ACADEMIC REGULATION
OF
POST GRADUATE STUDIES

3rd EDITION 2026



UTTAR BANGA KRISHI VISWAVIDALAYA

Pundibari-736165, Cooch Behar, West Bengal

Academic Regulations of Post Graduate Studies

3rd Edition
2026

UTTAR BANGA KRISHI VISWAVIDYALAYA
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উত্তরবঙ্গ কৃষি বিশ্ববিদ্যালয়
পুণ্ডিবাড়ী, কোচবিহার , পশ্চিমবঙ্গ–৭৩৬১৬৫
UTTAR BANGA KRISHI VISWAVIDYALAYA
P.O. PUNDIBARI, DIST. COOCH BEHAR, WEST BENGAL- 736165

প্রফেসর দেবব্রত বসু
উপাচার্য
Prof. Debabrata Basu
M.Sc. (Ag.), Ph.D., DDE
Vice-Chancellor

মো./Mob: +91-9434748016
ইমেল/E-mail: vc@ubkv.ac.in
ওয়েবসাইট/ Website: www.ubkv.ac.in

30th September, 2026

FOREWORD

It gives me immense pleasure to present the publication incorporating the **3rd Amendment in the Academic Regulations of Post Graduate Studies** at *Uttar Banga Krishi Viswavidyalaya*, Pundibari.

In an era of rapid scientific advancement and evolving agricultural paradigms, we are reiterating ourselves that the education we impart at post-graduate level maintain global standards of excellence. Post-graduate education forms the bedrock of our university's research capabilities and innovation pipeline. This third amendment represents our continued commitment to refinement, ensuring that our academic policies match modern institutional, national, and ICAR-guided frameworks. The provisions outlined in this amendment are designed to streamline administrative workflows, update evaluation benchmarks, and encouraging a greater degree of flexibility and rigor into our masters and doctoral programmes. By standardizing these rules, we intend to foster an ambiance of high-impact agricultural research, and creative scientific inquiry, which will empower our students to become leaders in the agri-tech and farming sectors.

I appreciate the efforts of the Academic Council, the Deans, the Faculty Members, and the statutory committees who have meticulously brainstormed and framed these amendments to meet contemporary institutional requirements. I am confident that these updated regulations will provide clear, precise, and supportive guidelines to our post-graduate scholars and faculty supervisors alike. I urge the entire academic fraternity of UBKV to embrace these guidelines in letter and spirit as we strive collectively toward higher benchmarks of academic and research excellence.

Vice Chancellor

Vice-Chancellor
ir Banga Krishi Viswavidyalaya
ibari, Cooch Behar-736165 (W.B.)

UTTAR BANGA KRISHI VISWAVIDYALAYA
WHERE WISDOM IS FREE

Cell: +91-94340 96849; 82502 79926
Email: deanpgsubkv@gmail.com

UTTAR BANGA KRISHI VISWAVIDYALAYA

Pundibari-736 165, Cooch Behar
West Bengal, India

From: Prof. (Dr.) Sumit Chakravarty
Dean, Post Graduate Studies

30th September 2026

ACKNOWLEDGEMENT

The successful formulation and publication of the 3rd Amendment in the Academic Regulations of Post Graduate Studies at Uttar Banga Krishi Viswavidyalaya (UBKV) is the result of collective institutional wisdom, meticulous planning, and a shared commitment to academic excellence. I owe my deepest gratitude to the Hon'ble Vice Chancellor of UBKV for his visionary leadership, constant encouragement, and invaluable guidance throughout the drafting process. His emphasis on aligning our academic structure with the National Education Policy (NEP 2020) and ICAR guidelines served as the driving force behind this comprehensive revision. My kudos for the members of the Academic Council, the Deans of the Faculties, and the Heads of the Departments for their active participation, critical insights, and constructive deliberations during the review sessions. I also express my heartfelt gratitude to the entire teaching fraternity and faculty members of the University. Their active involvement, exhaustive ground-level feedback, and thoughtful recommendations were instrumental in identifying practical academic bottlenecks. By incorporating their valuable pedagogical and research insights, we have ensured that these amended regulations remain highly pragmatic, student-centric, and robustly aligned with modern agricultural education demands. A special appreciation and gratitude to the members of the Statutory Drafting Committee who worked tirelessly to compile, and refine the clauses concerning credit distribution, research integrity, student fellowship workflows, and thesis evaluation modalities. It is my firm belief that these updated regulations will serve as a definitive guide for post-graduate scholars and faculty supervisors, fostering an environment of cutting-edge research and academic integrity at UBKV.



Sumit Chakravarty
Dean, Post Graduate Studies
Uttar Banga Krishi Viswavidyalaya
Pundibari, Cooch Behar, West Bengal

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Regulations regarding the Semester System of Instruction in the Post-Graduate Studies of UTTAR BANGA KRISHI VISWAVIDYALAYA

In exercise of the powers conferred upon it by sub-section 1(g) of Section 11 of the Uttar Banga Krishi Viswavidyalaya Act (West Bengal Act XX of 2000), the Academic Council makes the certain amendments in 2nd edition of PG regulation and changes in light of latest BSMA Committee of ICAR recommendations.

GENERAL ASPECT OF RULES AND REGULATIONS OF POST GRADUATE STUDY PROGRAMME

Short Title: These regulations may be called the Uttar Banga Krishi Viswavidyalaya regulations (3rd amendment) regarding the semester system of instruction in the post graduate (Master's and Doctoral) studies of the university

Date of Enforcement: These Regulations shall come into force from the academic session 2026-27.

Interpretation: Subject to such advice as may be given by the Executive Council or by the recommendation of Academic Council, the decision of the Academic Council shall be final in respect of interpretation of these Regulations.

Regulations for extra-ordinary situation: Any matter which are not covered by the provisions of the clauses of the Regulations or are beyond the purview of the Regulations, the Academic Council may consider depending on the merit of the cases and for any case which may be referred to Academic Council by the Registrar/ Dean Post Graduate Studies/Deans of Colleges.

Last date: Normally the last date for any purpose shall be the date as declared to be so. However, in the event of the declared last date turning out to be a non- working day for any unforeseen reason, the immediate next working day shall be treated as the last date.

Provision of guidelines and forms: In order to specify modalities of implementing these Regulations, a set of **GUIDELINES** shall be enacted specifying the clause of the Regulations for which it is applicable. The set of guidelines shall form a part of these Regulations.

Chapter 1

The University

1.1 The Uttar Banga Krishi Viswavidyalaya holds the status of a university and is authorized to award undergraduate and post-graduate degrees (of Masters of Science and Doctor of Philosophy) in Agricultural/ Horticultural / Allied Sciences.

The primary functions of this university are:

(a) To impart education in different branches of study in agriculture, horticulture, agricultural processing, engineering, terrestrial and aquatic sciences, forestry, tea science, agricultural engineering, home science, biotechnology, environment and other allied branches of learning and scholarship;

(b) To further the advancement of learning and prosecution of research in agriculture, production system and allied sciences;

(c) To undertake the extension education programme in the field of agriculture and allied sciences to the rural people of West Bengal;

(d) To undertake the development of such sciences and the extension thereof to the rural people in co-operation with the concerned authorities or departments of Government of West Bengal and;

(e) Such other purposes as the University may, from time to time, determine.

1.2 Origin, growth and development

This was originally established as the North Bengal campus of erstwhile Bidhan Chandra Krishi Viswavidyalaya in 1979 at Gram Sevak Training Centre, Cooch Behar, West Bengal where only B. Sc. (Ag.) Hons courses were taught. The North Bengal campus of B.C.K.V. was shifted from G.S.T.C. to its present location at Pundibari, Cooch Behar in 1989. In the year 1997, B.Sc. (Hort.) Hons. courses were also introduced. Post-graduate teaching in few disciplines was started at this campus of BCKV in the year 1999. In 2001, the North Bengal Campus was upgraded to a full-fledged university with two faculties viz., Faculty of Agriculture and Faculty of Horticulture. At that time M.Sc. (Ag) courses were offered in five disciplines. Gradually more disciplines and another Faculty of Technology were introduced/established. Considering the increasing demand of study in agriculture and allied sciences within the 10+2 pass out students, the State Government decided to establish one college of Agriculture at Dakshin Dinajpur as an extended Campus of *Uttar Banga Krishi Viswavidyalaya* from the academic year 2014-15. Presently the Viswavidyalaya admits students in all the departments of Agriculture and Horticulture for Master's degree and Ph. D. programme. The university has accepted ICAR's 6th Dean's Committee recommended syllabus for under-graduate study programme and latest BSMA committee recommended syllabus for PG and Ph.D.

1.3 Location

The University is located at Pundibari, Cooch Behar about 13 km and 14 km away from Cooch Behar town and New Cooch Behar railway station respectively on 325 acres of land. The climate of this place is humid with prolonged winter. The mean monthly maximum and minimum temperature ranges from 23.44°C to 31.6°C and 10.1°C to 25.9°C, respectively. The annual average rainfall is 2538 mm of which on an average 1936.7 mm (76.3%) is received during the period from June to September and 50.3 mm (19.8 %) during the winter months i.e., November to March.

Chapter 2

Definitions

The terminologies used in this Regulation, unless the context otherwise requires.

2.1. "**University**" means Uttar Banga Krishi Viswavidyalaya, Pundibari, Cooch Behar, West Bengal

2.2. "Chancellor" means the Chancellor of the University.

2.3. "Vice-Chancellor" means the Vice-Chancellor of the University.

2.4. "**Registrar**" means Registrar of the University.

2.5. "**Dean**" means the Dean of the concerned faculty. "**Dean Post Graduate Studies"** mean the Dean of the Post Graduate Studies. "**DSW"** means Dean Students' Welfare

2.6. "**Academic Year**" means a twelve months period from July to June consisting of two consecutive semesters including inter semester breaks as announced by the University.

2.7. "**Semester**" The academic year shall have two semesters, each of which shall ordinarily be of 23 weeks with a minimum of 16 weeks (a week means five working days) of effective classes including two weeks of End term examination followed by a week of study leave, and four weeks of semester break (this includes approximately 2 weeks of puja vacation during 1st semester).

