.1.1 The Warden will be entitled to honorarium as prescribed from time to time.
- 14.1.2 The Warden will have the following responsibilities:
- i) He/she will be responsible for the allotment of hostel rooms in accordance with the hostel rules and for the maintenance of discipline in the hostel.
 - ii) He/she will attend the hostel office daily for one hour at a specified time, which will be notified on the notice board for the information of the students.
 - iii) He/she will be responsible for administration of the staff placed under him/her. He/she will report to the Students' Welfare Officer for disciplinary action, for dereliction of duty or negligence or misbehaviour on the part of his/her staff.
 - iv) He/she shall report to the Medical Officer all cases of illness or accidents and ensure that the Students' concerned get proper medical care. He/she will also inform the Students' Welfare Officer of all such cases.
 - v) He/she will inspect the kitchen, dining room, common room and other facilities, etc. regularly and when any defect is noticed, he/she will get it set right by his/her staff. If the defect is such as cannot be remedied by his/her staff, he/she will report to the Estate Officer under intimation to the Students' Welfare Officer;
 - vi) He/she will appoint the Prefects of the hostel as prescribed in the relevant rules and supervise their work;
 - vii) He/she shall ensure that no un-authorized person stay in the hostel and will issue permits for the stay of guests;
 - viii) He/she shall, with the help of his/her staff, check the un-authorized use of electrical appliance; and
 - ix) He/she will be responsible for the proper organization and conduct of hostel functions, festivals, etc.

Within the hostel, the Warden will be responsible to the Students' Welfare Officer for the maintenance of discipline and good behaviour and will keep the Dean informed of all acts of indiscipline and misbehavior and the action taken by him/her. Where the Warden is of the view that a punishment should be imposed heavier than that what he/ she is competent to award, he/she will report the case to the Students' Welfare Officer/ Dean with his/her recommendations and the Students' Welfare Officer/ Dean may then pass an order as he/ she may deem fit.

**Powers of
Disciplinary Action**

14.2.1 The powers for taking disciplinary action against the hostel residents by the Warden and Students' Welfare Officer shall be as under, the punishment depending on the nature and severity of the offence, shall be as under:

WARDEN

- a) Warning
- b) Fine upto Rs.2500/-
- c) Expulsion from the hostel on account of non-payment of hostel/ mess dues and indiscipline.

STUDENTS' WELFARE OFFICER

- i) Warning
- ii) Fine up to Rs.10,000/-
- iii) Expulsion from the hostel on gross negligence/ indiscipline
- iv) Removal/ debarring from part-time employment
- v) To recover the cost of the damaged property of hostels from defaulters.
- vi) Imposition of a security deposit which might be confiscated at the discretion of Dean in the event of the student being found guilty of indiscipline, which will include misbehavior.
- vii) Rustication from the College (subject to the procedure laid down in the Academic Regulation)
- viii) Expulsion from the College (subject to the procedure laid down in the Academic Regulation)

14.3.2 The Warden will have the authority to enter the room of any student and also make a search of the room, when necessary. He/she will also have the authority, when the need arises, to break-open the lock of any room and also to shift the belongings of a student to any other place.

- 14.3.3 The Warden will have the authority to confiscate any unauthorized electric or other appliances or gadgets being used by a student and also to impose or recommend the imposition of a fine for such un-authorized use.
- 14.3.4 Subject to the instructions that may be issued from time to time by the Students' Welfare Officer, the Warden will make allotment/ re-allotment of rooms in his/ her hostel and such allotment shall be final.
- Utilization of funds**
- 14.4 All hostel funds, including:
- i) Hostel maintenance fund;
 - ii) Hostel utensil and crockery fund;
 - iii) Common room funds
 - iv) Mess helper charges; and
 - v) Electricity charges will be operated by the Students' Welfare Officer, who shall keep the money in a saving account/ current account in a Bank authorized by the University.
- 14.5 The Students' Welfare Officer is authorized to make purchase/ incur expenditure out of the hostel funds for the following purposes:
- i) Electricity charges including additional electricity charges and heater charges: payment of electricity charges;
 - ii) Hostel maintenance fund: Purchase of stationery, repair of hostel furniture etc.;
 - iii) Common room fund:
 - iv) Purchase of newspapers, magazines and equipments for indoor games and repairs of such equipments;
 - v) Purchase and repair of radio sets and television sets; and
 - vi) Organization of hostel functions and other festivals, including hostel competitions and incidental expenditure relating thereto, refreshment, award of prizes, renting of audio-visual aids, *shamianas*, furniture, crockery, etc. and expenditure of co-curricular activities in the hostel.
 - vii) Utensil fee: Purchase, replacement, maintenance, repair and tinning of utensils, crockery and cutlery;
 - viii) Other funds, if any: Expenditure relating to the welfare of students residing in the hostels.
- 14.6 The Students' Welfare Officer will have the authority to write-off or declare as unserviceable any article purchased out of hostel funds and order its disposal in the best interest of hostel. Any amount realized through such disposal shall be credited to the appropriate hostel fund.

Students Residences	14.7	The admission and allotment of rooms in the hostel shall be on the basis of merit subject to availability of rooms. At the time of admission/ registration, all students who wish to reside in the University hostel shall apply in the prescribed form, to the Students' Welfare Officer, for admission to a hostel. After allotment of the hostel, student shall deposit the requisite fee in the office of concerned Dean immediately, otherwise the allotment shall be cancelled. However, an inservice student after joining the duty will not be entitled to hostel accommodation.
Allotment of rooms	14.8	<p>Primarily the merit and seniority will be taken into consideration for the allotment of rooms (cubicle as well as dormitories).</p> <p>a) Allotment of rooms will be made on a date to be announced by the Warden. Students must be personally present at the time of allotment;</p> <p>b) Dormitories shall, normally be allotted to the students of the same class. The rule, however, does not apply to real brother and first cousin.</p> <p>c) No hostel resident shall change his/ her room without the permission of the Students' Welfare Officer on the recommendation of the Warden. Normally, no change of room will be permitted after the general allotment. In the event of seat(s) falling vacant during the semester, the desirous students may apply for admission to the hostel according to the procedure laid down above.</p> <p>d) After the allotment of room and at the beginning of each subsequent semester, the Warden shall send to the Students' Welfare Officer and the Dean, a list of the students staying in his/her hostel, mentioning room number against each name, and whether it is a dormitory or a cubical.</p>
	14.9	The Students' Welfare Officer reserves the right of refusing admission to any student, whose admission in the opinion of the Students' Welfare Officer, is not in the interest of hostel discipline.
Hostel Committee	14.10.1	Every hostel shall have hostel committee consisting of the Warden, who will be the Chairman, Prefect(s), Common Room Secretary and Mess Manager(s).
	14.10.2	The hostel committee shall meet atleast once every month or oftener if necessary on dates to be approved by the Warden.

- 14.10.3 The Warden shall consult this committee on all matters relating to the welfare of the hostel residents, maintenance and management of the common room, kitchens, canteens (if any), purchase of news-papers and magazines, organization of functions, etc.
- 14.10.4 The Warden will communicate to the Students' Welfare Officer, under intimation to the Dean the proceedings of all these meetings, drawing his/her attention to the grievances or difficulties experienced by the students and to their complaint or suggestions so that these may be attended to promptly.
- 14.10.5 Appointment and duties of prefects:-
- a) Prefects will be appointed every year by the Warden from amongst senior students of "Good Standing" to assist him/ her in the administration of hostel. There shall be one prefect for each floor/ wing of the hostel, subject to a maximum of three prefects per hostel.
 - b) The prefect shall perform the following duties:-
 - i) Take the roll-call of the hostel residents on his/ her block/wing, as prescribed in these rules and report to the Warden about the absentees at the time of Roll-Call as well as about absentees during the whole night. Failure of prefects to report such cases to the Warden will amount to a gross negligence on his/ her part for which the Warden may remove him/ her from prefect-ship.
 - ii) Ensure that all hostel rules are observed by the students of his/ her floor/ wing and bring to the notice of the Warden any breach of these rules by any student in his block/ wing.
 - iii) Lookafter the sanitation of his/ her floor/ wing and bring to the notice of the Warden any failure or negligence of the sanitary staff of the hostel in performance of their duties.
 - iv) Be available and approachable to all students of his/ her floor/ wing and show interest in their welfare and activities.
 - v) Report to the Warden and the Medical Officer every case of illness and ensure that students who fall ill are taken care of promptly.

- c) The prefect of the hostel shall be exempted from the payment of hostel room rent.
- d) In the performance of his/her duties, the prefect(s) shall use persuasive and not coercive methods, and shall not, under any circumstances take law in to his/ her own hands.

Conduct and Discipline

14.11 Students shall maintain perfect discipline and a peaceful atmosphere in the hostel.

14.11.1 A student may be fined or expelled from the hostel or rusticated or expelled from the college or subjected to other suitable punishment, depending on the circumstances, by the authority competent to impose such penalty for the following reasons:

- i) Misbehavior of any kind, including disrespectful conduct towards the officials and fellow residents;
- ii) Testing, maltreating or indulging in any sort of ragging of newly admitted student;
- iii) Stealing or pilfering hostel/ University property or the property of other students;
- iv) Unruly conduct or rowdism;
- v) Writing on the walls or other parts of the hostel buildings or sticking of posters or distribution of un-authorized handbills or notices;
- vi) Making noise and/ or creating other disturbances, including the use of electronic gadgets etc., in such manner as to disturb others;
- vii) Participating or causing others to participate in strikes, demonstrations or disturbances of any kind or behaving or causing others to behave in such a way so as to bring the hostel/ college/ University into disrepute;
- viii) Convene/ organize/ attend unauthorized meeting within the hostel;
- ix) Indulging in political and communal activities;
- x) Non-payment of hostel/ mess dues in time;
- xi) Gambling in the hostel premises;
- xii) Keeping fire-arms, other lethal weapons or poison;
- xiii) Keeping or consumption of intoxicating drinks or drugs;
- xiv) Entertaining unauthorized guests;
- xv) Breach of any of the hostel rules.

Provided that where a student has been found guilty of having grossly misbehaved with a member of the faculty or other employee of the University, the minimum, punishment shall be expulsion from the University.

- 14.11.2 No student shall keep gold or costly jewelry in his/ her room.
- 14.11.3 No meeting other than those authorized by the Warden shall be held in the hostel premises.
- 14.11.4 While visiting the common room, dining hall and the canteen, the students shall be in proper dress.
- 14.11.5 Students shall use or handle with care all belongings of the hostel. When a student is found guilty of damaging the hostel property, the Warden may recover the cost of repair or replacement and in addition, also impose a fine or recommend the imposition of a fine depending on the circumstances. The amount, thus, realized shall be credited to the hostel maintenance fund.
- 14.11.6 All room in the hostel shall be open for inspection by the Warden/ Students' Welfare Officer/ Dean at any time during the day or night.
- 14.11.7 Students shall not abuse, maltreat or assault hostel employees, including mess and canteen employees.
- 14.11.8 All dealings of students with fellow students and others should be courteous. Quarrels or disputes with fellow-students should be avoided. Students shall not, under any circumstances, take the law in their own hands but report such cases in writing to the Warden.

**Electricity charges/
Gadgets**

- 14.12 Electricity bulbs are not supplied by the University. Students should bring their own bulbs.
- 14.12.1 The use of electric rods, kettles and other appliances without the prior permission of the Warden is strictly prohibited. Unauthorized use is punishable by confiscating the appliances/ gadgets and/ or a fine.
- 14.12.2 Tempering with the electric installations shall be treated as a serious offence. When there is need for carrying out repair, the Electrician should be called in.
- 14.12.3 Light and electric heaters shall be switched off when not in use. No student shall lock his/her room with the light or heater on.

**Furniture and
Equipment**

- 14.13.1 Students shall keep their rooms neat and tidy and shall be responsible, jointly and individually, for the furniture issued to them and for the fittings present in their rooms at the time of occupation. If a student observes any damage or defect in the furniture issued to him/her or in the permanent fittings in his/her room or finds anything

missing at the time he/she occupies the room, it will be his/her duty to bring it to the notice of the Warden, failing which it will be presumed that everything was in order at the time of occupation.

14.13.2 Furniture shall not be removed from one room to another. The furniture belonging to the common room, the dining hall, the hostel office or the hostel guest room shall not be taken out or brought into the living rooms.

14.13.3 When the student vacates his/her room before the summer break or after withdrawal or expulsion, he shall return to the Warden all hostel furniture or other property.

Night Roll-Call

14.14 In the boys' hostels, the night roll-call will be taken by the concerned Prefect at 9.00 PM. Every student must be present in the room at the time of roll call to avoid inconvenience to the Prefect. In all the girls' hostels, night roll call will be taken by the concerned prefect at 7.00 PM in winter (15th September to 14th April) and 7.30PM (15th April to 14th September) in Summer except outing days (Wednesdays and Saturdays) when the night roll call will be taken at 8.15 PM.

14.14.1 A student found absent at the time of roll-call, without making an entry in the register, shall be liable to a fine of Rs.20/- per absence. The fine list shall be put up on the notice board at the end of each month.

14.14.2 No hostel resident shall stay outside the hostel for the night without the written permission of the Warden. However, the student who wishes to go out of the hostel for a few hours in the evening for a specified purpose and may not return in time for the roll-call may do so after making the following entries in the register kept for the purpose with the Chowkidar.

- i) Date
- ii) Name
- iii) Room number
- iv) Time of leaving the hostel
- v) Reason(s) for leaving the hostel and
- vi) Probable time of return

14.14.3 Absence from the hostel during the night without prior permission of the Warden will be deemed to be an act of indiscipline and punished accordingly. Where a student is found to be guilty of such an offence too often, the Warden may recommend his/her expulsion from the hostel.

14.14.4 Night roll-call shall not apply to postgraduate students when they are engaged in research provided that they produce a certificate, in the prescribed form, from the Head of the Department to the effect that they are required to stay out of the hostel during the night or for the purpose of research.

Leave rules

14.15.1 Leave for the absence from the College shall not automatically entitle a student to leave the hostel without the prior permission of the Warden. When a student wishes to leave the hostel for one or more days or nights, he/she may apply to the Warden in writing and get his/her permission.

14.15.2 Leave should be got sanctioned before it is availed of.

14.15.3 A student absenting himself/ herself from the hostel, without getting his/ her leave sanctioned may be subjected to a fine of Rs. 50/- minimum or other disciplinary action.

Guests

14.16.1 No student shall keep a guest in his/ her room.

14.16.2 Normally, parents or close relatives coming from far off places will be permitted to stay as guests in the University Guest House of the University on payment of charges subject to availability of accommodation which will be provided on the recommendation of the concerned Hostel Warden/ Students' Welfare Officer.

14.16.3 Names of the guests visiting the hostel shall be entered in the guest register maintained in the hostel for this purpose.

14.16.4 No guest shall be allowed to stay in the University Guest House for more than two days.

14.16.5 A student keeping a guest in the hostel shall be liable to disciplinary action.

14.16.6 In every hostel, there shall be a visitor's room where all the residents can meet their guests/ visitors.

14.16.7 No visitor will be allowed to see the girl residents before and after the notified visiting hours. However, in case of emergency, the parents /guardians of girl residents can visit wards with the permission of the Hostel Warden.