2.8. "**Academic Council**" means the Academic Council of the University, the apex administrative body responsible for taking academic related decisions.

2.9. "**Admission Committee**" signify the committee comprising of Head of the Departments (HoDs), two senior Professors from each college nominated by the Deans of the respective Colleges and duly approved by the Hon'ble Vice-Chancellor, Dean Post Graduate Studies as Chairman and Deputy Registrar as Convenor.

2.10. "**Master's**" means Master of Science Degree in Agriculture/ Horticulture/ Allied sciences in the concerned discipline as approved by the Academic Council from time to time.

2.11. "**Ph.D.**" means Doctor of Philosophy Degree in concerned discipline as approved by the Academic Council from time to time.

2.12. "**Department**" means a Department in the College/ Faculty as notified in the Statute of the University.

2.13. "Departmental Committee" means the committee constituted of all faculty members of a department including the faculties from research wing as permanent invitee and headed by Head of the Department.

2.14. "Discipline" means the subject domain catered by a particular department. Discipline nomenclature may be changed as and when recommended by Indian Council of Agricultural Research (ICAR). **"Student Discipline"** refers to a systematic and logical way of doing what ought to be done at the proper time with full faith conscience and compulsion.

2.15. "**Chairperson**" means a faculty member allotted for guiding a M.Sc. or a Ph.D. student.

2.16. "**Student Advisory Committee (SAC)**" means a committee of faulty members constituted to supervise a M.Sc. or a Ph.D. student.

2.17. "**Student**" means a student undergoing Post-graduate Programmes (M.Sc. And Ph.D.) offered by the University. The studentship commences on the day of admission and registration in the courses after payment of fee during first semester and ends on the last day of final semester in which he/she completes the prescribed requirement for the award of a particular degree. The studentship will remain suspended during the period of temporary discontinuance and shall not be entitled for any right enjoyed by normal student.

2.18. "**Registration**" means registration of the student in the University as a student including registration of prescribed courses along with repeat courses, if any.

2.19. "Residential Requirement" means presence of the student continuously in working days/hours in the University (class rooms for classes, laboratories for practical and research, farm for field work, library for information, etc.).

2.20. "**Course**" means a unit of instruction or a segment of subject matter carrying a specific number of credits and discussions, assignments, practical and work experience in class room, laboratory and field as may be determined by the University authorities from time to time.

2.21. "**Credit Hours**" signify the quantum of work/course load corresponding to one hour of lecture or two to three hours of laboratory/field practical every week during a semester in respect of a particular course.

2.22. "**Course Catalogue**" means a list of approved courses for a particular degree programme where in each course is identified with a specific symbol and catalogue number giving title of the course and credit assigned to each course.

2.23. "Major / Core course" means the courses of the department/discipline in which a student takes admission and are compulsory.

2.24. "Minor courses" Minor courses are from the discipline closely related to a student's major discipline. Minor field of study comprises a number of such minor courses offered from the admitted department and/or from any outside department; but number of such offering departments should not exceed two.

2.25. "Supporting courses" means the courses not related to the major area of specialization. It could be any subject considered relevant for student's research work or necessary for building the student's overall competence other than the parent department.

2.26. "Deficiency Course" means those courses in which the student is considered to be deficient in the subject concerned at undergraduate level for a degree programme as decided by the Advisory Committee. For those categories of students, the advanced courses of undergraduate level in the respective disciplines in which the student concerned intends to take admission will be treated as deficiency courses. The student shall take such courses over and above the scheduled course(s) of major and minor field of studies. These courses will however, be treated as non-credit courses.

2.27. "Compulsory Course" means These courses are of general nature which gives additional information to the student necessary for successfully and smoothly completing his degree and made mandatory under Indian Council of Agricultural Research's unified PG syllabus module. The courses shall be as per the latest Syllabus Committee/ Deans' Committee recommendation of ICAR with admissible modifications by the University. These courses are to be completed once either during Master or Doctoral level.

2.28. "**Pre-requisite Courses**" means course/s which the student must have completed prior to studying an advanced course.

2.29. "**Curriculum**" means a series of courses selected and designed to provide training to meet requirement for fulfilment of the Degree Programme.

2.30. "**Course Grade**" means measure of performance of work done in a course. It is a numerical designation of the standard of proficiency; a student has achieved in the course.

2.31. "**Credit Load**" means the quantum of credit hours a student may undertake in one semester.

2.32. Course Teacher: Course Teacher is a faculty who is assigned by the Head of the Department as decided by the Departmental Committee to teach a course/part of a course based on her/his specialization/ capabilities. There may be one or more Course Teachers for a particular course. The Course Teacher, besides conducting classes is also responsible to the Head of the Department and Departmental Committee for ensuring the coverage of the prescribed syllabi, preparation of question papers, evaluation of students" performance in the concerned course and preparation of grade sheets.

2.33. Course Leader: Course Leader is the Course Teacher who coordinates the teaching programme of the concerned course. The Course Leader, besides conducting classes is also responsible to the Head of the Department and Departmental Committee for ensuring the coverage of the prescribed syllabi, preparation of question papers, evaluation of students'

performance in the concerned course, preparation of grade sheets and submission of grade sheets and attendance records to the Dean, Post Graduate Studies, through the HoD.

2.34. "Research Credit Hours" signifies the quantum of research load corresponding to one hour of research work (in the field, laboratory, literature collection, library search, documentation, analysis and writing, etc.) every week during a semester in respect to execute and complete the thesis/ thesis of the student.

2.35. "**Optional Courses**" means the courses of choice required for study under specific degree programme, listed under a concerned discipline.

2.36. "Grade Point" is a measure of quantitative performance of a student at various tests, examinations etc. conducted in respect of a particular course at the end of a semester and is expressed in numerical value in 10.00 scales. It is computed by dividing the percent of marks obtained in a course by 10, to work out the grade point of student in a particular course. However, the case of incomplete performance or failure in a course (F), satisfactory performance (S), unsatisfactory performance (US), withdrawal from a course (W) and repetition of a course (R) shall be designated by letters 'F', 'S', 'US','W' and 'R', respectively against the respective course(s).

2.37. "**Grade Point Average (GPA**.)" means the numerical value of the sum total of grade pointdivided by credit hours studied in a particular semester by a student.

2.38. "Cumulative Grade Point Average (CGPA)" means the average of accumulated grade points of a student worked out by dividing the cumulative total of grade points by the cumulative total of credit hours of all the courses taken and completed by the student in a degree programme of the university at a specified time. For the first semester of a degree programme the GPA and CGPA shall be the same.

2.39. "**Overall Grade Point Average (OGPA**.)" means the quotient of the total credit points (credit hours of each course multiplied by the grade points of the grades secured in that course including 'F" Grade), obtained by a student in all the courses taken/completed by him from the beginning of first semester divided by the total credit hours taken/completed by the student up-to the completion of requirement of the Degree Programme.

2.40. "**Re-examination of Course/s**" means re-examinations of course/s for improvement of grade point, in which the student appeared in final examination/s but gets academic probation.

2.41. "**Repeat Course/s**" means course/s which a student is required to repeat due to securing "F" grade in the course.

2.42. "Academic Probation" means temporary suspension of a student in continuing study due to shortage of prescribed CGPA at the end of a particular semester.

2.43. "**Statute**" means the statute made under Uttar Banga Krishi Viswavidyalaya Act 2001.

2.44. "**Faculty**" means a teacher as defined in Uttar Banga Krishi Viswavidyalaya Act, 2001 and Statute.

2.45. "Provisional Degree Certificate (PDC)" means the certificate of completion of degree programme in a particular discipline along with OGPA issued by the Registrar and is valid till degree certificate is handed over after the convocation.

2.46. "Degree Certificate" means the certificate of completion of a particular degree programme issued during convocation.

2.47. "**Transcript**" means the consolidated report of grade secured by the student during a particular degree programme.

2.48. "Board of Research Studies" means Post Graduate academic affairs committee of the University.

2.49. "Conduct Probation" means observation period for a student during which the committed offence by him/her shall be monitored whether repented.

2.50. "Rustication" means the act of making someone to leave a place temporarily especially hostel as a punishment against committed offence.

2.52. "Expel" means to force to leave (a place, an organization, etc.) by official action permanently as a punishment against committed offence.

2.53. Thesis/ Research Register means a register clearly showing page numbers to record all the ground truth observations/data pertaining to master's and doctoral work to be maintained by the student and duly certified by the Chairman, Advisory Committee of the concerned student, and endorsed by the concerned Head of the Department.

Post Graduate Degree Programmes

3.1. M.Sc. Agriculture (Department-wise) degree in the following subjects will be awarded to those holding B.Sc. (Agriculture) /B.Sc. (Honours) Agriculture and B.Sc. (Horticulture)/ B. Sc. (Honours) Horticulture

Sl. No.	Name of the Department	Discipline in which degree is to be awarded	Degree Awarded	Subject Code
	Faculty/ College of Agriculture			
1.	Agricultural Economics	Agricultural Economics	M.Sc. (Agriculture) in Agricultural Economics	AEC
2.	Agricultural Entomology	Entomology	M.Sc. (Agriculture) in Entomology	ENT
3.	Agricultural Extension	Agricultural Extension Education	M.Sc. (Agriculture) in Agricultural Extension Education	EXT
4.	Agricultural Statistics	Agricultural Statistics	M.Sc. (Agriculture) in Agricultural Statistics	STAT
5.	Agronomy	Agronomy	M.Sc. (Agriculture) in Agronomy	AGRON
6	Biochemistry	Biochemistry	M.Sc. (Agriculture) in Biochemistry	BIOCHEM
7	Genetics and Plant Breeding	Genetics and Plant Breeding	M.Sc. (Agriculture) in Genetics and Plant Breeding	GPB
8	Plant Pathology	Plant Pathology	M.Sc. (Agriculture) in Plant Pathology	PL PATH
9	Seed Science and Technology	Seed Science and Technology	M.Sc. (Agriculture) in Seed Science and Technology	SST
10	Soil Science and Agricultural Chemistry	Soil Science	M.Sc. (Agriculture) in Soil Science	SOIL
	Faculty/ College of Horticulture			
11	Floriculture and Landscaping	Floriculture and Landscaping	M.Sc. (Horticulture) in Floriculture and Landscaping	FLS
12	Forestry	Silviculture and Agroforestry	M.Sc. (Forestry) in Silviculture and Agroforestry	SAF
13	Fruit Science	Fruit Science	M.Sc. (Horticulture) in Fruit Science	FSC
14	Fruit Science	Post Harvest Management	M.Sc. (Horticulture) in Post Harvest Management	PHM
15	Plantation, Spices, Medicinal and Aromatic Crops	Plantation Spices Medicinal and Aromatic Crops	M.Sc. (Horticulture) in Plantation Spices Medicinal and Aromatic Crops	PSMA
16	Vegetable Science	Vegetable Science	M.Sc. (Horticulture) in Vegetable Science	VSC

3.2. Department-wise Ph.D. degree based on course and research work will be awarded in the following subjects:

Sl. No.	Name of the Department	Discipline in which degree is to beawarded	Degree Awarded	Subject Code
	Faculty / College of Agriculture			
1.	Agricultural Economics	Agricultural Economics	Ph.D. in Agricultural Economics	AEC
2.	Agricultural Entomology	Entomology	Ph.D. in Entomology	ENT
3.	Agricultural Extension	Agricultural Extension Education	Ph.D. in Agricultural Extension Education	EXT
4.	Agricultural Statistics	Agricultural Statistics	Ph.D. in Agricultural Statistics	STAT
5.	Agronomy	Agronomy	Ph.D. in Agronomy	AGRON
6	Biochemistry	Biochemistry	Ph.D. in Biochemistry	BIOCHEM
7	Genetics and Plant Breeding	Genetics and Plant Breeding	Ph.D. in Genetics and Plant Breeding	GPB
8	Plant Pathology	Plant Pathology	Ph.D. in Plant Pathology	PL PATH
9	Seed Science and Technology	Seed Science and Technology	Ph.D. in Seed Science and Technology	SST
10	Soil Science and Agricultural Chemistry	Soil Science	Ph.D. in Soil Science	SOIL
	Faculty/ College of Horticulture			
11	Floriculture, Medicinal and Aromatic Plants	Floriculture and Landscaping	Ph.D. in Floriculture and Landscaping	FLS
12	Forestry	Silviculture and Agroforestry	Ph. D. in Silviculture and Agroforestry	SAF
13	Fruit Science	Fruit Science	Ph.D. in Fruit Science	FSC
14	Post Harvest Management	Post Harvest Management	Ph.D. in Post Harvest Management	PHM
15	Plantation Crops and Processing	Plantation Spices Medicinal and Aromatic Crops	Ph.D. in Plantation Spices Medicinal and Aromatic Crops	PSMA
16	Vegetable and Spice Crops	Vegetable Science	Ph.D. in Vegetable Science	VSC

3.3. Duration of Degree Programmes

Sl. No.	Degree Programme	Duration of the course	
		Minimum	Maximum
1.	M.Sc. Agriculture/ Horticulture/Forestry	4 Semesters	8 Semesters
2.	Ph.D.	6 Semesters	14 Semesters

3.4. Numbering of PG Courses

(a) 500 series (500-599) for Masters' Level
(b) 600 series (600-691) for Ph. D. Level

However, it shall be as per the latest Syllabus Committee / Broad Subject Matter Area (BSMA) Committee recommendation of ICAR with permissible extent of modification by the University to maintain parity with the unified PG syllabus of ICAR.

Academic Session and Term Calendar

4.1. The academic year of the post graduate programme is organized in terms of two semesters in a year. The academic session shall start from August every year. The exact dates of commencement of each semester in a particular academic year shall be decided by the Dean Post Graduate Studies and notified by the Deputy Registrar. In the Academic Calendar, the period of 1st semester shall be from August to January and 2nd semester from February to July for an Academic Year. Any change in the duration, if necessary, will be decided by the Faculty Councils followed by the approval of Academic Council from time to time.

4.2. The aacademic calendar of an academic year shall be prepared and notified well in advance of starting of an academic year (i.e. before August) by the Deputy Registrar in consultation with the Dean Post Graduate Studies. The Uuniversity shall have a single and unified calendar. Generally, the academic calendar classifying the academic activities so prepared shall be approved by the Academic Council as recommended by the Faculty Council once unless otherwise modified as and when felt deemed fit. The events and/or any modification of event(s) i.e. addition or deletion as it may be deemed fit from time to time in the calendar and dates and/or period of the activities pertaining to the events classified in the calendar shall be recommended by the Faculty Councils and approval by the Academic Council.

4.3. The minimum number of effective classes, duration of semester break, duration of vacation and duration of end term examination shall be as per Section 2.7. However, if the required minimum number of classes falls short in a semester, the same may be compensated as far as possible through conducting special classes as may be decided by the Course Leader or through curtailment of the period of semester break. In such cases, classes may be arranged by Course Instructors in consultation with the Head of the Department concerned.

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Chapter 5

Admission of Students

5.1 Time of Admission

Admission of candidates in various post-graduate degree programmes as mentioned in section 3.1 and 3.2 for M. Sc. and Ph. D. shall be made in the first semester of the academic year only following the eligibility criteria and the process mentioned in this chapter.

5.1.1. If any vacancy is created within 1st semester of M.Sc. and Ph.D. in a discipline and any student from other agriculture institute of same discipline is interested to pursue his/her study programme from second semester onwards with accumulated credit points achieved from previous institute for the same degree programme shall be allowed for lateral admission considering the category of original / resultant vacancy taking in to account of his / her academic credit transfer on National Academic Depository Digilocker portal. The selection process of such lateral entry has been detailed out in section 5.3.1.14 and 5.3.2.14.

5.2 Number of Seats

The number of seats in each academic year for admission to Masters' and Doctoral degree programmes of the University shall be made in accordance with the Regulations made in this regard and modification made from time to time by the Academic Council/ Executive Council. The maximum number of allotted seats to each department at Master's level will be 10 (ten) subject to availability of eligible Chairperson and a maximum ceiling of intake of 2 (two) students per teacher per academic year. There shall be a provision of admission of 1 in-service candidate per academic year subject to availability of eligible Chairperson. If the number of eligible Chairperson in a particular department is <4 (four), the number of available seats shall be equal to number of available Chairpersons. The maximum number of entrants in the doctoral program in a session is 6 (six) and will further be monitored by a Post Graduate committee. The committee shall consider the matter in compliance with the availability of eligible Chairpersons in the departments for guidance [maximum 2 students per eligible Chairperson per academic year subject to a maximum of 4 students per eligible teacher at a point of time including In-Service students* (maximum 1 per department per academic year), NRI/foreign students* (2 per department per academic year), Research Scholar with sponsorship* (number as specified by the committee each year based on the proposal from the Head of the department), SRF of ICAR/CSIR/UGC/any other Council* (number as specified by the Council), Collaborative candidates* (number as specified by the committee each year subject to availability of eligible Chairperson based on the proposal from the Head of the Department); and all these (*) marked entries are over and above of stipulated 6 nos. of seat and shall not follow the Reservation Policy. The Head of the Departments will propose the number of available seats in the academic year in his department after convening a Departmental Committee meeting considering the vacancy of seats under each eligible teacher (submit information in Proforma **Annexure 5.1 & 5.2**) following the notification from Deputy Registrar / Dean Post Graduate Studies, prior to the advertisement.

5.3. Admission

5.3.1. Admission to Masters' degree programme

5.3.1.1. Eligibility Criteria

(a) Candidates must attain the age of 21 (twenty-one) years or above as on 31stDecember of the particular year in which admission is sought.

(b) Candidates must have passed their Bachelors' degree in Agriculture/Horticulture / allied sciences or have appeared in final examination in the relevant subject under four-year Agriculture/ Horticulture/ allied sciences undergraduate programme from any recognized Indian /Foreign University.

(c) Candidates must have obtained at least 60% marks or its equivalent OGPA (6.00 out of 10.00 or 3.40 out of 5.00 or 2.70 out of 4.00 or 2.00 out of 3.00) in Bachelors' degree for Unreserved and OBC category and 55% marks or its equivalent OGPA (5.50 out of 10.00 or 3.20 out of 5.00 or 2.50 out of 4.00 or 1.80 out of 3.00) in Bachelors' degree for SC/ST/PWD candidates.

(d) Candidates of Unreserved and OBC categories must have passed their Higher Secondary (10+2) or equivalent examination with at least 60% marks in aggregate of 5 (five) best subjects and for SC/ST/PWD category candidates the same shall be 50% marks in aggregate of 5 (five) best subjects.

(e) Candidates must qualify the Entrance Test conducted by the University. Qualifying criteria shall be decided by Post Graduate Admission Committee year to year.

5.3.1.2. Categories of students in Masters' Degree Programme

In Masters' degree programme, there shall be 5 (five) different categories of application.

a) **Regular Masters' Students:** Application from Regular candidates who fulfil all the general eligibility requirement for Masters' Degree programme as specified in section 5.3.1.1. Appearing in Entrance Examination of the University is compulsory for the applicants.

b) **ICAR Fellow:** Application from candidates who have qualified ICAR All India Entrance Examination for Admission (ICAR AIEEA-PG) and have been nominated by ICAR for direct admission to Masters' degree pprogramme in the University.

c) **Kashmiri Migrants:** Application from candidates who are wards of Kashmiri Migrant. Candidates applying under Kashmiri Migrants (K.M.) shall have to produce a certificate in the support of their claim from the competent authority or Relief Commissioner. They have to fulfil the eligibility criteria as applicable to candidates of unreserved and OBC categories. Appearing in Entrance Examination of the University is compulsory for the applicants. The seats reserved for Kashmiri Migrants are over and above the normal student intake.

d) **Foreign Students:** Application from candidates other than Indian Nationals. Foreign students seeking admission shall forward their applications through their respective Embassies or through the respective Indian Mission abroad to the Government of India/ ICAR and their candidature shall be considered only if they are sponsored/ endorsed by the Government of India/ ICAR. The applications of foreign students shall be forwarded to the Head of the concerned discipline for determining their eligibility criteria. Their cases shall also be considered along with other regular students without giving them any concession in minimum marks. The number of such students shall be one per year per discipline/subject and will be over and above the normal student intake. They have to fulfil the eligibility criteria as applicable to candidates of unreserved and OBC candidates. Appearing in online interview convened by Post Graduate Admission Committee is mandatory for the applicants.

e) **In-service students:** candidates with eligibility criteria mentioned in section 5.3.1.1 working in a public / private sector organization with at least 3/5 years of experience and appropriately permitted by the concerned organization. The seats of In-service are over and above the normal student intake.

f) **Economically Weaker Section:** As per rule notified by the Government time to time and subject to availability of Chairpersons over the seats as detailed in 5.2.