14.16.8 The following visiting hours shall be observed in case of girl residents:

Wednesday - 3.00 PM to 6.00 PM
Holidays including Sundays – 9.00 AM to 6.00 PM

However, the above visiting hours may be changed by the Hostel Warden with the prior approval of the Students' Welfare Officer.

Maintenance of lawns and cleanliness

- 14.17.1 The lawns around the hostel are meant for the benefit of the students and for improving the aesthetic look of the hostels. Students are expected to help and to take interest in their maintenance. They shall avoid crossing the lawns and shall use only the passages that are provided. Hedges shall not be tampered with nor shall flowers be plucked.
- 14.17.2 Cycling in the lawns and verandah's is strictly forbidden.
- 14.17.3 Spitting, except at places meant for such purposes, is strictly prohibited.
- 14.17.4 Walls, furniture, doors, etc. shall not be disfigured or damaged with ink, pencil, chalk or knives, etc.
- 14.17.5 Wash basins shall not be blocked with sand, mud or other extraneous materials. For washing hands, only soap should be used.

Withdrawal/removal from hostel & vacation of Hostel room before break

- 14.18.1 A resident desiring to withdraw from the hostel, shall submit an application on the prescribed form to the Warden after having cleared all hostel dues.
- 14.18.2 Before permitting a student to withdraw from the hostel the Warden shall ensure that he/ she has:
 - i) cleared all his/ her hostel dues;
 - ii) returned all hostel property issued to him/ her in good condition; and
 - iii) cleared all his/ her dues including fines, to the mess of which he/ she is a member.
- 14.18.3 Even though a student might have actually vacated his/ her room, he/ she shall be liable to pay all hostel and mess dues and fines standing against his/ her name up to the date he/ she continues to be on the rolls of the hostel and until his/ her name is formally withdrawn with the permission of the Hostel Warden.
- 14.18.4 No student shall be allowed to stay in the hostel if his/ her hostel and mess dues are in arrears for more than a month.
- 14.18.5 Where a student has left the hostel, for whatsoever reason without clearing his/ her dues to the hostel, the Dean may affect the recovery of the outstanding dues from the security deposits. In case the outstanding amount exceeds

the amount of deposit the matter shall be reported by the Dean concerned to the Registrar, who shall withhold the result or issue of a provisional degree certificate, transcript of academic record or degree till the balance is paid by the student. If such a student has not completed the programme, the Dean may withhold his/ her character certificate until he/ she gets a clearance chit from the Hostel Warden.

- 14.18.6 All students shall ordinarily, vacate their rooms before the commencement of each break and hand over to the Hostel Warden the furniture and other property issued to them.
- 14.18.7 Postgraduate students desirous of staying in the hostel during breaks may be permitted by the Hostel Warden on payment of room rent, electricity and water charges as prescribed.
- 14.18.8 The competent authority shall have the power to add to these rules or delete or amend any of the existing rules from time to time.

Mess Rules

- 14.19.1 Messes are run to cater to the needs of the boarders of the hostels.
- 14.19.2 Timings for meals will be announced by the Hostel Warden/ Mess Manager from time to time in consultation with the student's mess committee and a notice in this respect will be put on the hostel notice board and dining hall.
- 14.19.3 No boarder except the member of mess committee will enter the kitchen.
- 14.19.4 In case of a special cooking, permission of the Hostel Warden is necessary. All the students should take their meals in the dining hall.
- 14.19.5 Room service is prohibited, except in cases of illness, which are reported to the Hostel Warden.
- 14.19.6 No one is allowed to take the mess crockery and utensils etc., out of the kitchen and dining hall. Defaulters will be liable to fine.
- 14.19.7 Cooking in the rooms is strictly prohibited. Non-observance of this rule will entail heavy punishment.
- 14.19.8 Mess members should avoid quarrelling with the mess servants. In case there is any complaint, it should be lodged with the Hostel Warden.
- 14.19.9 All the complaints and suggestions regarding the messes

must be made to the Warden direct or through the Mess Manager/ Prefect.

- 14.19.10 Mess bill shall ordinarily be displayed on or before 7th of each month and all dues shall be paid on or before 12th of that month and upto 15th with late fee of Rs. 10/- per day.
- 14.19.11 If the student fails to deposit the mess dues till 15th of succeeding month to which the due's related, he/ she will not be allowed to take food in the mess and will automatically stand expelled thereafter. His/ her parents/ guardians will also be informed accordingly.
- 14.19.12 Rules relating to appointment of cooks, other mess servants and their service conditions shall be decided by the Students' Welfare Officer from time to time.
- 14.19.13 The competent authority shall have the power to add or delete or amend any of the existing rules from time to time.

CHAPTER XV

Award of Gold Medals and Certificate of Merit

- Gold Medal** 15.1 The gold medals shall be decided every year and awarded at the annual convocation of the University in the following categories:-
- A. Gold Medals in Academics
 - B. Gold Medals for All-round Best Student
- 15.2 **Gold Medals in Academics**
- I. Main Campus, Nauni-Solan
 - i) B Sc (Honours) Horticulture
 - ii) B Sc (Honours) Forestry
 - iii) M Sc/ MBA (Agribusiness)/ MBA College of Horticulture
 - iv) M Sc College of Forestry
 - v) Ph D College of Horticulture
 - vi) Ph D College of Forestry
 - II. College of Horticulture and Forestry, Hamirpur (Neri)
 - i) B Sc (Honours) Horticulture
 - ii) B Sc (Honours) Forestry
 - iii) B Sc (Honours) Biotechnology
- Criteria for deciding Gold Medal in Academics** 15.3 Any student securing the highest Overall Grade Point Average (OGPA) but not less than 7.50/10.00 in case of undergraduate programmes and 8.00/10.00 in case of postgraduate programmes within the prescribed normal duration.
- Process for Selection of Students** 15.4 The process of selection of students for the award of Gold Medals shall be initiated by the Registrar.
- Academic Year for Gold Medal** 15.5 The medal shall be awarded batch-wise on the successful completion of the programme within the prescribed normal duration.
- Normal Duration** 15.6 The normal duration for the award of Gold Medal in a programme shall be as under:
- | | | |
|------------------------|---|-------------|
| Undergraduate | - | 8 Semesters |
| M Sc | - | 5 Semesters |
| MBA (Agribusiness)/MBA | - | 4 Semesters |
| Doctoral | - | 7 semesters |
- Credit Load** 15.7 The student must have completed a minimum credit load as laid down below:
- Undergraduate Programme - 160 credit hours

M Sc Programme	-	55 credit hours (35 credit hours of course work)
Ph D	-	75 credit hours (30 credit hours of Course work)

Provided that the student must have passed each course of the relevant programme in the first attempt.

Bracketed Cases	15.8	In case two or more students obtain the same highest Overall Grade Point Average, the student with the highest number of grade points earned amongst them shall be entitled for gold medal. If more than one person has earned the same overall grade point as also the same number of credit points, the youngest of them shall be awarded the gold medal. In case of postgraduate candidates, the terms, 'Number and credits points earned' used therein shall mean, 'Number of credit points earned' through 'Course Work' and would not include credits for research work.
Conduct for Gold Medal	15.9	Any student who has been on 'Conduct Probation', 'Rusticated' or 'Expelled' shall not be considered for the award of the Gold Medal. A student who has indulged in any act of indiscipline throughout the stay in the University as specified in Chapter-VI of the Academic Regulations shall not be eligible for the award of the Gold Medal.
Description of the Gold Medal	15.10	The gold medal shall be made of 9 carat gold weighing 15 to 20 grams. On its one side the insignia of the University and on the other the name of the student, name and year of completion of the programme shall be inscribed.
	15.11	Gold Medals for All-round Best Student (funded by the Private Donors): i) Gold Medal for All-round Best Graduate ii) Gold Medal for All-round Best M Sc student
Criteria for deciding Gold Medals for All-round Best Student	15.12	Any student getting highest marks, but not less than 60 and at least 6 marks in categories b & c, on the basis of following criteria, shall be declared as the 'All-Round Best Student': a) Academics : 70 b) Sports : 15 c) Extra-curricular Activities : 15
		Under b & c category, the weightage shall be considered for the best score in any event during the entire academic programme.
	15.12.1	a) Academics (70): The minimum OGPA at the end of last semester prescribed for the given programme in the Academic Regulations should be 7.0, and the equivalent weightage for the sake of academics shall be calculated by multiplying OGPA by a factor of 7.

15.12.2 b) **Sports Activities (15):**

Sr No	Item	1 st	2 nd	3 rd	
		(G)	(S)	(B)	(P)
1.	Representation in the international tournaments/ events	15	14	13	10
2.	Representation of the State in National tournaments/ events	12	11	10	8
3.	Representation of the University in Inter-University tournaments/ events organized by ICAR/AIU	10	9	8	6
4.	Representation of the College in Inter-College competitions organized at University level	5	4	3	2

Note:

G: Gold Medal; S: Silver Medal, B: Bronze Medal; P: Participation

15.12.3 c) **Extra-curricular activities (15):**

(i) **NCC : 8**

Break-down of points

Sr No	Item	Marks
1.	Best Shooter	4
2.	Best Cadet	4
3.	'CEE' Certificate holder and participation in Republic Day parade	8
4.	'CEE' Certificate holder only	6
5.	'BEE' certificate holder	4
6.	Participation in jamboree organized by Govt. of India at National level, having certificate of appreciation from President of India	4
7.	Participation in Jamboree at the State/ National level	2
8.	Rank Holding Cadets:	
	a) Seregeant	2
	b) QMS	4
	c) BDMS	6
	d) Under Officer	8

(ii) **NSS : 8**

Sr No	Event	Marks
1.	Participation in the National/ International Camp or in a Camp organized by the Govt. of India outside the State with minimum attendance of 240 hours	8

2. Participation in a National Integration Camp organized by the Govt. of India or any camp organized by the State Govt. 4
3. Participation in a State level orientation programme 4
4. Number of camps (University level) attended (2 marks for each camp) 8
5. Office held, general behaviour and initiative 4

(iii) **Others: 7 (5+2)**

- i. All Cultural activities (literary activities and fine art) recognized by the Association of Indian Universities (AIU)/ Himachal Pradesh Government will be considered for the award of Gold Medals as per the break down points given below:

Sr No	Item	Marks
1.	Participation at International level	5
2.	Participation at a National level	4
3.	1 st , 2 nd or 3 rd position at Inter-University level/ State level	3
4.	Participation at the Inter-University level/ State level	2
5.	1 st , 2 nd or 3 rd position at University/ District level	1

ii. **Office Bearer in Students' Association (CSA): 2**

Sr No	Item	Marks
1.	President	2.0
2.	Vice-President	1.5
3.	General Secretary	1.0
4.	Joint-Secretary	0.5

NOTE: Only one of the above weightages in each category of sports activities and extra-curricular activities, which is the most beneficial to a student, shall be considered while determining the relative merit.

AWARD OF GOLD MEDALS BY AGENCY OUTSIDE THE UNIVERSITY

Negotiation for Award of Medals & Prizes 15.13 All proposals regarding the institution of medals and prizes by the agencies other than this University shall be directed to the Registrar.

Terms & Conditions for the award of Medals & Prizes	15.14	The terms and conditions governing the award of medals and prizes shall be negotiable between the University through its Registrar and the donor.
Deposition of Sufficient Amount by the Donor	15.15	The donor of medals and prizes shall be required to raise sufficient FDR in favour of the Comptroller of the University so that the annual interest accruing therefrom should cover the cost of the medals and prizes.
Institution of Medals	15.16	Institution of all medals and prizes by outside agencies shall be approved by the Board of Management on the recommendation of the Academic Council.

AWARD OF CERTIFICATE OF MERIT

Certificate of Merit	15.17	The certificate of merit shall be awarded at the annual convocation to the students having achieved the following Overall Grade Point Average at the end of their degree programme:
		Undergraduate Programme(s) - 7.50/10.00 and above
		Postgraduate Programme(s) - 8.00/10.00 and above
	15.17.1	The student must have completed degree programme within the period laid down below:
		B Sc (Honours)/ B Tech - 8 Semesters
		M Sc - 5 Semesters
		MBA (Agribusiness)/MBA - 4 Semesters
		Doctoral - 7 Semesters
	15.17.2	The student must have passed each course of the relevant programme in the first attempt.

CHAPTER XVI

Central Students' Association/ Student's Association

- Constitution of Central Students' Association/ Students' Association**
- 16.1 There shall be a 'Central Students' Association' of the Dr. Yashwant Singh Parmar University of Horticulture and Forestry, hereinafter referred to as 'CENTRAL STUDENTS' ASSOCIATION'/ Students Association of the College located outside the main campus.
- 16.2 There shall be a 'University Steering Committee' to assist the Vice-Chancellor in redressing the genuine grievances of the students.
- 16.3 There shall be a 'College Steering Committee' to assist the Dean in removing the genuine grievances of the students.
- 16.4 All the regular and bonafide students of each constituent College except foreign students and inservice students, studying in various degree programmes will be the members of Central Students' Association. The students enrolled in short-term courses, certificate or diploma courses or any other course leading to a degree, will not be entitled to membership of the Central Students' Association.
- 16.5 Every member of the Association shall pay an approved annual subscription.
- 16.6 All paying members will form the general body of the association. The association shall function within the framework of the University Act, 1986 and the Statutes framed thereunder.
- Important Definitions**
- 16.7 In this constitution:
- a) "CSA" means Central Students' Association of the Dr. Yashwant Singh Parmar University of Horticulture and Forestry and includes the whole body of students, who have voting right.
 - b) "SA" means Student' Association of the Colleges located outside the main campus of Dr Yashwant Singh Parmar University of Horticulture and Forestry.
 - c) "University" means the Dr Yashwant Singh Parmar University of Horticulture and Forestry.
 - d) "Student" means a person enrolled as full time student for a degree programme in that University, with exceptions as fully described under Regulation 16.4 and 16.5.
 - e) "Vice-Chancellor" means the Vice-Chancellor

- including acting Vice-Chancellor of the Dr Yashwant Singh Parmar University of Horticulture and Forestry.
- f) “Academic Council” means the Dr Yashwant Singh Parmar University of Horticulture and Forestry.
 - g) “Act” means the Dr Yashwant Singh Parmar University of Horticulture and Forestry Act 1986.
 - h) “Statutes and Regulations” means the Statutes and Regulations of the Dr Yashwant Singh Parmar University of Horticulture and Forestry, as enforced at the relevant time.
 - i) “Chief Patron” means the Vice-Chancellor of the Dr Yashwant Singh Parmar University of Horticulture and Forestry.
 - j) “Conduct Probation” means the conduct probation as defined under rules of the Dr Yashwant Singh Parmar University of Horticulture and Forestry detailed in the Academic Regulation.
 - k) “University Steering Committee” means the committee constituted by the Vice-Chancellor to assist him/her in dealing with students affairs at the University level.
 - l) “College Steering Committee” means the committee constituted by the Dean to assist him/ her in dealing with the affairs of the students of the College.
 - m) “Scholastic Probation” as defined under rule of the Dr Yashwant Singh Parmar University of Horticulture & Forestry detailed in the Academic Regulation.
 - n) “Executive Members” means the Class Representatives and academic toppers.
 - o) “Office bearer” means the office bearer of the Central Students’ Association/ Students’ Association.