5.3.1.3. Reservation of seats

a) Reservation of seats for admission to different Degree programme of the University shall be governed by the West Bengal State Higher Educational Institutions (Reservation in Admission following 100-point Roster) Rules as and when amended by the Government of West Bengal. This reservation roster shall be followed department wise within the University.
b) Out of total seats (Department-wise) 70% seats will be reserved as university seats; 30% seats will be reserved as ICAR quota.
c) Out of the 70% University seats, 80% seats will be filled from domicile category (if not filled, the seats will be filled from open category) and remaining 20% will be filled from open category (domicile and non-domicile) on merit basis as determined through entrance examinations and other academic grades achieved during past two-degree programmes.
d) Eighty percent (80%) of the seat in each department will be filled up category-wise as per reservation policy (100-point roster) of the Government of West Bengal on the basis of merit list.
e) No reservation policy will be followed for giving the 30% seats to ICAR. If ICAR seats remain vacant, the seats shall be filled up from the University merit list following the reservation rule of Govt. of West Bengal (100-point Roster). All possibilities of such vacant seats with corresponding categories following the 100-point roster shall be clearly mentioned in the discipline wise seat matrix of Admission Notification.
f) Any modification of this section by Government order shall liable to be implemented with immediate effect.

5.3.1.4. Publication of Notification

The detailed admission guidelines with seat matrix are published in the University website and also published in the classified columns of two daily leading newspapers.

5.3.1.5. Procedure of Submission of Application form

a) Application for admission to Master's degree programme of the University has to be made **ONLINE** only through the web-portal (**www.ubkv.ac.in)** designed for the purpose. Normally the portal for receiving application shall remain active for 21 days from the start date of receiving application for respective Degree programmes. However, this duration may be increased or decreased as decided by the concerned admission committee under extraordinary circumstances.
b) No paper-based Application form will be available from the University Admission Office.
c) Candidates need to have a working mobile number and an e-mail ID. All future communications by the University including instructions and one-time passwords (OTPs) related to admission and counselling shall be sent to this mobile number and the e-mail ID only.

5.3.1.6. Filling up of Application Form

The application procedure shall be interactive in nature and the candidates shall follow the instructions for filling up the application form.

a) **Registration of the candidate:** Prospective candidates must register themselves by entering registration details like name, e-mail ID, mobile number and a password. Upon successful registration, the candidate will receive an e-mail in the registered e-mail ID with a web-link to activate his/her registration. Now, the candidate can login using his/her registered e-mail ID and password and start applying.

b) **Application Form:** The online application form shall be divided into 7 (seven) different sections namely 'Biographic Information', 'Addresses and Domicile', 'Choice of Courses', 'Academic Qualification', 'Declaration by Candidate', 'Upload of Documents and Signature' and 'Payment of Application fees. Candidates shall be able to fill these sections in multiple sessions. They shall be able to review/modify any of these sections till final submission and payment of application fees.
c) Candidates shall be able to update their information on academic qualification on the online portal even after final submission of application form till last date of submission of application form.
d) However, applicants may communicate any update on academic qualification through e-mail along with a scanned copy of the supporting documents or in hard copy to the admission section on or before the day of Entrance Examination. Immediate past degree qualification certificate must be issued on or before the day of Entrance examination.
e) For Masters' degree programme, candidates shall be able choose as many modules/subjects (as the case may be) of interest and has to apply in a single application. However, there shall be an additional charge of application fees per module as decided by the PG Admission Committee from time to time.

5.3.1.7. Uploading of Documents and Images

Scanned copy of the following documents/images, as applicable, must be uploaded on online admission portal while applying-

i. Passport size photograph of the candidates (Format: jpg, Size 20kb-100kb)
ii. Signature of the candidates (Format: jpg, Size 20kb-50kb)
iii. Self-attested copy of proof of date of birth i.e., either Birth certificate from competent authority or admit card of Madhyamik/equivalent (10^{th}) examination (Format: jpg/pdf, Size 200 kb -300 kb)
iv. Self-attested copy of both side mark sheet of Madhyamik/equivalent (10^{th}) examination (Format: jpg/pdf, Size 200 kb -300 kb) [for Undergraduate only]
v. Self-attested copy of both side mark sheet of Higher Secondary/equivalent (10+2) examination (Format: jpg/pdf, Size 200 kb -300 kb)
vi. Self-attested copy of both side mark sheet of Bachelors' Degree examination (Format: jpg/pdf, Size 200 kb -300 kb)
vii. Self-attested copy of caste/category certificate in prescribed format (Format: jpg/pdf, Size 200 kb -300 kb) [for applicants of reserved category only]
viii. Self-attested copy of domicile certificate in prescribed format (Format: jpg/pdf, Size 200 kb -300 kb) [for applicants belonging to reserved category only]

5.3.1.8. Application fees

The amount of application fees for various degree programme shall be reviewed and modified from time to time by the Executive Council on recommendation of Academic Council.

5.3.1.9. Selection Procedure

5.3.1.9.1. Scrutiny of the Application

The Post Graduate Admission Committee shall scrutinize all applications for fulfillment of minimum eligibility criteria and shall prepare a list of eligible candidates within 7 (seven) days of last date of submission of application for respective degree programme. A list of rejected candidates shall also be prepared mentioning the reasons for their ineligibility. The list of eligible candidates as well as the list of rejected candidates shall be uploaded in the University website for public view. The application fees submitted by the rejected candidates shall be forfeited.

5.3.1.9.2. Selection of Candidates

Selection to Masters' programme for all categories of application except for ICAR Fellow and Foreign students shall be made after an entrance test followed by preparation of merit list as detailed in section 5.3.1.12.

5.3.1.10. Entrance Examination: There shall be entrance examinations on a previously notified date for admission to Masters' degree programme. The entrance examination shall be either module-wise or subject group wise or department-wise as to be followed by ICAR-AIEEA PG examination year to year.

5.3.1.10.1. Minimum Qualifying percentile: The minimum qualifying percentile for admission to Masters' degree programme shall be decided separately by the Post Graduate Admission Committee after calculating the candidate's position in the merit list on percentile basis. Candidate(s) securing ≤0 marks in entrance examination shall not be considered in the merit list.

5.3.1.11. Master's Degree merit list

a) Separate merit list shall be prepared for each caste/category under each module following the reservation roster prepared by the Postgraduate Admission Committee.

b) The merit list shall be prepared based upon the merit score calculated as below-

$$\textbf{Merit Score} = 0.7 \times E + 0.2 \times B + 0.1 \times H$$

Where, E = Marks obtained in Entrance Examination

B = Percentage of marks in Bachelor's Degree (OGPA to be converted to %)

H = Percentage of aggregate marks of best 5 (five)subjects in Higher Secondary or equivalent examination

c). For applicants who obtained their Bachelor's Degree from Uttar Banga Krishi Viswavidyalaya, an additional weightage equivalent to 10% (ten *per cent*) of graduation percentage shall be added to the merit score subject to fulfilment of all other eligible criteria including securing the minimum qualifying marks in the entrance test by such candidates.

d). The merit score thus obtained shall be arranged in descending order to assign the percentile-based merit rank to each candidate.

e). The admission to different departments/discipline under a particular module/subject/discipline shall be done through a common percentile-based merit list prepared separately for each category.

f). Each module/subject/discipline, as the case may be, shall have an Unreserved percentile-based merit list which will include all unreserved as well as all reserved category applicants who secures minimum percentage of marks/OGPA specified for unreserved category in Higher Secondary or equivalent examination and also in Bachelor's degree examination and qualifies in the entrance examination.

g). In the event of tie for the merit score, the marks secured in entrance examination shall be considered first and then percentage of aggregate marks in Bachelor's degree and then percentage of aggregate marks of 5 (five) best subjects in Higher Secondary or equivalent examination shall be considered in such sequence till the tie is broken.

5.3.1.12. Counseling for Admission

a) Physical mode of admission counseling shall be organized on specified date mentioned in the notification. The notification shall be hosted on university website at least 15 days before the scheduled date of physical counseling.

b) If seat(s) remain vacant due to non-availability of ICAR entry, the same shall be filled up from the University merit following appropriate reservation roster as mentioned in section 5.3.1.3.f. during Mop up round counseling.

c) If seat remain vacant in reserved category admission the vacancy shall be filled by following the rules as notified by the Government of West Bengal from time to time., If seat(s) remains vacant in domiciled unreserved category, the same shall be filled up by non-domiciled candidates.
d) Reporting of the candidates within specified time mentioned in the Counseling notification is compulsory failing which the candidature during the counseling and as in subsequent counseling/Mop up round.
e) The candidates must undergo satisfactory medical examination at the time of counseling before getting provisional admission.
f) Provisionally admitted candidates must have to submit the Anti-Ragging declaration within 15 days of admission failing which the admission shall liable to be canceled.
g) OBC candidates must have to produce Non-Creamy Layer certificate issued by the competent authority not before 1st April of the preceeding year of admission failing which the candidate shall not be allowed for admission. Uploading of the NCL certificate is mandatory at the time of submission of application form through online. He/she shall be considered as unreserved candidate if seat available.
h) Any student after provisional admission does not report to the Head of the concerned department continuously for 15 days without any prior written information, the student shall be terminated from the degree programme and for fresh admission, the next student on waiting list shall be admitted in mop up round.
i) Mop up round counseling shall be considered as the last date of admission for that particular academic session.
j) After mop up round, the final admission shall be confirmed to the students who shall comply the point (f) of the above by issuing the Registration nos. for the particular academic session.

5.3.1.13. Change of Discipline

A M.Sc. student once admitted in a particular department/discipline may be permitted to change his/her discipline (intra or inter faculty) within a month from the date of commencement of classes.

a) The student can opt among the three options he/she had mentioned in the preference list during submission of application form and his name appeared in the merit list of that particular module. However, he/she shall not be allowed to opt for below preferred discipline.
b) The student must apply to the Dean, Post Graduate Studies through proper channel.
c) Seat is available in the particular discipline in which the candidate intends to switch over.
d) He/she has submitted prescribed application form (**Annexure 5.3**) and followed the manner and procedure for the particular discipline for admission in that academic session as per notification made.
e) Such change shall not be allowed for more than once for a particular student.
f) However, the Registration Number of the student once allotted shall not be changed on above situation.

5.3.1.14. Lateral entry after 2nd semester

If any student from other institute wants to continue M.Sc. Study programme from 2nd semester onwards following the rules and regulations of NEP 2020 provisioned for Multiple Entry and Exit, he/she shall be allowed for fresh admission. The appropriate vacancies created from non-admission/exited students in that particular academic session following the reservation roster shall be notified 30 days before the commencement of 2nd semester. Applications shall be sought from the interested candidates through online. Candidates who have passed B.Sc. Degree with OGPA ≥8.00 in 10-point scale shall be allowed for an online

interview-based selection process conducted by the concerned department in presence of Dean, Post Graduate Studies. The merit rank of the candidates shall be published and called for admission. The credit points earned in the 1st semester of the degree programme from the previous institute must be transferred to this University through NAD Digilocker within 2 months after completion of 1st semester. The student must have to clear all the examinations of 1st semester from his/her previous institute. Such lateral entry shall not be permitted for the students who passed the 1st semester two years back from an institute.

5.3.2. Admission to Ph.D./Doctoral Degree Programme

5.3.2.1. Eligibility Criteria

a) Candidates must attain the age of 23 (twenty-one) years or above as on 31stDecember of the particular year in which admission is sought.
b) Candidates must have passed their Masters' degree in Agriculture/Horticulture or Allied sciences with specialization in BSMA approved discipline or have appeared in final examination in the relevant discipline from any recognized Indian /Foreign University. ICAR recommendation regarding accreditation as criteria for admission shall be followed.
c) Consistently good academic records with Master's Degree in Agriculture /Horticulture / Allied Sciences having at least 65% marks or an OGPA of 6.5 out of 10.00 or 3.75 out of 5.00 or 3.0 out of 4.00 or 2.25 out of 3.00 for general and OBC category (for SC/ST/PH candidate 60 % marks or OGPA 6.0 out of 10.00 or 3.44 out of 5.00 or 2.75 out of 4.00 or 2.06 out of 3.00) in Master's degree programme from any recognized Indian/Foreign University followed by Bachelors' degree in Agricultural / Horticultural /Allied Sciences under 10+2+4 or 10+1+4 or 11+4.
d) Experience of research in University / Institute for at least one year.
e) The candidate must satisfy one of the qualifications as indicated below against the relevant discipline to which admission is sought in Ph.D. programme.

Faculty / College of Agriculture

Department	Disciplines
Agricultural Economics	Agricultural Economics (Agricultural Economics/Dairy/Animal Husbandry Economics/ Veterinary Economics/ Fisheries Economics. / Agribusiness Management/ Agricultural Marketing & Co-operation/ Business Management with specialization in Agriculture)
Agricultural Entomology	Agril. Entomology/ Entomology/ Nematology/Sericulture
Agricultural Extension	Agricultural Extension Education (Agricultural Extension/ Extension Education/ Communication/ Veterinary Extension/ Dairy Extension/ Fisheries Extension)
Agricultural Statistics	Agricultural Statistics (Agricultural Statistics/ Statistics)
Agronomy	Agronomy/ Agricultural Meteorology/ Organic Farming / Agriculture with specialization in Forage Production/ Natural Farming/ Integrated Farming System
Biochemistry	Biochemistry/ Soil Science & Agricultural Chemistry (major in Biochemistry)
Genetics and Plant Breeding	Genetics and/or Plant Breeding / Seed Science and Technology / Plant Physiology/ Plant Biotechnology

Plant Pathology	Plant Pathology
Seed Science and Technology	Seed Science and Technology/ Plant Breeding/ Plant Physiology
Soil Science and Agricultural Chemistry	Soil Science / Soil Science & Agricultural Chemistry/ Agricultural Chemistry/Agricultural Physics/ Microbiology/ Environmental Sciences

Faculty / College of Horticulture

Department	Disciplines
Floriculture, Medicinal and Aromatic Plants	Floriculture, Medicinal and Aromatic Plants / Floriculture and Landscaping / Floriculture and Landscape Architecture/Horticulture
Forestry	Forestry/ Silviculture and Agroforestry / Natural Resource Management
Pomology and Post Harvest Technology (Fruit Science)	Pomology and Post-Harvest Technology / Pomology / Fruits and Orchard Management / Fruit Science/ Horticulture
Pomology and Post Harvest Technology (Post-Harvest Management)	Pomology and Post-Harvest Technology/ Post Harvest Management / Plantation Crops and Processing/ Food Processing and/or Technology/ Horticulture
Plantation Crops and Processing	Plantation Crops and Processing / Plantation Crops / Horticulture/ Plantation, Spices, Medicinal and Aromatic Crops/Vegetable and Spice Crops
Vegetable and Spice Crops	Vegetable and Spice Crops/ Vegetable Crops/ Horticulture / Vegetable Science / Olericulture

f) Candidates must have to secure the minimum qualifying marks as specified by the Postgraduate Admission Committee in the Entrance Test conducted by the University.

5.3.2.2. Categories of students in Ph.D./ Doctoral Degree Programme

In Ph.D. / Doctoral Degree programme, there shall be 6 (six) different categories of application.

a) **Research Scholar with Fellowship:** Application from regular candidates who fulfil all the general eligibility requirement for Ph. D degree programme as specified in section 5.3.2.1. Appearing in entrance examination of the University is compulsory for the applicants.

b) **ICAR Fellow:** Application from candidates who have qualified ICAR All India Entrance Examination for Admission (ICAR AIEEA-PG) and have been nominated by ICAR for direct admission to Masters' degree programme in this University.

c) **Kashmiri Migrants:** Application from candidates who are wards of Kashmiri Migrant. Candidates applying under Kashmiri Migrants (K.M.) shall have to produce a certificate in the support of their claim from the competent authority or Relief Commissioner. They have to fulfil the eligibility criteria as applicable to candidates of unreserved and OBC categories. Appearing in entrance examination of the University is compulsory for the applicants. The seats reserved for Kashmiri Migrants are over and above the normal student intake.

d) **Foreign Students:** Application from candidates other than Indian Nationals. Foreign students seeking admission shall forward their applications through their respective

Embassies or through the respective Indian Mission abroad to the Government of India/ ICAR/ Study in India and their candidature shall be considered only if they are sponsored/ endorsed by the Government of India/ ICAR. The applications of foreign students shall be forwarded to the Head of the concerned discipline for determining their eligibility criteria. Their cases shall also be considered along with other regular students without giving them any concession in minimum marks. The number of such students shall be one per year per discipline/ subject and will be over and above the normal student intake. They have to fulfil the eligibility criteria as applicable to candidates of unreserved and OBC candidates. Appearing in online interview convened by Post Graduate Admission Committee is mandatory for the applicants.

e) **In-service students:** candidates with eligibility criteria mentioned in section 5.3.2.1 working in a public / private sector organization with at least 5 years of experience and appropriately permitted by the concerned employer. The seats of In service students are over and above the normal student intake. The candidates must have No-objection certificate issued at least a day before the scheduled date of admission. Appearing the entrance examination is compulsory and must get minimum qualifying marks.

f) **Research Scholar with sponsorship:** candidates with eligibility criteria mentioned in section 5.3.2.1 working as Research Assistant/ Project Assistant in any externally funded project running in the university. A candidate working with similar capacity in any other related project outside the University can apply for Ph.D. study programme provided the Chairperson must be one of the co-investigators in the project and Registration shall only be provisioned under that faculty member. The seats of Research Scholar with sponsorship in a discipline are over and above the normal student intake. Only internal notification shall be issued without publication in general notification uploaded on University website for admission. The project must be valid for at least 2 years from the date of admission. After termination of the project the student shall not be allowed for any fellowship/ scholarship. However, he/she shall be allowed to join in any other project from 5th semester onwards provided his/her Chairperson must be involved as Principal Investigator / Co-investigator of the project and without any major change in research objectives in his/her PPW. The semester fees of the students shall be same as that of Research Scholar. The amount of sponsorship per month shall not be less than University Research Scholarship.

5.3.2.3. Reservation of seats

Same as 5.3.1.3

5.3.2.4. Publication of Notification

Same as 5.3.1.4

5.3.2.5. Procedure of Submission of Application form

Same as 5.3.1.5

5.3.2.6. Filling up of Application Form

Same as 5.3.1.6 (a to d)

5.3.2.7. Uploading of Documents and Images

Same as 5.3.1.7

5.3.2.8. Application fees

Same as 5.3.1.8

5.3.2.9. Selection Procedure

5.3.2.9.1. Scrutiny of the Application

Same as 5.3.1.9.1

5.3.2.9.2. Selection of Candidates

Selection to Ph.D. programme for all categories of application except for ICAR Fellow and Foreign students shall be made after an entrance test followed by preparation of merit list as detailed in section 5.3.2.11.

5.3.2.10. Entrance Examination:

Same as 5.3.1.10 with relevant alterations as appropriate for Ph. D admission

5.3.2.11. Ph. D/Doctoral Degree merit list

a) Separate merit list shall be prepared for each caste/category under each module following the reservation roster prepared by the Postgraduate Admission Committee.