Aims and objectives of the Central Students’ Association

16.8

The aims and objectives of the Central Students’ Association shall be:

- a) To strive and to live up to the important role that students are expected to play in development and progress of the people.
- b) To strive, to promote and safeguard the genuine interests of the Students community.
- c) To strive for the achievement of the main objectives of the University relevant to teaching, research and extension.
- d) To foster special cultural and intellectual development of the students of the University.
- e) To strive for the promotion of healthy relations between the students and teachers of the University.
- f) To ensure the maintenance of proper academic

atmosphere, orderliness and discipline in the University.

g) To coordinate and integrate the activities of various sports and cultural clubs and to help in organizing the same from time to time.

h) To promote healthy and orderly corporate life in the University.

Activities of the Central Students' Association

16.9

The activities of the association shall consist of:

- a) Debates, lectures, discussion, study circles, essay competitions etc.
- b) Cultural performance and contests.
- c) Publication of magazine/ bulletin in furtherance of its objectives.
- d) Special service and special relief activities.
- e) Help in organizing and running co-operatives.
- f) Help in organizing various programmes of students' welfare including living condition.
- g) Such other activities as approved by the Vice-Chancellor or any other officer nominated by him/ her on his/ her behalf.

College Steering Committee

16.10

Each college shall have a College Steering Committee consisting of:

- a) Dean as Chairman
- b) Students' Welfare Officer
- c) Two staff members from the College to be nominated by the Dean

Functions

16.10.1

- a) The function of the College Steering Committee is to assist the Dean in removing the genuine grievances of the students.
- b) All College level issues concerning the students in general and as approved and recommended by the CSA will be referred to College Steering Committee. The committee after considering the issues will make appropriate recommendations for necessary action.
- c) The Steering Committee may invite student's representatives to know their point on issues under its consideration.

University Steering Committee

16.11.1

There shall be a University Steering Committee consisting of:

- i. Chief Patron as Chairman
- ii. Students' Welfare Officer
- iii. Deans
- iv. Director of Research

- v. Registrar
- vi. Any other person(s) co-opted by the Chief Patron

- 16.11.2
- a) All University level issues relating to the students community in general and as approved and recommended by the CSA shall be referred to this Steering Committee. The committee, after considering the issues, will make appropriate recommendations for necessary action.
 - b) The function of the University Steering Committee is to assist the Vice-Chancellor in redressing the genuine grievances of the students.

NOTE: Ordinarily the CSA shall give atleast 15 days in case of administrative matters and 30 days in case of academic matters to the appropriate Steering Committee for making their recommendations to the concerned University Authority.

Central Students’ Association

- 16.12.1 There shall be a Central Students’ Association of the University consisting of the following Colleges:

I. COLLEGE OF HORTICULTURE, SOLAN (NAUNI)

Class Representatives

- i) 1st year B Sc (Hons)
- ii) 2nd year B Sc (Hons)
- iii) 3rd year B Sc (Hons)
- iv) 4th year B Sc (Hons)
- v) M Sc 1st year
- vi) M Sc 2nd year
- vii) MBA (Agribusiness)/MBA 1st year
- viii) MBA (Agribusiness)/MBA 2nd year
- ix) Ph D 1st year
- x) Ph D 2nd year
- xi) Ph D 3rd year

II. COLLEGE OF FORESTRY, SOLAN (NAUNI)

Class Representatives

- i) 1st year B Sc (Hons)
- ii) 2nd year B Sc (Hons)
- iii) 3rd year B Sc (Hons)
- iv) 4th year B Sc (Hons)
- v) M Sc 1st year
- vi) M Sc 2nd year
- vii) Ph D 1st year
- viii) Ph D 2nd year
- ix) Ph D 3rd year

- 16.12.2 One student of the final year class of the Undergraduate programme having secured the highest OGPA in the class at the end of pre-final year of each college to be nominated by respective Dean provided he/ she has not been awarded 'F' grade in any course.
- 16.12.3 One student of the second year of the M Sc and MBA programme securing the highest OGPA at the end of 1st year of each college to be nominated by the respective Dean provided completed atleast 25 credit hours of course work and has not been awarded 'F' grade in any course.
- 16.12.4 One student of Ph D Programme having secured the highest OGPA at the end of fourth semester of each college to be nominated by the concerned Dean provided cleared atleast 25 credit hours of course work and has not been awarded 'F' grade in any course.
- 16.12.5 One representative to be nominated by the SWO amongst the outstanding sportsmen/ women from each college.
- 16.12.6 One representative to be nominated by the SWO amongst the outstanding student excelling in various clubs and co-curricular activities from each college.
- 16.12.7 Office bearers of the Central Students Association.
- 16.12.8 The Present and General Secretary of the Students' Association of the constituent college located outside the main campus shall be invited members of the Central Students' Association.

Office bearers of Central Students' Association

- 16.13
 - i) President
 - ii) Vice-President
 - iii) General Secretary
 - iv) Joint Secretary-cum-Treasurer

Provided further that President and Joint Secretary shall be from one College and Vice-President and General Secretary from the other College. The posts of President and Joint Secretary will rotate yearly starting with College of Horticulture from the Academic Session 2000-2001.

Powers, Functions & Responsibilities of Office bearers of CSA

- 16.14.1 **PRESIDENT:**
 - i) The President will chair the meetings of the CSA.
 - ii) It shall be the duty of President to ensure the fulfillment of the aims and objectives of the CSA.
 - iii) The President shall have the power to convene meetings after giving due notice.
 - iv) It will be the responsibility of the President to

acquaint himself with the Act, Statutes and Regulations of the University and in the light of these, to make suggestions of all matter coming up before it for consideration.

16.14.2 VICE-PRESIDENT:

Vice-President shall perform all duties of the President in the latter's absence. He/ she will automatically become the officiating President if the President resigns or is unable to discharge his/ her duties for the rest of the term.

16.14.3 GENERAL SECRETARY:

- i) General Secretary will look after the office work of the CSA.
- ii) General Secretary will issue notice to the representatives about the agenda, date, time and venue of the meeting of the CSA, with the approval of the President.
- iii) General Secretary will be responsible for the preparation and issue of the agenda, minutes and proceedings of all the meetings of the CSA.

16.14.4 JOINT SECRETARY-CUM-TREASURER:

Joint Secretary-cum-Treasurer will look after the accounts and will be responsible for its proper maintenance and up-keep.

Students' Association

16.15.1 There shall be a Students' Association of the constituent College(s) located outside the main campus of the University:

I. College of Horticulture & Forestry, Hamirpur (Neri)

Class Representatives

- a) 1st year B Sc (Hons) Horticulture
- b) 2nd year B Sc (Hons) Horticulture
- c) 3rd year B Sc (Hons) Horticulture
- d) 4th year B Sc (Hons) Horticulture
- e) 1st year B Sc (Hons) Forestry
- f) 2nd year B Sc (Hons) Forestry
- g) 3rd year B Sc (Hons) Forestry
- h) 4th year B Sc (Hons) Forestry
- i) 1st year B Tech Biotechnology
- j) 2nd year B Tech Biotechnology
- k) 3rd year B Tech Biotechnology
- l) 4th year B Tech Biotechnology

- 16.15.2 The Dean will nominate one student of the final year class of the B Sc (Hons) Horticulture Degree Programme having secured the highest OGPA in the class at the end of pre-final year provided has not been awarded 'F' grade in any course.
- 16.15.3 The Dean will nominate one student of the final year class of the B Sc (Hons) Forestry Degree Programme having secured the highest OGPA in the class at the end of pre-final year provided has not been awarded 'F' grade in any course.
- 16.15.4 The Dean will nominate one student of the final year class of the B Tech Biotechnology Degree Programme having secured the highest OGPA in the class at the end of pre-final year provided has not been awarded 'F' grade in any course.
- 16.15.5 The Dean, on the recommendations of the Incharge, Students' Welfare one representative amongst the outstanding sportspersons of the College and shall not have the voting right to elect the office bearers.
- 16.15.6 The Dean, on the recommendations of the Incharge, Students' Welfare one representative amongst the outstanding students excelling in various clubs and co-curricular activities of the College and shall not have the voting right to elect the office bearers.
- 16.15.7 Office Bearers of the Students' Association
- a) President
 - b) Vice-President
 - c) General Secretary
 - d) Joint Secretary-cum-Treasurer

PRESIDENT:

- i) The President will chair the meetings of the SA.
- ii) It shall be the duty of President to ensure the fulfillment of the aims and objectives of the SA.
- iii) The President shall have the power to convene meetings after giving due notice.
- iv) It will be the responsibility of the President to acquaint himself with the Act, Statutes and Regulations of the University and in the light of these, to make suggestions of all matter coming up before it for consideration.

VICE-PRESIDENT:

Vice-President shall perform all duties of the President in the latter's absence. He/ she will

automatically become the officiating President if the President resigns or is unable to discharge his/ her duties for the rest of the term.

GENERAL SECRETARY:

- i) General Secretary will look after the office work of the SA.
- ii) General Secretary will issue notice to the representatives about the agenda, date, time and venue of the meeting of the SA, with the approval of the President.
- iii) General Secretary will be responsible for the preparation and issue of the agenda, minutes and proceedings of all the meetings of the SA.

JOINT SECRETARY-CUM-TREASURER:

Joint Secretary-cum-Treasurer will look after the accounts and will be responsible for its proper maintenance and up-keep.

Election Procedure of Class Representatives	16.16.1	Election of representatives of Central Students' Association/ Students' Association shall be conducted through division of votes/ unanimously.
	16.16.2	The office bearers of the Central Students' Association/ Students' Association will be elected by the Executive members.
	16.16.3	The Returning Officer for the elections shall be the Students' Welfare Officer/ Incharge, Students' Welfare or nominee.
	16.16.4	Election of Central Students' Association/ Students' Association will be held preferably within a period of six weeks from the start of first semester of the academic year.
Tenure	16.17	The tenure of the representative/ office bearer shall commence from the date of his/ her election and he/ she will cease to hold office at the end of Academic year.
Eligibility to Contest	16.18	All members of the Central Students' Association/ Students' Association having paid the approved annual subscription will be eligible to contest elections, except the following: <ul style="list-style-type: none">i) A student who is on Conduct Probation or Scholastic Probation.ii) A student who has been convicted or involved in a criminal case of moral turpitude or has been punished/ fined for any act of misconduct.iii) A student who has stayed beyond the normal period required for his/ her degree programme. For the

purpose of this clause, normal period for B Sc, M Sc/ MBA and Ph D programmes will be taken as 4, 2 and 3 years, respectively.

- iv) A student who is defaulter of payment of his/ her college/ hostel dues.
- v) A student who has been expelled or rusticated by the University for a specific period and is allowed to rejoin after such period is over. This condition will, however, not apply if the orders of expulsion or rustication are withdrawn by a competent authority or quashed by a court of law at any time.
- vi) A student who has ceased to be on the roll of the University for any other reason whatsoever.
- vii) No student will hold the same office in the Central Students' Association/ Students' Association more than twice during his/ her entire stay at the university. This condition does not, however, apply to the class representative.

Disqualification for holding the position of CSA

16.19

A student after having become a representative or office bearer of Central Students' Association/ Students' Association will be deemed to have been disqualified to hold that position any further if:

- i) He/ she ceases to be on rolls of university for any reason.
- ii) He/ she is found guilty of any unlawful activity.
- iii) He/ she is convicted of criminal offence involving moral turpitude, indiscipline, misbehaviour or misconduct.
- iv) He/ she is held guilty of misconduct by the University.

Explanation

16.20

A student will be guilty of misconduct if he/she:

- i) is expelled from the University.
- ii) is accused of a non-bailable offence.
- iii) is punished for adopting unfair means in the University examination.
- iv) brings bad name to the University by his/ her misconduct on or outside the campus.
- v) destroys University property or mutilates/ pilfers university books.
- vi) prevents any University official from performing his/ her normal duties/ carrying out his/ her duties or assaults any official of the University
- vii) declares a holiday in a college or in the University.

Meetings

16.21

- a) The CSA/ SA of the University shall meet atleast once in every three months.

- b) The General Secretary will convene all ordinary meetings of the CSA/ SA atleast one week before the date of the meeting, in consultation with President or Chief Patron, issue notice and agenda papers for the meeting. After the meeting, within three days, shall issue proceedings of the meeting.
- c) Authenticated copy of agenda items to be considered in the meeting of CSA/ SA shall be sent by the General Secretary or the Joint Secretary-cum-Treasurer, as the case may be, to the Chief Patron at least 48 hours before the meeting. After the meeting, authenticated copy of the proceedings of the meeting will be sent to the Chief Patron within three days.
NOTE: In case of CSA/ SA meeting, a copy of the agenda and the proceedings will be sent to the Dean and the Students' Welfare Officer/ Incharge, Students' Welfare in addition to the Chief Patron.
- d) The quorum for meeting of the CSA/ SA will be one half of the total members. If any meeting is adjourned for want of quorum, the quorum for adjoined meeting shall be one third of the members.
- e) A special meeting of the CSA/ SA will be convened by the President provided such a meeting is requisitioned through written request signed by not less than one third of the total strength of the concerned representatives. Such a special meeting will transact only such business for which it was requisitioned.

Powers and functions of Chief Patron 16.22

- (a) The Chief Patron shall ensure that the CSA functions in accordance with the provisions of this constitution.
- b) The Chief Patron or any other person nominated have the right to attend any meeting of CSA/ SA and shall chair the meeting whenever it is required to do so.
- c) If, at any time, the Chief patron finds that a situation has arisen where the CSA/ SA cannot function according to the provisions of this constitution, he/ she may suspend such association at his/ her discretion. The period of suspension shall not exceed one month and at the end thereof he/ she shall have the discretion either to revive or dissolve such association.
- d) In the event of dissolution of association as provided under (c) above, fresh election shall be held if the unexpired period term, inclusive of suspension period, is five months or more;

otherwise no fresh elections shall be held and the Chief Patron may appoint an ad-hoc committee to replace the dissolved association within one month of dissolution.

- e) The Chief Patron shall nominate an officer(s) to administer the oath of office to all representatives and office-bearers of various associations.
- f) The Chief Patron may delegate any or all his/ her powers to any officer of the University.

Code of conduct during tenure of Office 16.23

- a) The Association or any office-bearer shall have no contact with any political party or organization so far as the activities of association is concerned.
- b) The CSA/ SA shall not take up cases of individual students. All such individual cases will be sent to the College Steering Committee or University Steering Committee as the case may be.
- c) The CSA/ SA shall not act on a call given by any outside political party or agency.
- d) The CSA/ SA or its members shall not indulge in any act which is against the interest of the University.
- e) If a member of the union indulges in an act of indiscipline or misbehaves with a staff member or his family, the CSA/ SA shall condemn this activity.
- f) The CSA/ SA shall not organize any procession or demonstration against any individual employee. No procession or demonstration of any type shall be taken to the residential area of the campus.
- g) The CSA/ SA and its various bodies and office-bearers shall be responsible to extend co-operation to the University Authorities for maintaining discipline and peaceful atmosphere in the University. The CSA and its members shall endeavor in maintaining good name and reputation of the University.
- h) The members of the CSA/ SA shall not organize or participate in any strike, demonstration, *dharna*, *gherao* etc. on any issue that has not been referred to and considered by the appropriate authority in accordance with the procedure laid down.
- i) Declaration of a holiday in any College or the University by any office-bearer of CSA/ SA will be considered an act of serious indiscipline.
- j) The CSA/ SA, its office bearers shall not misinterpret or indulge in false propaganda against University policy decision.

Finance 16.24

- a) Every student entitled to be the member of the CSA/ SA shall pay membership fee, to be determined from time to time by the Chief Patron, as annual subscription alongwith fee in the first semester of the academic year.

- b) All the collections of the CSA/ SA subscription will be at the disposal of the CSA/ SA.
- c) The semester-wise budget of CSA/ SA of each college shall be prepared by the Secretary-cum-Treasurer in consultation with the President within one month of its election.
- d) The account of CSA/ SA shall be maintained in the names of the President and Students' Welfare Officer jointly in a Bank or Post Office as approved by the Chief Patron.
- e) In case CSA/ SA stands suspended or dissolved, the bank account of the association will be operated by the Students' Welfare Officer/ Incharge, Students' Welfare.
- f) The Joint-Secretary-cum-Treasurer will present a statement of audited annual expenditure of the CSA/ SA in its annual general body meeting.

Interpretation of Constitution

16.25 Any doubt or dispute regarding the interpretation of any provision of this constitution or any other matter not covered explicitly by this constitution shall be referred to the Chief Patron whose decision shall be final.

Amendment in Constitution

16.26 The powers to amend the constitution shall vest with the Academic Council.

- a) Proposal for any amendment to this constitution may be sent by any of the representative of CSA/ SA.
- b) Any proposal for an amendment in the constitution received by the Chief Patron shall be referred to the University Steering Committee. The Committee, after considering the proposal in consultation with the representatives of CSA/ SA, may take appropriate recommendations to the Chief Patron who will place the matter before the Academic Council.
- c) The Academic Council may accept or reject or modify any or all the recommendations of the University Steering Committee.

CHAPTER XVII

Ragging

Preamble of Ragging	17.1	Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear of apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment to embarrassment so as to adversely affect the physique or psyche of such fresher or any student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, in the Dr. Yashwant Singh Parmar University of Horticulture & Forestry in accordance with the UGC guidelines and the Himachal Pradesh Educational Institutions (Prohibition of Ragging) Act, 2009 brings forthwith the academic regulations for curbing the menace of ragging and for the healthy development, physical and psychological, of all students of the University.
Definition of Ragging	17.2	Ragging means any act, conduct or practice by which dominant power of senior students, former students or outsiders, is brought to bear on students freshly enrolled or students who are in any way considered junior by other students and includes individual or collective acts or practices which:- <ul style="list-style-type: none">i) Involve physical or psychological assault or threat or use of force or wrongful confinement or restraint; orii) Violate the status, dignity and honour of such students; oriii) Expose students to ridicule and contempt and affect their self-esteem; oriv) Entail verbal abuse and aggression, indecent gestures and obscene behaviour.
Prohibition of Ragging	17.3.1	No person shall practise ragging in any form, within or outside the premises of this university.
	17.3.2	Any person, who contravenes the above provision shall, on conviction, be punished with imprisonment for a term which may extend to three years or with fine which may extend to Rs. 50,000/- (Rupees fifty thousand only) or both.
Offences to be cognizable, non-bailable and compoundable	17.4	Every offence of ragging shall be cognizable, non-bailable and compoundable with the permission of the Court.

- Administrative Action in the event of ragging**
- 17.5.1 The University shall punish a student found guilty of ragging, after following the procedure as prescribed below:
- 17.5.2 The Anti-ragging Committee of the College shall take an appropriate decision with regard to punishment or otherwise, depending on the facts of each incident of ragging, and nature and gravity of the incident of ragging established in the recommendations of the Anti-ragging Squad.
- 17.5.3 The Anti-ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-ragging Squad, award, to those found guilty, one or more of the following punishments:
- i) Cancellation of admission;
 - ii) Suspension from attending classes
 - iii) Withholding/withdrawing scholarship/ fellowship and other benefits
 - iv) Debarring from appearing in any test/examination or other evaluation process
 - v) Withholding results
 - vi) Debarring from representing the institution in any regional, national or international meet, tournament and youth festival, etc.
 - vii) Suspension/ expulsion from the hostel
 - viii) Expulsion from the institution and consequent debarring from admission to any other institution.
 - ix) Fine of Rs. 50,000/-
 - x) Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the College shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.
- Action to be taken by the Vice-Chancellor**
- 17.6 On receipt of any information concerning any reported incident of ragging, the Vice-Chancellor shall immediately determine if a case under the penal laws is made out and if so, either he or through a member of the anti-ragging committee authorized by him/ her on his/her behalf, proceed to file a first information report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more of the following:-
- a) Abetment to ragging
 - b) Criminal conspiracy to rag
 - c) Unlawful assembly and rioting while ragging
 - d) Public nuisance created during ragging
 - e) Violation of decency and morals through ragging
 - f) Injury to body, causing hurt or grievous hurt
 - g) Wrongful restraint

- h) Wrongful confinement
- i) Use of criminal force
- j) Assault as well as sexual offences or unnatural offences
- k) Extortion
- l) Criminal trespass
- m) Offences against property
- n) Criminal intimidation
- o) Attempts to commit any or all of the above mentioned offences against the victim(s)
- p) Threat to commit any or all of the above mentioned offences against the victim(s)
- q) Physical or psychological humiliation
- r) All other offences following from the definition of “Ragging”

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

In case FIR is lodged, on conviction, the student/ students can be punished with imprisonment for a term which may extend to three years or with fine which may extend to fifty thousand rupees or both.

Mechanism for Prevention and Enforcement

17.7.1 Sensitization Programme: The sensitization programme intends to monitor and facilitate personal growth for students and create awareness on the part of parents and teachers regarding the overall growth of the student.

The parents of the senior students should be made aware that the ragging is a cognizable, non-bailable, non-compoundable offence and in case their ward is found indulged in ragging there is a provision of punishment such as fine, rustication from the hostel/ University, lodging FIR and also rigorous imprisonment from one year to three years or with fine which may extend to Rupees fifty thousand or both, keeping in view the severity of offence.

17.7.2 In the beginning of the academic session, pamphlets/ posters indicating instructions/ punishment of ragging must be displayed in the students’ hostels, colleges, library, students’ welfare organization and other vulnerable places.

Constitution of Anti-ragging Committee/ Squad

17.8 The Vice-Chancellor shall constitute an anti-ragging committee(s) and anti-ragging squad(s) consisting of faculty members, senior students and non-teaching staff at University level in the beginning of the academic session. The

committee(s) and squad(s) will meet in the beginning of the academic session and work out the *modus operandi* to sensitize the students to prevent ragging. They will be answerable to the Vice-Chancellor for any ragging in the University.

17.9 The orientation of freshers, senior students, teaching and non-teaching staff be arranged in the campus/ institute in which the Vice-Chancellor, Deans of the College/ Director of the Institute, Students' Welfare Officer will address the students to sensitize them about what constitute ragging, measures to prevent ragging and punishments as per provisions of the academic regulations.

Suspension of student 17.10.1 Whenever any student or, as the case may be, the parents or guardian or a teacher of this university or an Officer-in-Charge makes a complaint, in writing, of ragging to the Vice-Chancellor, the Vice-Chancellor shall, without prejudice to the foregoing provisions, within twenty four hours of the receipt of the complaint, enquire into it and, if, *prima facie*, it is found true, suspend the student found guilty.

17.10.2 Where, on enquiry by the Vice-Chancellor, it is proved that *prima facie* there is no substance in the complaint, he/ she shall intimate the fact, in writing, to the complainant.

Expulsion of student 17.11.1 Any student convicted of an offence of ragging shall be expelled from the University.

17.11.2 Student so expelled on account of ragging shall not be admitted in any other educational institution for a period of three years from the date of order of such expulsion.

CHAPTER-XVIII

Funds & their Utilization

- Student Fund** 18.1 Student fund shall comprise the following:
- i) University sports, games and youth welfare fee
 - ii) Magazine fee
 - iii) Medical fee
 - iv) College sports and youth welfare fee
 - v) Amalgamated fund
 - vi) NCC/NSS fee
 - vii) Hostel fund
 - viii) Any other fee to be levied from the students by the University from time to time
- 18.2 The account of the student fund shall be maintained separately in the saving account of a bank authorized by the University.
- 18.3 The Students' Welfare Officer/ Dean, College of Horticulture & Forestry, Hamirpur (Neri) shall administer and exercise full powers, regarding the utilization of the student fund. With regard to the expenditure to be incurred on college magazine, students' educational tours and NCC, the Students' Welfare Officer shall consult the Dean. In conducting the educational tours, he/ she shall be guided by the Dean of college/ Head of the concerned department, as the case may be. However, the Students Welfare Officer shall provide 1.0 lac each to both the Deans and 0.5 lac to the Registrar of the University every year for meeting the academic issues pertaining to the students in their offices.
- 18.4 The student fund may be utilized only for the welfare of the students and for any or all of the following purposes:
- 1) Purchase of sports material pertaining to various games and its repairs.
 - 2) Watering, leveling, cleaning, turfing and maintenance of play grounds.
 - 3) Expenditure on any grants to societies, clubs, associations, committees, *sabhas*, etc. organized by the University.
 - 4) Expenditure in connection with literary, social and cultural activities.
 - 5) Conveyance and boarding charges to outside speakers, poets, artists, writer etc. approved by the Students' Welfare Officer and Secretary of the club concerned.
 - 6) Expenditure in connection with trips to places of educational and cultural interest, or for mountaineering, hiking etc.
 - 7) Expenditure for sending students to compete in debates, declaration contest music and dramatic contests and for

- taking part in any other educational activities.
- 8) Travelling allowance to persons invited to lecture at the College or prize distribution function and the entertainment provided to such visitors.
 - 9) Expenses in connection with organizing performances by outside artists of feats, cultural activities etc. for the amusement and general knowledge of the students.
 - 10) Expenses in connection with the refreshment and meals at the time of annual athletic meet, friendly and University matches or other literary contests to students, participants, guests and other dignitaries as approved by the Students' Welfare Officer.
 - 11) Purchase of articles of furniture, equipment etc. for social and cultural activities.
 - 12) Purchase of crockery for serving refreshment to students, guests etc.
 - 13) Expenses in connection with the award of prizes offered in inter-class, inter-college and other literary and cultural competitions etc.
 - 14) Expenses in connection with purchase and printing papers, invitation cards etc. pertaining to student activities.
 - 15) Expenses in connection with the purchase/ hire/ carriage of articles of furniture, equipment, *shamianas*, audio-visual aids, decorations, musical instruments and the mike etc. including crockery for social, cultural and other functions.
 - 16) Expenses in connection with the postage, telephone calls and purchase of stationery pertaining to student's activities.
 - 17) Expenses in connection with the purchase of stock register, cash books etc. required for maintaining accounts of the students fund.
 - 18) Expenditure of establishment to sports, NCC/ NSS etc.
 - 19) Travelling Allowance of teams and servants (if DPL) accompanying the teams.
 - 20) Out of pocket expenses or daily allowance and refreshment incurred by the students when they go out to represent the college in sports and other contests, as approved by the Students' Welfare Officer.
 - 21) Rent of playgrounds and hall, if any.
 - 22) Expenditure in connection with the award of College colors to outstanding players.
 - 23) Expenditure in connection with holding of the annual sports/ college function or University convocation.
 - 24) Expenses on medical assistance rendered to members of sports teams.
 - 25) Uniforms or other equipments for members of various teams, at the discretion of Students' Welfare Officer.
 - 26) Organization of hobbies.

- 27) Expenses in connection with referring College/ University matches.
- 28) Payments of protest fee, late fee, fine or subscription to the various tournaments.
- 29) Youth welfare activities.
- 30) Educational meets, exhibitions, festivals etc.
- 31) Supply of nutritious food such as milk, eggs, fruits, etc. to poor and deserving students and athletes.
- 32) Amenities for NCC/NSS and expenditure incurred in connection with civil defence measures.
- 33) Photographs of the teams, at the discretion of the Students' Welfare Officer.
- 34) Items connected with student's activities of an educational character.
- 35) Refreshment to the students during practices, inter class matches and coaching camps.
- 36) Travelling allowance, Daily allowance and other charges to the coaches invited/ deployed for coaching the College/ University team(s).

18.6 The interest in Dean's account shall be utilized by the Dean for the welfare of students.

Hostel Fund

18.7 The hostel fund may be utilized only for the welfare of the residents of the hostels for the following purposes:

- i) Purchase of stationery, newspapers, magazines and equipments for indoor games.
- ii) Purchase and repair of radio-sets, television-sets, tape-recorder, furniture, curtain etc.
- iii) Hiring and carriage of furniture, *shamiana*, crockery and audio-visual aids etc. for hostel function and other festivals.
- iv) Expenditure on decoration, illumination, award of prizes, installation of electrical fittings etc.
- v) Purchase, replacement, maintenance, repair and tinning of utensils, crockery, cutlery and other equipment for hostel mess.
- vi) Payment of electricity charges.
- vii) Any other expenditure relating to the welfare of students residing in the hostel.

18.8 If in the interest of maintaining student activity, it becomes necessary to incur some expenditure not indicated in various items above, the Students' Welfare Officer may authorize this expenditure, after the consent of the Dean, provided that the above listing shall not debar expenditure on any or all of these items out of the regular contingency of the college concerned.