The merit list shall be prepared based upon the merit score calculated as below-

$$\textbf{Merit Score} = \mathbf{0.7 \times E + 0.2 \times M + 0.1 \times B}$$

Where, E = Marks obtained in Entrance Examination

M = Percentage of marks in Master's Degree (OGPA to be converted to %)

B = Percentage of aggregate marks in Bachelor's Degree (OGPA to be converted to %)

b) For applicants who obtained their Master's Degree from Uttar Banga Krishi Viswavidyalaya, an additional weightage equivalent to 10% (ten *per cent*) of Master's percentage shall be added to the merit score subject to fulfilment of all other eligible criteria.

c) Same as 5.3.1.11.c.

d) Same as 5.3.1.11.d. with relevant alterations as appropriate for Ph.D./Doctoral admission

e) In the event of tie for the merit score, the marks secured in entrance examination shall be considered first and then OGPA in Master's degree and then OGPA in Bachelor's Degree shall be considered in such sequence till the tie is broken.

5.3.2.12. Counseling for Admission

Same as 5.3.1.12.

5.3.2.13. Lateral entry after 2nd semester

If any student from other institute wants to continue Ph.D. study programme from 2nd semester onwards following the rules and regulations of NEP 2020 provisioned for Multiple Entry and Exit, he/she shall be allowed for fresh admission. The appropriate vacancies created from non-admission/exited students in that particular academic year following the reservation roster shall be notified 30 days before the commencement of 2nd semester. Applications shall be sought from the interested candidates through online. Candidates who have passed M.Sc. Degree in relevant subject with OGPA ≥7.50 in 10-point scale shall be allowed for an online interview-based selection process conducted by the concerned department in presence of Dean, Post Graduate Studies. The merit rank of the candidates shall be published and called for admission. The credit points earned in the 1st semester of the degree programme from the previous institute must be transferred to this University through NAD Digilocker within 2 months after completion of 1st semester. The student must have to clear all the examinations of 1st semester from his/her previous institute. His/her advisory committee must be formed within a fortnight of admission. Such lateral entry shall not be permitted for the students who passed the 1st semester three years back from an institute.

5.4. In order to make all fresh students fully conversant with requirements and working of the course credit system, an orientation programme shall be arranged immediately after admission at which attendance of students shall be compulsory.

5.5. Registration in Post-graduate Programme

The provisionally admitted students after submission of Anti-Ragging declaration shall be provided Registration Nos. Registration nos. shall be in following manner

5.5.1. College of Agriculture

The Registration no. shall be in the format of A-YYYY-XXX-M/D where A=Agriculture, Y=Year (for example 2024), X=numerical number from 0 to 9, M signifies M.Sc. and D signifies Ph.D.

For laterally entered students during 2nd semester, the format of registration shall be A-YYYY-L-XXX-M/D

5.5.2. College of Horticulture

The Registration no. shall be in the format of H-YYYY-XXX-M/D where H=Horticulture, Y=Year (for example 2024), X=numerical number from 0 to 9, M signifies M.Sc. and D signifies Ph.D.

For laterally entered students during 2nd semester, the format of registration shall be H-YYYY-L-XXX-M/D

5.6. Renewal of Registration in the subsequent semester

A continuing student shall renew his/her registration in each semester paying semester fees and such other fees as may be prescribed on the date notified for that purpose.

5.7. Semester Fees submission and Fee structure

5.7.1. The submission of semester fees as notified by the competent authority should be paid preferably through online payment portal of the University. In case of any dispute the students have to contact the office of Students' fees Collection and Scholarship Unit, UBKV Pundibari for appropriate settlement.

5.7.2. A student (fresh as well as continuing) who does not register/ pay semester fees within the stipulated period as fixed by the competent authority shall be required to pay late fee (the amount shall be decided by the Academic Council from time to time).

5.7.3. The registration of a candidate shall be permitted later than ten working days from the last scheduled date of registration in each semester with the late registration fee as mentioned in 5.7.2. If the tenth day happens to be a holiday or any other disturbances that completely disrupts the accessibility to the university, the next working day shall be the last date for payment of fees with fine. Under any circumstances the last date of semester fees submission (without or with fine) shall not be extended until highest authority of the University permits under exigent condition.

5.7.4. The continuing/temporarily discontinued students who fail to pay the fees within five working days from scheduled last date of fees submission with fine without any intimation for consideration will not be allowed to attend classes and their registrations shall be suspended for that particular semester. Continuous non-payment for 2 semesters by a temporarily discontinued registration number shall be liable for full time cancellation of studentship.

5.7.5. The Dean Post Graduate Studies will immediately notify these defaulting students after this permissible prescribed period to the department.

5.7.6. Students who are away on study tours or other extracurricular activities organized by the university or is representing the district/state/country at the commencement of the semester may however pay their fees within three working days after the return from such tours producing valid documents, failing which they will be treated as mentioned in 5.7.4 and 5.7.5.

5.7.7. Any old student (not new entrants) who may fail to pay the fees on the scheduled date of registration due to inability to come in person/ through online payment portal because of natural calamities/ communication disruption, physical ailment/ accident of shelf and/or death of parent (father/mother/legal guardian) or sanguine or legal brother/sister should inform the Dean Post Graduate Studies and the fees can be submitted in absentia by his/her fellow mates within the notified period.

5.7.8. Candidates who will cancel the admission during the study period shall be refunded the caution money only. Such candidates have to apply for getting the refund.

5.7.9. The mess dues (for hostellers) and Mediclaim fees (annual payment) must be cleared by the students at the time of payment of semester fees failing which the students shall not be registered for that particular semester as mentioned in 5.7.4. and 5.7.5.

5.7.10. The fees may be revised by the competent authority from time to time with due approval of the Academic Council. The updated fee structure shall be hosted in university website.

5.8. Tution Freeship

5.8.1. One fourth of the total students admitted to the M.Sc. programme of all faculties of the University shall be allowed to tuition fee freeship provided they do not enjoy financial assistance in any form from any other sources except education loan / special one-time financial aid from any source.

5.8.2. The applications for the grant of tuition fee freeship shall be invited and scrutinized by the office of the Dean, Students' Welfare and merit list in respect of each faculty shall be prepared at the end of the semester on the basis of CGPA including the course(s) in which he has failed for the continuing students. OGPA at UG level shall be considered for such freeship for the 1st semester students.

5.8.3. All students who are not on Academic/Conduct Probation at the time of award of tuition fee concession shall be eligible to apply provided the income of the parent/guardian is less than ₹8,00,000.00 per annum or as revised by the Government time to time and certified by Employer / Block Development Officer/ Sub Divisional Officer or above.

5.8.4. The tuition freeship shall be applicable from the date of registration until the end of the semester and fresh applications shall be invited for every semester.

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6.1.1. Masters' Degree Programme

The residential requirement shall be of four semesters from the date of registration for the degree in the University. However, a student may be allowed to discontinue after successful completion of two consecutive semesters with the prior permission of the Dean, Post Graduate Studies. Application should be forwarded through Chairperson and Head of the Department **(Annexure 6.1)**. Successful completion of a semester shall mean clearing of all examinations as scheduled for a student in the concerned semester as per Proposed Plan of Work (PPW). Further that a student may be allowed for discontinuance only by one break and shall have to complete all courses including submission of thesis within eight semesters from the date of registration for the degree in the University, failing which the registration shall be canceled. Further, after discontinuation, the student shall be ceased to enjoy any scholarship/financial assistance when the student re-joins. To keep the registration valid the student during the period of discontinuation has to pay the semester fees as per academic calendar for the semester including the Mediclaim charges for the semester (payable yearly during odd semester). For non-payment in two consecutive semesters, the registration shall liable to be canceled.

6.1.2. Doctoral Degree Programme

The residential requirement for doctoral program shall be of four semesters mandatorily from the date of registration for the degree in the University. The student shall be allowed to submit the Ph. D. thesis only after 20 weeks of registration of 6th semester and satisfactorily clears the comprehensive examination. A student may be allowed to discontinue after successful completion of four consecutive semesters with the prior permission of the Dean, Post Graduate Studies on recommendation of Chairperson and Head of the Department **(Annexure 6.1)**. A student may be allowed for such discontinuance only by one break and in such case a student shall have to complete all course work including seminars within fourth semester and comprehensive evaluation, submission of thesis etc. within fourteen semesters from the date of registration for the doctoral degree in the University, failing which the registration shall be canceled. Further, after discontinuation, the student shall be ceased to enjoy any scholarship/financial assistance (for e.g., student freeship) when the student re-joins. To keep the registration valid the student during the period of discontinuation has to pay the semester fees as per the academic calendar for the semester including the Mediclaim charges for the semester (payable yearly during odd semester). For non-payment in two consecutive semesters, the registration shall liable to be canceled.

6.2. A registered student can opt for Day Scholar status if he/she resides within 15 kms from the campus during the study programme. For the Hosteler category, M.Sc. students shall be provided the facility up to his/her 5th semester while for Ph.D./ Doctoral students it shall be up to his/her 8th semester. Beyond that, a student has to make his/her own arrangement of stay to complete the degree programme.

6.3 Attendance

6.3.1. Every Master and Ph.D./Doctoral degree student (read excluding those at 6.4.1.) should have a minimum of 75 % attendance of the scheduled academic calendar.

6.3.2. The attendance register shall be maintained by the respective Head of the Department in which the students including those mentioned in section 6.4.1 will sign the register twice daily (arrival and departure). The Head of the Department at least in a week shall monitor the regularity of the student.

6.3.3. The Chairperson concerned shall warn the defaulting student the consequences in writing as mentioned in sections 6.3.4. and 6.3.5.

6.3.4. If a student continues to default, the Chairperson in consultation with Head of the concerned department, shall write to the Dean, Post Graduate Studies for provisional cancellation of registration for that semester of the defaulting student and the student also shall not be allowed to appear the mid and end term examinations for that particular semester.

6.3.5. Once a student's registration is provisionally canceled for a semester due to his/her shortfall in attendance, he/she may be allowed to register again in the next semester through a formal request to the Dean, Post Graduate Studies recommended by the concerned Chairperson and respective Head of the Department, but if the student repeats the earlier behaviour the student shall be terminated by the Registrar on recommendation of the Dean, Post Graduate Studies from the programme altogether.