CHAPTER XIX

- Academic Records**
- Maintenance of Academic Records**
- 19.1 The following procedure shall be adopted both by the Dean and the Registrar for the maintenance of student record
- 19.1.1 The 'Live' and 'Closed' filing system shall be introduced for student record. With the first registration of a student, a file shall be made and maintained in the name of the student both by the Registrar and the Dean. As long as a student continues in a programme, the file of the student shall be treated as 'Live'. After he/ she has completed the programme or has been dropped or left the University, his file shall be 'Closed'. If a student leaves the University in the middle of a programme, his file shall be 'Closed' temporarily. The files 'Closed' and 'Closed Temporarily' shall be deposited in the record room and maintained separately. In case of postgraduate students, a file should also be maintained by the Head of the Department.
- 19.1.2 It may be ensured that the student files are properly indexed to facilitate their prompt location. An up-to-date list of student files, both 'Live/ Closed' and 'Closed Temporarily' should always be readily available.
- 19.1.3 When a student with 'Closed Temporarily' file rejoins the University, the said file shall be treated as 'Live' again.
- 19.1.4 All 'Live' student files should be checked regularly and required formalities should be completed without waiting for the student to come and remind.
- 19.1.5 The student who has completed his/ her programme successfully shall apply to the Registrar, through the Dean, for Provisional Degree Certificate. It should be ensured that result-sheets and/ or semester reports are sent to all concerned in time. If there is any delay in sending the result sheets and/ or semester reports, responsibility should be fixed and necessary action be taken.
- 19.1.6 Complete information as to how many students have registered and how many students have graduated semester-wise should be readily available.
- 19.1.7 All relevant papers of a student must be in the file of the student. In case of a consolidated statement showing important information like dropping list, defaulters list, etc. are made, a copy of the same or copy of the particulars relating to the student should be incorporated in the student file.
- 19.1.8 Keeping in view the double-file system, the Dean and the Registrar should make sure that a copy of any paper incorporated in the student file is sent to the concerned offices, so that the student files maintained at different offices are completed

Academic Council/ Board of Studies	19.2	All the agenda items, proceedings of the Academic Council/ Board of Studies and action taken thereof shall be readily available and preserved in the hard bound binding for future reference by the concerned offices.
Examination Records	19.3.1	The record of attendance of the students in a course shall retained by the Course Instructor for a period of six months from the declaration of result by the Registrar.
	19.3.2	The record of examination(s) such as answer books pertaining to hourly/ mid-term/ practical/ end-term shall be made available to authorities, as and when required and it shall be retained for a period of six months after the declaration of result by the Registrar.
	19.3.3	The record of comprehensive examination(s) such as answer books shall be made available to authorities, as and when required and it shall be retained for a period of six months after the declaration of result by the Registrar.
Weeding Off of Academic Records	19.4.1	Subject to any general or special rule or order in this behalf, no University Records (including correspondence) connected with the academics shall be destroyed except in accordance with the provisions as given below: <ul style="list-style-type: none"> i) No academic records (including correspondence) shall be destroyed which are under audit objection till audit objections are settled by the statutory auditors. ii) No academic records (including correspondence) shall be destroyed for which proceedings are going on in a Court of Law till the case is finalized.
	19.4.2	<ul style="list-style-type: none"> i) The admission form of the candidates not selected for admission shall be destroyed by burning/ shredding after a period of one year of the finalization of admissions, except in case there is a dispute. ii) The record pertaining to the conduct of entrance examination such as question booklets, answer sheets, correspondence regarding paper setting, etc. shall be destroyed by way of burning/ shredding after a period of six months from the conduct of entrance test/examination. iii) The grade sheets received from the Deans in the office of the Registrar shall be destroyed after two years of the declaration of result of the concerned course. The Registrar's office, however, shall maintain a register for keeping permanent record of the student's achievements. iv) The personal files of the students shall be retained as permanent record.

19.4.3 The academic records to be weeded out shall be destroyed by way of shredding under direct supervision of the Head of the Department/ Officer concerned. A list of records proposed to be destroyed shall be prepared by the Head of the Office/ Department/ Officer concerned and orders of the competent authority (i.e., Head/ Officer Incharge of the Department in case of 19.3.1, Dean in case of 19.3.2 and 19.3.3 and Vice-Chancellor in case of 19.4.1 and 19.4.2) shall invariably be obtained before it is destroyed.

PART II

Academic Forms

List of Academic Forms

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**Dr Yashwant Singh Parmar University of
Horticulture & Forestry, Solan (Nauni) -173 230 (HP)**

Application for Extension of Normal Duration of Study Programme

1. Name _____

2. Admission No. _____

3. Programme of Study _____

4. Number of semester already spent both registered and withdrawn (Give details)

Registered Semester	Credit Load	Credit Load Cleared	Standing	OGPA	Remarks

5. Reason in brief for not completing the programme within the prescribed duration:

6. Course(s) yet to be cleared:

Course No.	Credit Hours	Semester in which normally offered

Signature of the applicant

7. Comments of Advisor/Major Advisor:

8. Recommendations of the Head of the Department (In case of PG Student)

9. Verification of Column 4 and 6 by the office of the concerned Dean:

Dealing Assistant

Section Officer/Superintendent

10. Recommendations/ Orders of the Dean:

Dean of the College

**Dr Yashwant Singh Parmar University of
Horticulture & Forestry, Solan (Nauni) -173 230 (HP)**

Application for Migration Certificate
(Academic Regulation 2.17.1 – 2.17.8)

1. Name of the Student: _____
2. Admission Number: _____
3. Father's Name: _____
4. Class: _____
5. Name of the College from which appeared in the last examination: _____
6. Name of the University to which migration is sought: _____
7. Particulars of the last examination in which he/ she appeared from the University: __
8. Reasons for migration: _____
9. Fee of Rs. _____ remitted
 - a) University Receipt No. _____ dated _____ Rs. _____
 - b) Postal Order/Bank Draft No. _____ dated _____ Rs. _____

Signature of Parents/ Guardian

**Signature of the Student
(with date)**

Address for sending the Certificate

Certified that the statement made by the student is correct. It is further certified that nothing is due from this student.

Dean of the College

NOTE:

1. All particulars required above should be legible and accurately filled in by the candidate himself/herself.
 2. Incomplete form will not be entertained.
 3. To enable the office to expedite dispatch of the certificate, the applicant is advised in his own interest, to remit fee of Rs. ____ for the certificate by Crossed IPO/ Bank Draft/ Demand Draft in favour of the Comptroller, Dr Y S Parmar University of Horticulture & Forestry alongwith his/ her application form in a registered cover submitted to the Dean of the concerned College.
-

Remarks by the Registrar's Office:

Particulars are in order, may allow to seek migration

Dealing Assistant

Section Officer

Assistant/ Deputy Registrar

**Dr Yashwant Singh Parmar University of
Horticulture & Forestry, Solan (Nauni) -173 230 (HP)**

Register for Migration Certificate

Sr No	Name of the Student	Admission Number	Name of the Degree	Date/ Month of Completion of Degree	Migration Certificate No.	Signature of the Dealing Assistant	Section Officer
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
16.							
17.							
18.							
19.							
20.							
21.							
22.							
23.							
24.							
25.							
26.							
27.							
28.							
29.							
30.							

**Dr Yashwant Singh Parmar University of
Horticulture & Forestry, Solan (Nauni)-173 230 (HP)**

Course Registration Form*
(Academic Regulation 3.2.1 – 3.4)

REGISTRATION CARDS			
Seal			
Name of the College		Programme	
Name of the Student		Class	
Admission No.		Semester	
Local Address			

Sr No	Course No.	Course Title	Credit Hours			Signature of Course Instructor
			Theory	Practical	Total	
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
For Student/ Advisor/ Dean/ Registrar	Signature of the Student		Signature of Advisor	Signature of Dean of the College		Registrar

* To be submitted in quadruplicate in four different colours

**

Hosteller/ Non-hosteller		Fee received
Nothing is due		University receipt No.
Signature of Hostel Warden		Date
		Signature of fee collection official

** Only in the copy of Dean on back side of card

**Dr Yashwant Singh Parmar University of
Horticulture & Forestry, Solan (Nauni)-173 230 (HP)**

Allotment of Admission Numbers

Sr No	Name of the Student	Father's Name	Admission Number	Boy/ Girl	SC/ST/ PH	Date of Birth
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						

Summary of Admission

Particulars	Boys	Girls	Total
Number of Students			
Foreigners			
Self-financing			

Signature of Dealing Assistant

Section Officer

**Dr Yashwant Singh Parmar University of
Horticulture & Forestry, Solan (Nauni)-173 230 (HP)**

Application form for seeking relaxation for shortage of attendance
(The application shall be submitted by the student after one month from the mid-term examination or
atleast one week before the commencement of end-term practical examination)

Name of the Student: _____

Admission No. : _____

Semester / Session: _____

Standing in the previous Semester: _____

List of Courses offered in the current Semester:

Course No.	Credit Hours	Total lectures delivered on the date of application	Number of lectures attended (Theory or Practical)	Dates on which absent	Shortage of attendance in terms of percentage	Signature of Instructor(s)

Encls: Medical Certificate from government hospital

Signature of the Student (with date)

Recommendation of Advisor (Major Advisor in case of PG student)

Recommendation of the Head of the Department (For PG Student)

Recommendation of the Dean of the College

Orders of the Vice-Chancellor

**Dr Yashwant Singh Parmar University of
Horticulture & Forestry, Solan (Nauni)-173 230 (HP)**

Change of Course Form
(Academic Regulation 5.1.1-5.3)

I. Dean's Copy

Name		Detail of Fee received	
Admission No.		University Receipt No.	
Session/Semester		Date	
Total Cr. Hrs. for current semester		Signature of official	

Sr No	Course No	Course title	Credit of course added	Credit of course withdrawn	Signature of Course Instructor
1.					
2.					
3.					
4.					
5.					
Total credit added/ withdrawn					

Reasons for addition/ withdrawal _____

Total Credit Hours for semester after adding/ withdrawal of above course(s) _____

Recommended

Approved

Student's Signature

Signature of Advisor

Dean of the College

II. Registrar's Copy

Name		Detail of Fee received	
Admission No.		University Receipt No.	
Session/Semester		Date	
Total Cr. Hrs. for current semester		Signature of official	

Sr No	Course No	Course title	Credit of course added	Credit of course withdrawn	Signature of Course Instructor
1.					
2.					
3.					
4.					
5.					
Total credit added/ withdrawn					

Reasons for addition/ withdrawal _____

Total Credit Hours for semester after adding/ withdrawal of above course(s) _____

Recommended

Approved

Student's Signature

Signature of Advisor

Dean of the College

**Dr Yashwant Singh Parmar University of
Horticulture & Forestry, Solan (Nauni)-173 230 (HP)**

Format for Appointment of Advisory Committee
(Academic Regulation 7.2.1-7.2.5)

1.	Name of the student	
2.	Discipline/ Department	
3.	Year of Admission	
4.	M Sc/ Ph D	
5.	Major Field	
6.	Minor Field	i) ii)

Composition of the Advisory Committee:

Sr No.	Name and Designation	Field of Specialization	Constitution	Signature
1.			Major Advisor	
2.			Member	
3.			Member	
4.			Member	

Signature of Major Advisor

Approved

Head of the Department

Copy for information to:-

Dated: Nauni, the:-

1. The Dean, College of Horticulture/ College of Forestry
2. The Registrar, Dr YS Parmar University of Horticulture & Forestry,
(Nauni) Solan
3. Chairman/ Member of Advisory Committee (by name)

Head of the Department

**Dr Yashwant Singh Parmar University of
Horticulture & Forestry, (Nauni) Solan (HP) – 173 230**

Programme of Study for MBA Students

(Academic Regulation 7.6.1)

- | | |
|------------------------|-----------------------------|
| 1. Name of the Student | 5. Date of Admission |
| 2. Date of Birth | 6. Department |
| 3. Programme | 7. Major/Core Subject |
| 4. Admission No. | 8. Specialization i)
ii) |

A. Academic Qualification prior to joining the University

Degree/ Diploma	Year of Passing	Aggregate percentage of Marks	Major Subject Elective, if any	Institution/ University
10 th				
10+2/ Senior Secondary				
Graduation (Specify)				
Master's (Specify)				
Any other				

Attach attested copies of the certificates and Detailed Marks/ Transcript of Academic Record of all the examinations passed.

B. Non-credit Compulsory/Deficiency courses to be completed:

Course No.	Course Title	Credit Hours	Semester

C. Courses to be completed by the Student to meet the Degree Requirements:

(a) Number of Credit Hours of Course Assignment recommended in

Major/Core Courses:

Minor/Specialization Subject(s):

1.

2.

(b) Details of Proposed Course Work:

Classification of Courses	Course No.	Title of Course	Credit Hours	Semester
Major/ Core				
Minor/ Specialization-I				
Minor/ Specialization -II				
Supporting Courses				
Project Work				
Total				

Signature of the student

Enclosures:

Certified that the proposed programme of studies has been prepared after carefully considering the background of the student and the requirements of his/ her project work.

(Major Advisor)
Name:
Designation:

Certified that the proposed programme of studies fulfils the minimum requirement for the degree as laid down in the Academic Regulations and the proposed project work fits into the research programme of the University.

Head of the Department

Approved

Dean
College of Horticulture

**Dr Yashwant Singh Parmar University of
Horticulture & Forestry, (Nauni) Solan (HP) – 173 230**

Broad Outline of Research Project

1. Name of the Student:
2. Admission No.
3. Degree: MBA/ MBA (Agribusiness)
4. Department: Business Management
5. Elective: (i) _____ (ii) _____
6. Title of the research problem:

7. Objectives:

8. Brief outline of research work:

Advisory Committee:

Signature of the student (with date)

Name

Signature (with date)

Project Advisor

Head of the Department

Approved

**Dean
College of Horticulture**

**Dr Yashwant Singh Parmar University of
Horticulture & Forestry, (Nauni) Solan (HP) – 173 230**

Panel of Examiners for Project Report Evaluation

1.	Number of the Student(s)	
2.	Admission No.	
3.	Elective Field(s)	

1. Panel proposed by the Head, Department of Business Management

Sr No	Name	Address including Contact Number & e-mail ID	Field of Specialization

**Head
Department of Business Management**

Endst. No.

Dated:

Forwarded to the Dean, College of Horticulture, (Nauni) Solan for information and further necessary action, please.

**Head
Department of Business Management**

Addition(s), if any, by the Dean, College of Horticulture

Sr No	Name	Address including Contact Number & e-mail ID	Field of Specialization

**Dean
College of Horticulture**

**Dr Yashwant Singh Parmar University of
Horticulture & Forestry, (Nauni) Solan (HP) – 173 230**

Report of *Viva-voce* Examination

EXAMINING COMMITTEE REPORT

This is to certify that the Examining Committee as approved by the Dean, College of Horticulture, Nauni-Solan has conducted the project report *viva-voce* examination of Shri/ Ms _____, MBA/ MBA (Agribusiness) student of the Department of Business Management, College of Horticulture, Dr Yashwant Singh Parmar University of Horticulture & Forestry, (Nauni) Solan on _____. His/ Her performance has been found to be satisfactory/ un-satisfactory for the award of degree of Master of Business Administration/ Master of Business Administration (Agribusiness).

(External Examiner)

(Major Advisor)

This is to certify that all the corrections suggested by the Examining Committee have been incorporated in the project report.