6.3.6. The Dean, Post Graduate Studies can condone up to 5 % of the attendance (read including 6.4.1) but with strong recommendation of concerned Chairperson and respective Head of the Department on the ground of valid reasons mentioned in sections 5.7.6, 5.7.7 and 8.8.6 (with proper documents) produced by the student.

6.4 Leave

6.4.1. A student enjoying University Research Scholarship or any other scholarship/grant/aid may be granted a total sum of leave with scholarship/ fellowship not exceeding 30 days per year with a relaxation as mentioned in sections 6.3.7 or 8.8.6. and has to follow sections 6.3.1 and 6.3.2.

6.4.2. The student with written permission from the Dean, Post Graduate Studies recommended through Chairperson and Head of the Department can avail his/her leave with scholarship.

6.4.3. A total 180 days maternity leave (or as per the Government order time to time) shall be granted to the female student for the whole period of her study (excluding 6.4.1) with a medical certificate from the Resident Doctor only following clause 6.4.2 in addition to opt for withdrawing her enrollment in the respective semester.

6.4.4. If the students mentioned in section 6.4.1 does not complies the sections 6.3.4 and 6.3.5 or without approval from the competent authority avails leave/remain absent or avail leave beyond the stipulated period enshrined in 6.4.1 and 6.4.3 with or without approval (section 6.4.2) for the first time, the scholarship for that period shall be deducted with a warning from the Chairperson concerned not to repeat it again.

6.4.5. If students as in section 6.4.1 default again as mentioned in sections 6.4.4 shall be punished with as mentioned in section 6.3.5 including cancellation of scholarship for the semester, however clause 6.3.6 shall be applicable in extreme cases.

6.4.6. For improving the research aptitude of the student, participation in internship /training /workshop programme meant for the students of the specified level, or seminar/symposium/conference conducted by National/ International organization or Universities or Institutions, may be allowed with prior permission from Dean, Post Graduate Studies on recommendation of Chairperson and Head of the Department. In such cases the period during which he/she is participating the same shall be considered favourably in computation of attendance.

7.1. Student's Advisory Committee (SAC)

7.1.1. Composition

The Student's Advisory Committee (SAC) shall be constituted and communicated to the Dean Post Graduate Studies for approval within 1st semester of the Post-Graduate (Master's and Ph. D) Programme. The composition of Student's Advisory Committee (SAC) shall be as follows with minimum of four and maximum number of members be 5/6 for Masters and 6/7 for Ph. D degree:

(a) Chairperson
(b) Co-Chairperson (Joint Guide, Intra–University or National/ International/ Private institutional), wherever applicable
(c) Member from major field of study to a maximum of 2 members
(d) Member from minor or supporting discipline to a maximum of 2 members
(e) One additional member may also be included by the Chairperson of the SAC considering the research work of the student. The additional member may inter or intra institutional / private organization.

7.2. Major Advisor / Chairperson

7.2.1. Eligibility for Master's Degree

Any eligible teacher of relevant discipline at the main campus shall be assigned as a Chairperson of a student by the Head of the Department with the decision taken in the meeting of Departmental Committee within the 1st semester following seniority-cum-rotation basis. An eligible teacher shall complete a one-year probation period with three well-evidenced publications in standard national/international scientific journals having impact factor or NAAS rating. Eligible teachers from main campus of both department and the research wings shall only be considered for guidance of M. Sc. students.

7.2.2. Eligibility for Ph. D Degree

An eligible teacher for Ph. D. guidance as Chairperson, Student's Advisory Committee (SAC) shall have a doctoral degree and either shall have guided at least one master's student as Chairperson or shall have at least 3 years' experience in teaching/research/extension with at least 7 published/accepted research papers in standard scientific journals of National/International repute with impact factor or NAAS rating. The eligible teacher of the Department/RRS of the university shall be assigned as a Chairperson, SAC of the student by the Head of the concerned Department with the resolution taken in the meeting of the Departmental committee within the 1st semester of the programme following seniority-cum-rotation basis. Teachers from department as well as from different research wings of relevant discipline within the University jurisdiction shall be considered for guidance of Ph. D students.

Any scientist from an institute of national/international reputation may approach to the University for provision of student registration as Ph. D student for his/her Research Fellow in any project provided he / she satisfies the requirements mentioned for eligibility of being a Major Advisor. However, the proposal with the name of expected Co-Chairperson from the University must be routed through the concerned Department. A MOU shall be enforced with the roles of the institutes mentioned clearly and approved by the IPTM cell.

7.2.3. A teacher shall be permitted to act as a Chairperson or Co-Chairperson for a maximum number of four master's / Ph. D student at any point of time subject to a maximum allotment

of 2 students in an academic year including all categories mentioned in section 5.3.1.2 and 5.3.2.2 (excluding the student who had delivered pre-submission thesis/ seminar or discontinued or left).

7.2.4. Even after allotment of Chairperson to a student within 1st semester, if the student cancels his/her admission, the Chairperson shall not lose his seniority-cum-rotation but if the student leaving after 1st semester/had delivered pre-submission thesis seminar/ discontinued, the concerned teacher shall come at the end of the rotation.

7.2.5. A teacher though eligible to guide (as Chairperson or member of the SAC) applied for lien or on lien/given notice of resignation or resigned/long (extra-ordinary) leave/unable to function on health ground (on production of medical certificate from the Resident Medical Officer) or other unavoidable circumstances (on production of documentary evidence) shall not be allotted any student for guidance. Under such circumstances, a teacher from the major field of study who is already a member of the SAC and is having the eligibility of Ph.D. guidance as per section 7.2.2 shall be assigned to act as Chairperson (in such case section 7.2.3 may be waived considering the future of the student).

7.2.6. Teacher on medical grounds after production of medical fitness certificate from the Resident Medical Officer or other after joining the normal duty shall regain his/her position (last on the serial) on seniority-cum-rotation basis for allotment of students.

7.2.7. A teacher acting as Chairperson of a student, if is applying for lien, the pre-submission thesis seminar of the concerned student must be completed before his/her leaving to prevail his/her Chairpersonship, otherwise, he/she can continue as Co-Chairperson, SAC with no objection certificate from his/her new institution. However, he/she has to attend all the monitoring and evaluation process physically/online and no allowances shall be provided for the same.

7.2.8. A teacher shall not be allotted M. Sc. Student if he/ she is going to be superannuated with less than 2 years of service and for Ph.D. student if superannuation is within less than 3 years of service from the date of vacancy declaration.

7.2.9. A Chairperson whose student unable to deliver the pre-submission thesis seminar before / on the date of superannuation shall has to submit a no claim undertaking of any benefit arising from student's guidance.

7.2.10. A teacher with Master's qualification may be alloted student for M. Sc. programme but Ph. D allotment is restricted till 12 years of his/her continuous service with minimum 20 nos. of published research papers in standard national/international scientific journals having impact factor or NAAS rating

7.2.9 Allotment / Selection of Chairperson

The In-service candidate shall be given first the open choice for selecting the Chairperson from all eligible teachers in the discipline. The opted teacher shall be excluded from list of available Chairperson for guidance of rest of the admitted student until and unless all the teachers have been assigned a student for at least once. After this selection, the other admitted students (M.Sc. Students of all category and Research Scholars in case of Ph.D.) in order of their merit position (ICAR nominated candidates shall be treated as the top rank holders according to their rank in ICAR merit panel) in the panel of the respective academic session shall opt their Chairperson from amongst the eligible teachers on the basis of seniority-cum-rotation subject to the fulfillment of the following conditions:

a. the number of eligible teachers open for option by the students as their Chairperson in an academic year shall be in equal to the number of admitted students (in case where number of admitted students is less than the number of eligible teachers in a department);

otherwise, all the eligible teachers shall be open for option (in case where number of admitted students is equal to or more than the number of eligible teachers);

b. a teacher shall be assigned two students only if each of the eligible teacher open for option is assured to get at least one student for guidance in the academic year according to seniority rotation

The Head of the Department will provide option forms mentioning the name of the eligible teachers open for option for the academic year; and the students will give their preference according to rank (1st, 2nd, 3rd.) against the name of the teachers and submit to the Head of the Department. The Head of the Department in presence of the members of the Departmental committee will allot Chairperson according to the option given by the students and will notify accordingly.

7.3 Notification of Eligible Teachers

7.3.1. The teacher eligible for guiding M.Sc. and Ph. D student shall be notified separately as and when needed but before the advertisement of vacant seats of M.Sc. and Ph. D programme by the Dean Post Graduate Studies on recommendation by the concerned Departmental committee through the concerned Head of the Department after being claimed by the teacher concern, supported with documents showing the eligibility conditions for guiding M. Sc. and Ph. D students as laid in 7.2.1 and 7.2.2.

7.3.2. Every department shall separately maintain the list of eligible teachers for M. Sc, and Ph. D programmes on seniority-cum-rotation basis.

7.4 Co-Chairperson

7.4.1 Intra University

Any eligible teacher may act as Co-Chairperson for a student within the University either from the same or different faculties provided the teacher is within the ceiling of number of students as mentioned in 7.2.3. and there is appropriate need for executing the research work.

7.4.2 Inter Institutional

7.4.2.1 A Chairperson may propose for a Co-Chairperson from any Institute of National / International reputation provided there exists a working memorandum of understanding between the Institute/ University concerned with regard to

1. Any externally funded project
2. Any kind of academic exchange
3. Any kind of research collaboration

The proposal for Co-Chairperson should be addressed to Dean Post Graduate Studies through the Head of the concerned Department, which will be communicated to the Institute by the Dean, Post Graduate Studies to receive the consent from the Institute.

7.4.2.2. Any eligible teacher may act as Co-Chairperson for a student registered in other University provided the teacher is within the ceiling of number of students as mentioned in 7.2.3. However, to act as Co-Chairperson of such student the teacher shall apply through Departmental / Faculty Management Committee and to get official permission from Dean Post Graduate Studies.

7.5. Student Advisory Committee (SAC)

7.5.1. The member of SAC shall be a teacher (teaching/ research/extension) (having doctoral degree for doctoral students) in the concerned or other discipline of the student's major and minor field of study. A teacher having completed one-year probation period can be a member of advisory committee.