(Major Advisor)

(Head of the Department)

Countersigned

**Dean
College of Horticulture**

10. Proposed Research Problem/ Project:

a) Broad Title of Thesis:

b) Brief Outline of Work:

11. Non-credit Compulsory/ Deficiency Courses to be completed:

Course No.	Course Title	Credit Hours	Semester

12. Courses to be completed by the student to meet M Sc/Ph D degree requirements:

a) Number of credit hours of courses recommended in:

Major/Core Subject:

Minor/Specialization Subject(s):

Supporting Subject:

b) Detail of proposed course work:

Classification of courses	Course No.	Title of Course	Credit Hours	Semester
i) Major/Core				
ii) Minor/ Specialization				
iii) Supporting				
iv) Research Work				

Enclosures:

Signature of the student

- i)
- ii)
- iii)
- iv)

Certified that the proposed programme of study has been prepared after carefully considering the background of the student and after ascertaining through personal interview, the requirements of his/ her research project:

Sr No	Name & Designation	Signature
1.	_____ Chairman-cum-Major Advisor	_____
2.	_____ Co-Advisor (If any)	_____
3.	_____ Member	_____
4.	_____ Member	_____
5.	_____ Member	_____

Certified that the proposed programme of studies fulfils the minimum requirement for the degree as paid down in the Academic Regulations and the proposed research project fits into the research programme of the University.

Head of the Department

Approved

Dean

**Dr Yashwant Singh Parmar University of
Horticulture & Forestry, (Nauni) Solan (HP) – 173 230**

Synopsis of Thesis

(Academic Regulation 7.8.1)

1. Name of the student: _____
2. Admission No.: _____
3. Degree (M Sc/Ph D): _____
4. Department: _____
5. Discipline: _____
6. Major/Core Field: _____
7. Minor/Specialization Field: _____
8. Title of the Research Thesis: _____
9. Project Number: _____
10. Letter No. And date of approval of Programme of Studies (yellow form):

- a) Introduction & Importance
- b) Objectives
- c) A brief resume of work done in University, India and abroad
- d) Technical Programme of Work
- e) References (to be given as footer references)
- f) Facilities available (Specify details)
- g) Collaboration with other Department/ Institute/ University (specify details)
- h) Undertaking: it is stated that no part of the proposed research work has been carried out in the past in this University/ India/ Abroad as per available literature.
NOTE: In case, there is a repetition in the proposed work, it has to be fully justified with reasons assigned.

Signature of the student with date

Certified that this synopsis of Shri/ Ms. _____ has been formulated and finalized by the student himself/ herself in consultation with the members of the Advisory committee. The student has successfully delivered his/ her synopsis seminar on dated _____. The suggestions given by the members of the advisory committee have been duly incorporated and is in accordance with the instructions of the Director of Research, Dr Yashwant Singh Parmar University of Horticulture & Forestry, Nauni-Solan (HP).

Advisory Committee:

Name		Signature with date
	Major Advisor	
	Member	
	Member	
	Member	
	Member	
	Dean's Nominee	

Head of the Department

Director of Research

Dean

NOTE: The synopsis of thesis must be prepared in accordance with the guidelines for writing theses as per Chapter-III of the Academic Regulations.

**Dr Yashwant Singh Parmar University of
Horticulture & Forestry, (Nauni) Solan (HP) – 173 230**

Application for appearing in the Written Comprehensive Examination

(Academic Regulation 7.11.1)

1. Name of the Department: _____
2. Name of the College: _____

Part-I

(To be filled in by the student and submitted in duplicate to the Major Advisor at least
fortnight before the proposed date of comprehensive examination)

1. Name _____
2. Admission No.: _____
3. Date of joining M Sc/ Ph D Programme: _____
4. Period of Discontinuance, if any: _____
5. Letter No & Date of Approval of Programme of Study: _____
6. Approved title of thesis: _____
7. Letter No. and Date of Approval the Synopsis of Thesis: _____
8. Total Credit Requirements for the Degree Programme: _____
9. Percentage of Course Work Completed with OGPA _____
10. Major/ Core Subject: _____
11. Minor/ Specialization Subject(s): _____
12. Name and designation of the Members of the Advisory committee
 - i) _____
 - ii) _____
 - iii) _____
 - iv) _____
 - v) _____

Date: _____ **Signature of the student**

**PART-II
(Remarks of Major Advisor)**

Date: _____ **Signature
Name & Designation**

Part-III

Recommendation of the Head of the Department:

Date: _____ **Signature of the Head of the Department**

PART-IV

Allowed/ Not Allowed

Date: _____ **Dean**

**Dr Yashwant Singh Parmar University of
Horticulture & Forestry, (Nauni) Solan (HP) – 173 230**

Form for submission of Result of Written Comprehensive Examination

(Academic Regulation 7.12.1-7.12.6)

1. Name
2. Admission No.
3. Major/ Core Subject:
4. Minor/ Specialization Subject (i)
(ii)

Sr No	Name of the Advisory Committee Member	Paper Major(Core)/ Minor(Specialization)	Date of Holding the Examination	Marks Obtained	Result
1.					
2.					
3.					

S-satisfactory; US-Unsatisfactory

Endst No.

Dated:

Forwarded to the Registrar, Dr Y S Parmar University of Horticulture & Forestry, Nauni-Solan for information and further necessary action.

**Dean
College of Horticulture/
Forestry**

Confidential

**Dr Yashwant Singh Parmar University of
Horticulture & Forestry, (Nauni) Solan (HP) – 173 230**

**(Form for Panel for appointment of External Examiner for conducting
Oral Comprehensive Examination for Ph D programme only)**

(Academic Regulation 7.13.2)

1. Name of the student: _____
2. Admission No. _____
3. Major Field (Core): _____
4. Minor Fields (Specialization): _____
5. Title of thesis: _____
6. No. and date of result notification of written comprehensive examination _____
7. Panel proposed by the Major Advisor

Sr No	Name	Address	Contact No. & e-mail ID	Field of specialization
1.				
2.				
3.				
4.				

Signature of the Major Advisor

Recommendations of the Head of the Department with addition(s), if any

Sr No	Name	Address	Contact No. & e-mail ID	Field of specialization
1.				
2.				
3.				

Certified that the above panel is in accordance with the Academic Regulation 7.13.2 governing the postgraduate programmes.

Head of the Department

Endst No.

Dated:

Forwarded to the Dean, College of Horticulture/ College of Forestry, Dr Y S Parmar University of Horticulture & Forestry, Nauni-Solan (HP) for information and further necessary action, please.

Head of the Department

CONFIDENTIAL

**Dr Yashwant Singh Parmar University of
Horticulture & Forestry, (Nauni) Solan (HP) – 173 230**

Report of Oral Comprehensive Examination

This is to certify that the Examining Committee approved by the Dean, College of Horticulture/ College of Forestry, Dr Y S Parmar University of Horticulture & Forestry, Nauni-Solan has conducted the Oral Comprehensive Examination of Shri/ Ms _____ (Admission No. _____) Ph D student of the Department of _____, College of Horticulture/ College of Forestry, Nauni-Solan on _____ and found his/her performance satisfactory/ unsatisfactory in the discipline of _____ .

External Examiner

Dr _____

Advisory Committee Chairperson

Member(s) of Advisory Committee

- 1.
- 2.
- 3.

Countersigned

Head of the Department

Endst. No.

Dated:

Forwarded to the Dean, College of Horticulture/ College of Forestry, Dr Y S Parmar University of Horticulture & Forestry, Nauni-Solan (HP) in duplicate for information and necessary action, please.

Head of the Department

Endst. No.

Dated:

Forwarded to the Registrar, Dr Y S Parmar University of Horticulture & Forestry, Nauni-Solan (HP) for information and necessary action, please.

**Dean
College of Horticulture/
Forestry**

**Dr Yashwant Singh Parmar University of
Horticulture & Forestry, (Nauni) Solan (HP) – 173 230**

Form for Submission of Thesis*

(Academic Regulation 7.14.1)

1. Name of the Department: _____
2. Name of the College: _____

PART-I

(To be filled in by the student)

1. Name in full and Admission No.: _____
2. Date of joining M Sc/ Ph D: _____
3. Period of Discontinuance, if any: _____
4. Approved title of thesis: _____
5. Order No. and Date of approval of the Synopsis of thesis: _____
6. Total credits programmed for M Sc /Ph D degree and credit hours completed:

Credit hours requirements	As per programme of work	Completed	OGPA	Remarks
Course Credits				
Res. Credits for thesis				
Total				

7. Major (Core) Subject: _____
8. Minor (Specialization) Subject(s) (i) _____(ii) _____
9. Date of passing the Comprehensive Examination (For Ph D):
(i) Written Comprehensive Examination Notification No. & Date _____
(ii) Oral Comprehensive Examination Notification No. & Date _____

*Project Report in case of MBA

Place:
Dated:

Signature of the student

PART-II
Thesis Submission Certificate

We, the following undersigned members of the Advisory Committee of Mr/ Ms _____ (Admission No. _____) of the Department of _____ College of Horticulture/ College of Forestry, Dr Y S Parmar University of Horticulture & Forestry, Nauni-Solan (HP) have gone through the manuscript and agree that the thesis titled “_____” may be submitted for the partial fulfillment of the requirements of the degree of _____. He/ She has successfully delivered the thesis colloquium on _____.

Advisory Committee

Chairperson-cum-Major Advisor: _____

Co-Advisor (If any): _____

Member: _____

Member: _____

Member: _____

Endst. No.

Dated:

Forwarded to the Dean, College of Horticulture/ College of Forestry, Dr Y S Parmar University of Horticulture & Forestry, Nauni-Solan (HP) in triplicate alongwith 2/3 copies of thesis for information and further necessary action, please.

Head of the Department

**Dr Yashwant Singh Parmar University of
Horticulture & Forestry, (Nauni) Solan (HP) – 173 230**

Panel of Examiners for Thesis Evaluation and *viva-voce* Examination

1. Name of the student: _____
2. Admission No. _____
3. Major (Core) Subject: _____
4. Minor (Specialization) Subject(s)(i) _____ (ii) _____
5. No. & Date of the approval of the programme of study: _____
6. No. & Date of the approval of the Synopsis of thesis: _____
7. Title of thesis: _____
8. Order No & Date of successful completion of the comprehensive Examination _____
9. Likely date of submission of thesis: _____
10. Panel proposed by the Major Advisor:

Sr No	Name of the Examiner	Address (with contact number & e-mail ID)	Field of Specialization
1.			
2.			
3.			
4.			
5.			
6.			

(Signature of Major Advisor)

11. Panel recommended by the Head of the Department with addition, if any:

Sr No	Name of the Examiner	Address(with contact number & e-mail ID)	Field of Specialization
1.			
2.			
3.			
4.			

Certified that the above panel is in accordance with the Academic Regulation 7.15.2 governing the appointment of external examiner.

Head of the Department

Endst. No.

Dated:

Forwarded to the Dean, College of Horticulture/ College of Forestry, Dr Y S Parmar University of Horticulture & Forestry, Nauni-Solan (HP) for information and further necessary action, please.

Head of the Department

Endst. No.

Dated:

Forwarded to the Registrar, Dr Y S Parmar University of Horticulture & Forestry, Nauni-Solan (HP) for information and further necessary action, please.

Dean

**Dr Yashwant Singh Parmar University of
Horticulture & Forestry, (Nauni) Solan (HP) – 173 230**

Report of Thesis *Viva-voce* Examination
(Academic Regulation 7.17.3)

This is to certify that the Examining Committee as approved by the Dean, College of Horticulture/ College of Forestry, Dr Y S Parmar University of Horticulture & Forestry, Nauni-Solan (HP) has conducted the thesis *viva-voce* examination of Shri/ Ms . _____ (Admission No. _____) M Sc student of the Department of _____ College of _____, Dr Y S Parmar University of Horticulture & Forestry, Nauni-Solan on _____. His/ her performance has been found to be satisfactory/ unsatisfactory for the award of Master of Science/ Doctor of Philosophy _____. (degree nomenclature)_____.

(Signature & Name)
Chairman-cum-Major Advisor

(Signature & Name)
External Examiner

(Signature & Name)
Member

(Signature & Name)
Dean's Nominee

(Signature & Name)
Member

(Signature & Name)
Member

It is to certify that all the corrections suggested by the Examining committee have been incorporated in the thesis.

Chairman-cum-Major Advisor

Countersigned

Head of the Department

Endst. No.

Dated:

Forwarded to the Dean, College of Horticulture/ College of Forestry, Dr Y S Parmar University of Horticulture & Forestry, Nauni-Solan (HP) for information and further necessary action, please.

Head of the Department

Endst. No.

Dated:

Forwarded to the Registrar, Dr Y S Parmar University of Horticulture & Forestry, Nauni-Solan (HP) for information and further necessary action, please.

Dean

**Dr Yashwant Singh Parmar University of
Horticulture & Forestry, (Nauni) Solan (HP) – 173 230**

Application for accreditation for Postgraduate Research
(Academic Regulation 7.22.1-7.22.4 & 7.23)

1. Name: _____
2. Designation: _____
3. Department: _____
4. College: _____
5. Educational Qualification (Starting with Bachelor's Degree)

Examination passed	Year	Name of the Univ.	Subject
Bachelor's Degree (Specify)			
Master's Degree (Specify)			
Ph D (Specify)			
Any other			

Title of M Sc Thesis _____

Title of Ph D Thesis _____

6. Professional Experience

Position	Institute	Period	Nature of work

7. Research Publications:
(At least two for M Sc and eight publications for Ph D alongwith their reprints, other than those out of own M Sc and Ph D theses with the undertaking furnished by the applicant in the end)
8. Have you worked as approved guide in any other University before joining this University (If yes, give details)
9. Teaching/ research experience
10. Any other information

Signature of the applicant

Recommendation of the Head of the Department

Head of the Department

Recommendation of the Dean of the College

Dean

**Dr Yashwant Singh Parmar University of
Horticulture & Forestry, (Nauni) Solan (HP) – 173 230**

**Panel for appointment of External Paper Setter
for Undergraduate Programmes
(Academic Regulation 8.5.1)**

1. Name of the Department: _____
2. Name of the College: _____
3. Course No. & Title: _____
4. Session: _____
5. Semester: _____
6. Number of student(s): _____
7. Detail of Paper Setter/ evaluator:

Sr No	Name of the Paper Setter/ Evaluator	Address with contact number & e-mail ID
1.		
2.		
3.		
4.		
5.		

Certified that the above panel is in accordance with the Academic Regulations 8.5.1 governing appointment of External Examiner.

Signature of Course Instructor (with date)
(Name _____)

Endst No

Dated:

Forwarded to the Dean, College of Horticulture/ College of Forestry, Dr Y S Parmar University of Horticulture & Forestry, Nauni-Solan (HP) for information and further necessary action, please.

Head of the Department

**Dr Yashwant Singh Parmar University of
Horticulture & Forestry, (Nauni) Solan (HP) – 173 230**

**Result of Internal Examination at Undergraduate Level
(Instructor’s Grade Report)
(Academic Regulations 8.6)**

Name of the Course Instructor(s): _____ Class: _____
 Session: _____ Semester: _____
 Course No. _____ Course Title: _____
 Credit Hours _____ Date of Mid/end-term examination _____

Sr No	Name of the Student	Admission No.	Marks obtained in the Examination			Total
			Mid-term ()	Practical ()	End-term ()	
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						

NOTE: Submit result within 7 days from the last date of examination. All corrections and cuttings should be initialized. Indicate maximum marks in the parentheses.

CERTIFICATE:

Certified that:

1. Students mentioned above except at Sr No _____ have completed attendance requirement as per academic regulation 4.1.1.
2. All the students mentioned above except student at Sr No _____ appeared in the examination. Absentee student(s) has/ have been awarded “Zero.”

Course Instructor (with date)

Head of the Department (With date)

Dean

**Dr Yashwant Singh Parmar University of
Horticulture & Forestry, (Nauni) Solan (HP) – 173 230**

Result of Internal Examination at Postgraduate Level

(Instructor's Grade Report)

(Academic Regulation 9.7.1 – 9.7.2)

Course Instructor(s): _____ Class: _____
 Session: _____ Semester: _____
 Course No.: _____ Course Title: _____
 Credit Hours: _____ Date of mid/end-term Examination: _____

Sr No	Name of the Student	Admission No.	Marks Obtained				
			Hourly ()	Mid-term ()	Practical ()	End-term ()	Total ()
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							

NOTE: Submit results within 4 days of the last date of examination. All corrections and cuttings be initialized. Indicate maximum marks in the parentheses.

CERTIFICATE:

Certified that:

1. Students mentioned above except at Sr. No. _____ have completed attendance requirement as per academic regulation 4.1.1.
2. All the students mentioned above except student at Sr. No. _____ appeared in the examination. Absent student(s) has/have been awarded 'Zero.'

Course Instructor (with date)

Head of the Department (with date)

Dean (with date)

**Dr Yashwant Singh Parmar University of
Horticulture & Forestry, (Nauni) Solan (HP) – 173 230**

Instructor’s Grade Report for Undergraduate Programmes

Name of the course Instructor(s): _____ Class: _____
 Session: _____ Semester _____
 Course No. _____ Course Title _____
 Credit Hours _____ Date of End-term examination: _____

Sr No	Name of the student	Admission No.	Marks Obtained			Total Marks ()
			Mid-term ()	Practical ()	End-term ()	
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						

NOTE: All corrections and cuttings be initialized.

Signature of Dealing Assistant

Superintendent/ Section Office

Assistant Registrar/ Deputy Registrar

**Dr Yashwant Singh Parmar University of
Horticulture & Forestry (Nauni) Solan (HP)**

Semester Report

Name: _____ Admission No.: _____

Session: _____ Semester: _____

Standing at the start of semester:

Sr No	Course Title	Course No.	Credit Hours	Grade Points	Credit Points
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

Courses given in brackets are non-credit

Total Credit Hours		Total Credit Points		GPA	
Previous Credit Hours		Previous Credit Points			
Cumulative Credit Hours		Cumulative Credit Points		OGPA	

Prepared by: _____

Checked by: _____

Dated:

Registrar

Serial Number _____

Admission No. _____

**Dr. Yashwant Singh Parmar University of
Horticulture & Forestry
(Nauni) Solan (HP) – 173 230 India**



PROVISIONAL DEGREE CERTIFICATE

This is to certify that Mr/ Ms _____ Son/
daughter of Smt. _____ (Mother) and Shri
_____ (Father) has successfully completed the
requirements for the award of degree of B Sc (Hons) Horticulture/ Forestry/
Biotechnology from this University on _____ .

His/ Her Overall Grade Point Average is _____ out of 10.00
with _____ per cent marks and is placed in _____ Division.

Solan (Nauni) HP

Dated: _____

REGISTRAR

Sr. No. _____

Admission No. _____



**Dr Yashwant Singh Parmar University of
Horticulture & Forestry
(Nauni) Solan (HP) India – 173 230**

Photo

Transcript of Academic Record for Undergraduate Student

Name: _____ Father's Name: Shri _____
 Mother's Name: _____
 Programme: _____ College of Horticulture/ Forestry/ College of
 Horticulture and Forestry
 Year of Admission: _____ Date of successful completion: _____

1. Semester(s) if any, during which placed on scholastic probation:
2. Rustication from University (If ever):

Title of Course	Course No.	Credit Hours	Credit Points
1st Semester			
2nd Semester			
3rd Semester			
4th Semester			

5th Semester			
6th Semester			
7th Semester			
8th Semester			

Total Credit Hours: _____ Total Grade Points: _____
 Overall Grade Point Average: _____ (10.00 basis)
 Percentage of Marks: _____
 N. C. C. Grading: _____ N. S. S. Grading: _____
 Placed in _____ Division.

Dated:

Registrar

THE 10-POINT GRADING UNDER THE SEMESTER SYSTEM OF EDUCATION

The Academic Session (July to June) shall comprise of two semesters each of 21 weeks duration followed by a break of 5 weeks each.

The Curriculum is divided into a number of instructions called COURSE and a course may be cleared by a student at the end of semester in which it is taught. The significance of some letter grades is as under:

S=Satisfactory, NC=Non-credit Course, r =Repeat Course

Grading System: The University has adopted 10-point grading system for all the programmes. The details of this grading system and its operation are indicated below:

- i. **Course:** A course is a unit of instruction or a segment of subject matter to be covered in a semester. It has a course number, title and specified number of credits.
- ii. **Credits:** Each credit represents one hour lecture or two hours practicals in a week during the semester.
- iii. **Evaluation:** Each course will have periodical examinations consisting of 1st hourly, mid semester, practical and end semester. Evaluation is done for each of these components of the examination and marks for these examinations are added and converted to percentage of marks obtained by the students in the course.
- iv. **Grading:** The conversion of marks to the grading system of ten points scale is as follows:
 - a. The percentage of marks obtained in a course is divided by ten and is expressed to as Grade in the course. This shall be restricted to two decimal place. The grade in a course multiplied by the credit hours is the credit point of a course.
 - b. The cumulative credit points obtained by a student in all the registered courses during a semester divided by total credit hours of all courses is Grade Point Average (GPA) in a semester. It is expressed upto second decimal place.
 - c. The cumulative credit points obtained in all the courses from the time of admission till the end semester divided by the cumulative credit hours in those courses studied in Overall Grade Point Average (OGPA). The OGPA is expressed upto second decimal place.

Repeating of Course: A student getting a credit point less than 6.00 in a course shall be declared fail in that course. Such a student shall have to repeat that course and the repetition shall be allowed thrice only.

A student who has passed a course but secured a credit point less than 6.50 shall be allowed to repeat that course with the prior permission of the Dean subject to the following conditions:-

- i) Repetition shall be allowed only once.
- ii) Repetition shall be allowed when the student is on 'Scholastic Probation' or to enable him to fulfill the minimum Grade Point Average requirement.

When a student repeats a course, the Credit hours and credit points corresponding to that course shall be counted only once for the degree requirement.

For computing the OGPA, the better of the two grades after repeating shall be taken into account. Till such time as the student repeats a course, the original credit point and credit hours shall be used to compute the Overall Grade Point Average.

Requirement for Good Standing: The minimum Overall Grade Point Average (OGPA) shall be 6.50 out of 10.00. A student who achieves the required minimum OGPA shall be deemed to be on 'Good Standing'

Scholastic Probation: If a student fails at the end of the semester to achieve the minimum prescribed OGPA given above, he shall be placed on 'Scholastic Probation' for the duration of the following semester(s).

The Certificate of Merit shall be awarded to the students who have achieved 8.00/10.00 OGPA at the end of their degree programme.

Note: For correct interpretation, consult the relevant Academic Regulations.

Prepared by _____

Checked by _____

Serial Number _____

Admission No. _____

**Dr. Yashwant Singh Parmar University of
Horticulture & Forestry
(Nauni) Solan (HP) – 173 230 India**



PROVISIONAL DEGREE CERTIFICATE

This is to certify that _____ Son/ daughter
of Smt. _____ (Mother) and Shri _____
(Father) has successfully completed the requirements for the award of Degree
of M Sc/ Ph D _____ from this University on _____ .

His/ Her Overall Grade Point Average is _____ out of 10.00
with _____ per cent marks and is placed in _____ Division.

Solan (Nauni) 173 230 HP

Dated: _____

REGISTRAR

Serial No. _____

Admission No. _____

**Dr Yashwant Singh Parmar University of
Horticulture & Forestry, (Nauni) Solan (HP) - 173 230 India**

Transcript of Academic Record for Postgraduate Student

Photo

Name: _____ Father's Name: _____
Programme: _____ Mother's Name: _____
Year of Admission: _____ College of Horticulture/ College of Forestry/
Department: _____ College of Horticulture & Forestry
Date of Successful Completion: _____
Major (Core) Subject: _____ Minor (Specialization) Subject: i)
ii)

1. (a) Semester(s), if any, during which dropped from the University:
(b) Reason(s) for dropping/ Date of Re-admission, if any:

Title of Thesis: _____

Semester	Course No.	Course Title	Credit Hours	Credit Points
I				
II				
III				
IV				

Total Credit Hours: _____ Total Credit Points: _____
Research Credit Hours: _____ **OVERALL GRADE POINT AVERAGE:** _____
Percentage of Marks: _____ Division: _____

Solan (Nauni) -173 230 India
Dated: _____

REGISTRAR

THE 10-POINT GRADING UNDER THE SEMESTER SYSTEM OF EDUCATION

The Academic Session (July to June) shall comprise of two semesters each of 21 weeks duration followed by a break of 5 weeks each.

The Curriculum is divided into a number of instructions called COURSE and a course may be cleared by a student at the end of semester in which it is taught. The significance of some letter grades is as under:

S=Satisfactory, NC=Non-credit Course, r =Repeat Course

Grading System: The University has adopted 10-point grading system for all the programmes. The details of this grading system and its operation are indicated below:

- i. **Course:** A course is a unit of instruction or a segment of subject matter to be covered in a semester. It has a course number, title and specified number of credits.
- ii. **Credits:** Each credit represents one hour lecture or two hours Practicals in a week during the semester.
- iii. **Evaluation:** Each course will have periodical examinations consisting of 1st hourly, mid semester, practical and end semester. Evaluation is done for each of these components of the examination and marks for these examinations are added and converted to percentage of marks obtained by the students in the course. 50% evaluation is external.
- iv. **Grading:** The conversion of marks to the grading system of ten points scale is as follows:
 - a. The percentage of marks obtained in a course is divided by ten and is expressed to as Grade in the course. This shall be restricted to two decimal place. The grade in a course multiplied by the credit hours is the credit point of a course.
 - b. The cumulative credit points obtained by a student in all the registered courses during a semester divided by total credit hours of all courses is Grade Point Average (GPA) in a semester. It is expressed upto second decimal place.
 - c. The cumulative credit points obtained in all the courses from the time of admission till the end semester divided by the cumulative credit hours in those courses studied in Overall Grade Point Average (OGPA). The OGPA is expressed upto second decimal place.

Repeating of Course: A student getting a credit point less than 6.00 in a course shall be declared fail in that course. Such a student shall have to repeat that course and the repetition shall be allowed thrice only.

A student who has passed a course but secured a credit point less than 6.50 shall be allowed to repeat that course with the prior permission of the Dean subject to the following conditions:-

- i. Repetition shall be allowed only once.
- ii. Repetition shall be allowed when the student is on 'Scholastic Probation' or to enable him to fulfill the minimum Grade Point Average requirement.

When a student repeats a course, the credit hours and credit points corresponding to that course shall be counted only once for the degree requirement.

For computing the OGPA, the better of the two grades after repeating shall be taken into account. Till such time as the student repeats a course, the original credit point and credit hours shall be used to compute the Overall Grade Point Average.

Requirement for Good Standing: The minimum Overall Grade Point Average (OGPA) shall be 6.50 out of 10.00. A student who achieves the required minimum OGPA shall be deemed to be on 'Good Standing'

Scholastic Probation: If a student fails at the end of the semester to achieve the minimum prescribed OGPA given above, he shall be placed on 'Scholastic Probation' for the duration of the following semester(s).

The Certificate of Merit shall be awarded to the students who have achieved 8.00/10.00 OGPA at the end of their degree programme.

Note: For correct interpretation, consult the relevant Academic Regulations.

Prepared by _____

Checked by _____

**Dr Yashwant Singh Parmar University of
Horticulture & Forestry (Nauni) Solan (HP)**

Application for Obtaining Degree *in absentia*

1.	Name of the Degree	
2.	Session: (the date of the annual convocation in which invited to receive the degree)	
3.	Admission Number	
4.	Name (in block letter)	
5.	Father's Name	
6.	Complete postal address at which the degree is required to be sent or complete particulars of the person authorized to collect the degree	
7.	Particulars of the amount deposited on account of prescribed fee (Rs. _____) for the degree <i>in absentia</i> : a) University Receipt No. _____ dated _____ b) Bank Draft/ IPO Nos. _____ dated _____	

Signature of the applicant with full address

Identification

(Preferably by the concerned Dean/ Head of the Department)

I know Mr/ Ms _____ son/daughter of _____
_____ and he/ she has signed in my presence.

Signature and Stamp of the Attesting Officer

FOR OFFICE USE ONLY

Entered at Sr. No. _____ page _____ of the Degree Register

Dealing Assistant

Section Officer

Assistant/ Deputy Registrar (Academic)

Received Degree of _____ bearing Sr No. _____ with folder.

**Signature of the applicant or
authorized person (with date)**

Honorary Degree Certificate

**Dr Yashwant Singh Parmar University of
Horticulture and Forestry
Solan (Nauni) – 173 230 HP, India**

The Board of Management, on the recommendation of the Academic Council,
confers the degree of DOCTOR OF SCIENCE (*HONORIS CAUSA*) on _____
on this _____ day of _____ two thousand _____.

VICE-CHANCELLOR

CHANCELLOR

PART-III

ANNEXURE

Guidelines for Thesis Preparation

The thesis should contain the following chapters in the order of Introduction; Review of Literature; Materials and Methods; Results and Discussion; Summary & Conclusion(s); Literature cited; Abstract and Appendix(ces). The titles of the Chapters should not be modified in any case. A one-age bio-data of the student be appended in the end. The data should be presented either in text, tables or figures but repetition of data in two or three forms, e.g., tables as well as figures be avoided. All quantitative data be expressed in metric units. Each table, figure or illustration should have a self-contained TITLE and legend(s). Only the standard abbreviations be used. Avoid making large tables with complex columns. The data be restricted to two decimal places only and the column of serial number be avoided in the tables. References be cited by author's name and year of publication, e.g., Thakur (2001), Sharma and Singh (2004) or Sharma *et al.* (2004) or Sharma *et.al.*, 2002 in case, there are more than two authors. Under literature cited section, the name of the journal in which the paper was published be typed in full and avoid formulating own abbreviations. References be arranged in alphabetical order. This chapter should be page numbered in continuity with other chapters of the thesis. The guidelines for writing references in the thesis should be followed as under:-

Style of Writing References

Journal

- Dawson K A.1987. Mode of action of yeast in the rumen. *Journal of Animal Science* **65**:101-12.
- Dawson K A.1990. Designing the yeast culture of tomorrow. *Animal Production* **50**:483-89.
- Dawson K A and Hopkins D M. 1991. Differential effect of live yeast on cellulolytic activities of anaerobic ruminal bacteria. *Agronomy Journal* **69**:531-34.
- Dawson K A, Hopkins D M. And Boling J A. 1989. Effect of yeast culture on rumen metabolism. *Journal of Science of Food and Agriculture* **52**:400-12.
- Dawson K A, Hopkins D M. and Newman K E. 1990. Starch conversion by *Saccharomyces cerevisiae*. *Journal of Science of Food and Agriculture* **53**:587-94.
- Dawson K A, Hopkins D M. and Newman K E. 1991. Effect of yeast culture supplement on the growth of cellulolytic bacteria. *Journal of Animal Science* **69**:1140-49.
- Dawson K A and Newman K E. 1987. Growth and activities of rumen bacteria as influenced by the diet. *Journal of Animal Science* **65**:240-45.

References by Same Author(s) in the Same Year

- Stern R A and Gazit S. 1996a. Anatomical structure of two day old litchi ovules in relation to fruit set and yield. *Journal of Horticultural Science* **71**:661-71.

Stern R A and Gazit S. 1996b. Lychee pollination by honey bee. *Journal of the American Society for Horticultural Science* **121**:152-57.

Anonymous Publications

Anonymous. 1998. *Package of Practices for Rabi Crops*. Punjab Agricultural University, Ludhiana. pp. 20-15.

UHF.1998. *Package of Practices for Rabi Crops*. YSP University of Horticulture & Forestry, Solan. pp.20-15.

Books

Single author

Kumar N. 1986. *Introduction to Horticulture: Theory and Practice*. 2nd ed. S. Chand & Co., New Delhi. 412p.

Two authors

Raghunath H M and Damodran V R. 1990. *Ground Water*. 2nd ed. Wiley Eastern Ltd., New Delhi. 563p.

Three authors

Pullaiah T, Karuppuswamy S and Sandhya S. 2014. *Biodiversity in India*. Astral International, New Delhi. 433p.

Book Chapter

Singh R P, Sharma P C And Verma S L. 2013. Role of pruning in apple production. In. *Introduction to Horticulture: Theory and Practice*, (Kumar N. Ed.) (Kumar N, Verma C D and Sharma S K ed.) (Kumar N. *et. al.*ed)

Edited Books

Single Editor

Holton C S (ed.) 2012. *Plant Pathology; Problems and Progress 1908-1958*. 3rd ed. Central Book Deport, Allahabad. 588p.

Two Editors

Junnarkar S B and Patil N K (eds). 2001. *Elements of Applied Mechanics*. Charotar Books, Anand. 443p.

More than Two Editors

Fischer G W, Fulton R W and McCallan S E (eds). 2013. *Victim is Always the Same*. Eurasis Publishing, London. 230p.

Chapter in Edited Book

Traill G W. 1993. Statistical sketch of Kumaon Hills. In: *Himalayas: Past and Present* (Joshi M P, Fanger A C and Brown B W (eds). Almora Book Depot, Almora. pp. 99-147.

Books in Series

White B A (ed). 1997. *Methods in Molecular Biology*. Vol 6. Humana Press, Totowa, N J. 7p.

Proceedings

Norman M J T (ed.). 1970. *Proceedings of the XI International Grassland Congress*, held at surfers Paradise, Queensland, Australia, 13-23 April 1970. University of Queensland Press, Queensland. 956p.

Paper in Proceedings

Plucknett D L. 1970. Productivity of tropical pastures in Hawaii. In: *Proceedings of the XI International Grassland Congress*, Norman M J T ed. held at Surfers Paradise, Queensland, Australia, 13-23 April 1970. University of Queensland Press, Queensland. pp. 38-56.

Thesis

Gupta S. 2016. Plant Diversity. Regeneration and Soil Properties of Major Forest Communities of Rajgarh Forest Division. M. Sc. Thesis. Department of Silviculture and Agroforestry, YSP University of Horticulture & Forestry, Solan. 176p.

Institutional Publications/ Government Publications

Brian E S, Gunning P and Steer Martin W (eds). 2003. *Diseases of Bee*, Ministry of Agriculture, Fisheries and Food, London. 122p.

FAO. 2003. *Community Based Fire Management*. CABI, Rome. 178p.

ICAR. 2003. *Annual Progress Report 2002-2003*. Indian Council of Agricultural Research Press, New Delhi. 198p.

Technical Bulletins

Sen K C and Ray S N. 1987. *Nutritive Value of Indian Cattle Feeds and Feeding of Animals*. Technical Bulletin 25. Indian Council of Agricultural Research, New Delhi. 33p.

Patents

Hagner M B and Wondt K L. 1977. *Methods of Sorting Seeds*. UK Patent 1470133.

Website/ Online Citations

Johan N A. Durability of available potash after application in soil.

<http://soilsoc.org.usa> (11.00AM, 20th October 2013)

Note:

1. Second line of the reference should start from the 3rd letter of the first line.
2. References will be arranged first in a lphabetical order, then year wise, single authored first followed by double and triple authored (similar) ones mechanically, not computerized.

**TITLE OF THESIS
(IN BOLD & CAPITAL LETTERS)**

Thesis

by

(FULL NAME OF THE STUDENT IN CAPITAL & BOLD LETTERS)
(Admission Number)

submitted to



**Dr. YASHWANT SINGH PARMAR UNIVERSITY OF
HORTICULTURE & FORESTRY
SOLAN (NAUNI) HP – 173 230 INDIA**

in

partial fulfilment of the requirements for the degree

of

MASTER OF SCIENCE/ DOCTOR OF PHILOSOPHY

(Nomenclature of degree)

(NAME OF THE DEPARTMENT)

(NAME OF THE DISCIPLINE)

YEAR

THESIS WRITING

Thesis Title: The title of thesis should be typed in capital letters. All Latin or vernacular names be italicized. The title should be printed in black ink.

1. Thesis Contents

The thesis should consist of the following in this order:-

- Title Page
- Certificate-I
- Certificate-II
- Acknowledgements
- Contents
- Abbreviations Used
- List of Tables/ Figures/ Plates
- Introduction (Chapter-I)
- Review of Literature (Chapter-II)
- Materials and Methods (Chapter-III)
- Results and Discussion (Chapter-IV)
- Summary and Conclusions (Chapter-V)
- Literature Cited
- Appendices
- Abstract
- Brief Resume of the Student

**Name of the Major Advisor: Department of _____
Dr. Yashwant Singh Parmar University of
Horticulture & Forestry
(Nauni) Solan (HP) – 173 230 India**

CERTIFICATE-I

This is to certify that the thesis titled “ _____(Title of thesis in Bold letters) submitted in partial fulfillment of the requirements for the award of the degree of Master of Science/ Doctor of Philosophy _____(Nomenclature of degree) in the discipline of _____(in bold letters) of Dr. Yashwant Singh Parmar University of Horticulture & Forestry, (Nauni) Solan (HP) – 173 230 is a bonafide research work carried out by _____ (Full name of the student in bold letters) son/ daughter of Shri _____ (Full Name of father) under my supervision and that no part of this thesis has been submitted for any other degree or diploma.

The assistance and help received during the course of this investigation have been fully acknowledged.

(Signature & Name of the Major Advisor)

Place:

Date:

Certificate-II
(For M Sc thesis)

This is to certify that the thesis titled, “_____”(Title of thesis in bold letters) submitted by _____ (Name of the student in bold letters + Admission Number) son/daughter of Shri _____ (Name of father) to the Dr. Yashwant Singh Parmar University of Horticulture & Forestry, (Nauni) Solan (HP) – 173 230 India in partial fulfilment of the requirements for the degree of Master of Science _____(Nomenclature of degree) in the discipline of _____ (in bold letters) has been approved by the Advisory Committee after an oral examination of the student in collaboration with an External Examiner.

(Signature & Name)
Major Advisor

(Signature & Name)
External Examiner

Dean’s Nominee

Advisory Committee

1.

2.

Head of the Department

Countersigned

Dean of the College

Certificate-II
(For Ph D thesis)

This is to certify that the thesis titled, “_____”(Title of thesis in bold letters) submitted by _____ (Name of the student in bold letters + Admission Number) son/daughter of Shri _____ (Name of father) to the Dr. Yashwant Singh Parmar University of Horticulture & Forestry, (Nauni) Solan (HP) – 173 230 India in partial fulfilment of the requirements for the degree of Doctor of Philosophy _____(Nomenclature of degree) in the discipline of _____ (in bold letters) has been approved by the Advisory Committee after an oral examination of the student in collaboration with an External Examiner.

(Signature & Name)
Major Advisor

(Signature & Name)
External Examiner

Dean’s Nominee

Advisory Committee

- 1.
- 2.

Head of the Department

Countersigned

Dean of the College

ACKNOWLEDGEMENTS

Brief and logical acknowledgement without superfluous pleasantries and references should be here. However, the help rendered by the Chairman, members of the advisory committee, head of the department and all those who actually helped in the execution of the research project undertaken by the student be acknowledged. Any financial, academic or material help obtained from sources other than the University be acknowledged. The dedication of the thesis to the near and dear ones is dispensed with.

Solan (Nauni)

Date:

(Signature & Name of the Student)

TABLE OF CONTENTS (New Page)

Chapter	Title	Page (give range)
1.	Introduction	
2.	Review of Literature	
3.	Materials and Methods	
4.	Results and Discussion	
5.	Summary and Conclusion	
	Literature Cited	
	Appendix(ces)	
	Abstract	
	Brief Bio-data of the student	

LIST OF TABLES (New Page)

Table No.	Title	Page
1.		
2.		

LIST OF FIGURES (New Page)

Figure No.	Title	Page
1.		
2.		

LIST OF PLATES (New Page)

Figure No.	Title	Page
1.		
2.		

Note: All photographs to be scanned and inserted with the text in running pages.

Chapters

The thesis should contain the following eight/ nine chapters, namely Introduction, Review of Literature, Materials and Methods, Experimental Results, Discussion, Summary & Conclusions, References, Abstract and Appendix, if any. The titles of the Chapters should not be modified in any case. A one-age bio-data of the student be appended in the end. The data should be presented either in text, tables or figures but repetition of data in two or three forms, e.g., tables as well as figures be avoided. All quantitative data be expressed in metric units. Each table, figure or illustration should have a self-contained title and legends. Only the standard abbreviations be used. Avoid making large tables with complex columns. The data be restricted to one or two decimal places only and the column of serial number be avoided in the tables. References be cited by author's name and year of publication, e.g., Thakur (2001), Sharma and Singh (2004) or Sharma *et.al.* (2004) in case, there are more than two authors. The name of the journal in which the paper was published be typed in full, avoid formulating your own abbreviations. References be arranged in alphabetical order. This chapter be page numbered in continuity with other chapters of the thesis. The students are advised to consult "Guidelines to Authors" included in one of the issues of Indian Journal of Agricultural Sciences for detailed information and reference for writing the manuscript. These guidelines, including those pertaining to writing of references, should be followed in letter and spirit.

Abstract

One copy of the thesis abstract be bound with the thesis after references (before a single page Curriculum vitae) and page-marked in succession.

Appendix

It shall be compulsory to incorporate statistical analysis/ ANOVA as the last chapter of the thesis. However, this chapter may be omitted in case no statistical analysis is required in the research project of the student.

General Instructions

Title of Thesis:	It should be exactly the same as approved in the synopsis.
Introduction	It should be contained within 2-3 pages. Briefly introduce the problem highlighting its importance along with the proposed hypothesis/objectives. Too many references may be avoided.
Review of Literature	Review the most relevant literature aspect-wise. Give reference under each aspect in chronological order, starting with the earliest ones. If there are more references involving the same aspect, give only a few important ones including the earliest and the latest. The review should not be too descriptive but concise and should have link from one aspect to another. The last para must conclude the research gaps that the proposed research would address. Avoid giving irrelevant references.
Materials and Methods	Give complete description of all experimental procedures employed. Give only the reference(s) in case of standard method(s) used. Describe new methods developed or improved in detail. Specify the instruments used alongwith their make etc.
Results and Discussion	<p>The data may be presented in tables, figures, illustrations, etc. The data pertaining to figures should be given in tables in appendices. Small tables should be adjusted in the running text but others should be given separately and inserted appropriately. Photographs/sketches should be scanned and inserted in the text at appropriate places.</p> <p>Research findings should be presented in an orderly and logical manner and discussed simultaneously. Interpret the data presented in the results. Bring out clearly the conclusions by giving supporting evidence from published literature. Negative results should not be concealed rather such results be interpreted objectively.</p> <p>Give results in past tense; present tense may be used in discussion, giving sound reasoning.</p>
Summary and Conclusions	Summarize the sections on introduction, Materials and Methods, and Results and Discussion. Bring out clearly the conclusions by giving supporting evidence from published literature. The conclusions must be based on the objective. No objective should go without conclusion. The summary should be restricted to 2-3 pages but should not exceed a maximum of 5 pages.
Literature cited	As per detail given above.
Abstract	Should be of one page only
Brief bio-data of the student	One-page bio-data of the student as per the format.

The format of the bio-data of the student

Brief Bio-data of the Student

Name

Father's Name

Mother's Name

Date of Birth

Permanent Address

Academic Qualifications (Starting with 10th class)

	Month & Year	School	Board/University	Marks (%)	Division
10 th Class					
12 th Class					
B Sc					
M Sc					
Ph D					

Title of Thesis in M Sc: (Applicable to Ph D students only)

Fellowships/ Scholarships/Gold Medals/ Awards/ Any other Distinction:

Year: Distinction

Publications: (Give Numbers only)

Total:

Research papers (in peered journals);

Scientific Popular Articles:

Others:

Visits abroad alongwith duration and purpose of visit:

1.

2.

Any other Remarks:

Abstract: One-page note, highlighting very briefly the significance of the research project treatments, important results (with few significant data) and conclusions. The matter should be printed in single space in prescribed format.

The form at of the abstract (one page only)

Name of the Department
Dr Yashwant Singh Parmar University of
Horticulture & Forestry
(Nauni) Solan (HP) – 173 230 India

Title of the thesis:
Name of the Student:
Admission Number:
Major Discipline:
Minor Discipline:
Date of Thesis Submission:
Total Pages of the thesis:
Major Advisor:

Abstract

Signature of the Student
Name
Date

Signature of the Major Advisor
Name
Date

Head of the Department

NOTE: A student shall submit 4 hard copies and 2 soft copies of the thesis after successful completion of thesis *viva-voce* examination. The format for the soft copy of thesis shall be as under:

- i) Soft copy should be in *pdf* format without any password and in a single file.
- ii) The file should be complete replication of printed thesis, i.e., the sequence of pages in the file should be same as that of the printed thesis.
- iii) The thesis involving Intellectual Property Rights (IPR) issues shall be affixed with a specific certificate for with-holding the thesis to be placed on public domain.

Paper and Typing

White A₄ paper of standard size (28 cm x 22 cm) for typing shall be used. A margin of 3.5 cm on both sides and 2.5 on top and bottom shall facilitate easy binding and reading. Thesis should be computer printed in black ink using Times New Roman font of 12 size in 1.5 line spacing on both the sides of the paper. Photostat copies should also be made on white papers only. A new page shall be used for beginning a new chapter.