7.5.2. The SAC of the M. Sc. programme shall be approved by Dean Post Graduate Studies within first semester while for Ph. D students the SAC shall be approved by the BRS applied by the Chairperson, SAC through proper channel within the second semester in the **format annexed as 7.1.**

7.5.3. In case any dispute regarding selection of Chairperson and/or member of the SAC arises, the matter of allotment of the students etc. shall be referred to the Dean Post Graduate Studies for decision. The Dean Post Graduate Studies after taking appropriate action shall inform the matter to the Head concerned for his further necessary action or can seek direction from higher authority if needed.

7.5.4. A Chairperson once assigned to a student will normally not be changed. In situations, where the change of Chairperson, SAC or any member of the committee becomes inevitable, because of lien or applied for lien or given notice of resignation or resigned/demise/long (extra-ordinary) leave/unable to function on health ground (on production of medical certificate from the Resident Medical Officer) or other unavoidable circumstances (on production of documentary evidence), the Dean, Post Graduate Studies after consultation with Head of the Department will assign a Chairperson, SAC normally a member from the SAC of major field of study in the same department following 7.2.5. However, if the SAC member already has maximum number of students under his guidance as Chairperson, then ceiling of students (Section 7.2.3) may be waived with approval by Dean, Post Graduate Studies. If no such eligible teacher is present who can act as a Chairperson, then the Head of the Department shall act as Chairperson. If addition of new member under such circumstances is felt necessary by the SAC, the proposal may be placed to the Departmental Committee by the concerned Chairperson. Departmental Committee after careful consideration shall forward the recommendation for approval by the Dean, Post Graduate Studies.

7.5.5 However, a teacher acting as a Chairperson, SAC or member, SAC of a M. Sc. and Ph. D student resigns or given notice for resignation, on lien or applied for lien, on willingness shall continue to guide the concerned student on the recommendation of the Departmental committee, forwarded by the BRS and approved by the Vice-Chancellor provided that the student had completed the pre-submission thesis seminar. For a teacher on lien a no objection certificate from the present university/ Institute/ organization where the teacher is working must be produced to act as Co-Chairperson. However, it is not mandatory to attend the student's every advisory committee and BRS meeting but must attend the external *viva-voce* examination. In the absence of the Chairperson (on lien/retired), the member of SAC from the department can be a signatory on behalf of the Chairperson for student's thesis-related or any other academic work.

WHERE WISDOM IS FREE

7.5.6 A student cannot request to change his/her SAC.

7.5.7. A teacher in suspension under disciplinary action cannot act as Chairperson/ Co-Chairperson/ member of SAC.

7.6 Functions of Student Advisory Committee

(a) To prepare the plan of post-graduate course work of the student.
(b) To draw the detail programme of research work for thesis/ thesis of the student, subsequently prepare the students for plan of work seminar.
(c) To advise and guide the student for his/her course and research work.
(d) To suggest the topics for seminars to be given by the student.
(e) To hold the comprehensive examination of the Ph. D student in consultation with the Head of the Department concerned.
(f) To conduct the seminar on final evaluation of the student after examination of the thesis in consultation with the Head of the Department concerned.
(g) To review and evaluate the research work by awarding grade to research credit allotted to the student in a semester and to report to the Dean Post Graduate Studies.

This research review and evaluation of the student by the SAC shall be completed before the start of next semester, failing which the student shall not be allowed to register for the next semester.

7.7 Board of Research Studies (BRS)

7.7.1 There shall be a BRS for Ph. D Degree Programme.

7.7.2 The BRS shall consist of the following:

(a) Dean, Post Graduate Studies as Chairperson

(b) Deans of the Faculties, member

(c) Director of Research, member

(d) Head of the concerned Department, member

(e) Chairperson and/or Co-Chairperson of the SAC, member

(f) One teacher (not Head) preferably a senior teacher nominated by the department. If the person concerned is also a Chairperson of a student, another senior most teacher shall attend – Departmental Nominee

7.7.3. In case the Dean, Post Graduate Studies is also a Chairperson, SAC of a student, the recommendation of BRS in respect to the student shall be approved by the Vice-Chancellor.

7.7.4. At least one meeting of BRS shall be held in every month or more (if required), the last of which shall be scheduled before end of the semester.

7.7.5. Four members shall form the quorum of BRS meeting provided that the Head of the Department, and the Chairperson, SAC must be present.

7.7.6. In case the Chairperson of any research student remains absent in two successive BRS meeting, Head of the Department shall intimate the matter to the Dean, Post Graduate Studies and a member of the SAC who shall be from the major field of study of the student concerned to act as the Chairperson, till the regular Chairperson joins with approval of the Dean, Post Graduate Studies.

7.8 Functions of BRS

(a) To approve the programme of research work and synopsis for thesis of Ph. D degree programme;
(b) To review and evaluate the reports on the progress of research work of the student every semester as approved in the synopsis by analysing the thesis research register of the student (see section 9.6.3).
(c) To check the thesis whether it was conducted/ completed or written as mentioned/ planned in the synopsis and evaluate the thesis by analysing the research register for accepting the final thesis.
(d) Only after accepting the thesis following the conditions mentioned in clause 9.9, BRS shall approve the name(s) of examiner(s) for Examination of thesis.
(e) To decide on the reports of Examination of the thesis.
(f) To recommend to the Academic Council for approval of the degree.
(g) To decide any other matter related to degree programme of a student.

8.1 Programme of Study

A detailed Programme of studies (Proposed Plan of Work i.e., PPW giving course requirements along with synopsis of thesis assignment of the student admitted to Ph. D degree shall be prepared by the Chairperson in consultation with members of the SAC for submission in the prescribed form in 3 (three) copies **(Annexure 8.1)** through the Head of the Department to the Dean, Post Graduate Studies for approval in Board of Research Studies (BRS) within 2nd semester of the student. For M.Sc. students also, 3 copies each of PPW giving course requirements, and proposed title of the thesis is to be submitted within 1st semester to the Dean, Post Graduate Studies. However, it doesn't require approval of the BRS. Any changes in composition of Advisory Committee, and major change(s) in PPW and proposed thesis synopsis shall not be allowed after 2nd semester for M.Sc. and 3rd semester for Ph. D, programs. These revisions in Ph. D. have to approved by the BRS and for M. Sc. by the Dean, Post Graduate Studies. The Dean, Post Graduate Studies shall return the approved copies of his/her programme of studies to the Head of the Department after getting application from the concerned student duly endorsed by the SAC and concerned Head of the Department, the revised PPW in 3 (three) copies needs to be submitted to the Dean, Post Graduate Studies through proper channel within 10 days of such return for final approval after which no modification shall be allowed.

The Deputy Registrar shall keep 1 (one) copy as office record in personal file of the student and return the remaining approved copies to Head of the concerned student for the student and the Chairperson.

While preparing the programme of study, the SAC shall take into account the students' previous academic attainment and his /her requirement for securing a high standard of performance in his/her field of specialization and related supporting discipline.

8.1.1. Formal in-class (theory) and practical (laboratory oriented and out-field) system of education having English as medium of instruction with semester system keeping the provision of thesis work involving registration of the semester with the scheduled courses (credit and non-credit) and credit research work shall be submitted by the student through filling up of prescribed roster forms (two copies) **[Annexure 8.2]** as planned in PPW. The semester shall be started in compliance to the approved academic calendar. A student cannot be considered as registered one in a particular semester if he/she does not follow the instructions given in section 5.7 and is not entitled to attend theory and practical classes and even conduct the research work.

8.1.2. An effective semester shall be at least of 16 working/teaching/research/academic weeks and less than this shall render the semester or a course(s) invalid and subsequent cancellation of the semester or course(s). If a particular semester gets cancelled due to not fulfilling the criteria of the effective semester all the academic or research activities of the student stands null and void while, if a particular course(s) gets cancelled due to this criterion all the activities of that particular course (attendance/examination if any/practical activities) also become null and void.

8.1.3. In such a case the student(s) shall have to register that cancelled semester or course(s) again but the maximum duration as mentioned in clause 3.3 shall remain unchanged.

8.1.4. The Dean Post Graduate Studies, Head of the Department, the Course Instructors and the students must follow the schedule and activity of the Academic Calendar.

8.1.5. In each semester, before the commencement of mid-term and end term examination as per academic calendar, the Dean, Post Graduate Studies shall review the academic progress with all the Heads of the Departments.

8.1.6. The Academic Council shall also review the academic activities with regards to the academic calendar after every semester and if necessary, modify/correct the Academic calendar or academic rules and regulation pertaining there to deemed fit by the council with retrospective/ immediate effect as applicable. The Dean, Post Graduate Studies shall remain responsible/accountable and answerable to any non-compliance of academic calendar or Academic Rules and Regulations to Academic Council.

8.1.7. The Dean, Post Graduate Studies shall take corrective/punitive action by demanding the cause (in written) of change in the normal semester activity (not complying to the academic calendar) for which the Head of the Department or the course instructor(s) concerned shall remain responsible/accountable and answerable to any non-compliance of academic calendar or Academic Rules and Regulations to the Dean, Post Graduate Studies.

8.2. Minimum Credit Requirements*

Course work/subject	**Master**	**Ph. D**
Major	20	12
Minor	08	06
Supporting	06	05
Common Courses	05	-
Credit seminar	01	02
Thesis Research	30	75
Total Credits	70	100
Comprehensive Viva voce	No	Yes

***Shall be modified as and when recommended by BSMA committee**

8.2.1. Pre-requisite course:

It is the course which is specified for equipping a student with the background knowledge for a major course. Normally a student of other department wanting for an advanced level course as minor/ supporting for which basic and fundamental knowledge is required, the concerned offering department shall inform the student to undergo the major course first followed by taking the target course. The concerned student has to enroll the course as non-credit one and only have to pass with "Satisfactory" performance in the evaluation following the section 9.1.2.9. without accounting any grade in GPA/CGPA.

8.2.2. Deficiency Course

If the Departmental Committee feels that the newly admitted students are deficient in fundamental knowledge of major courses during his/her undergraduate study programme, a set of courses covering the knowledge gap may be offered. The student shall take such course(s) in addition to the scheduled course(s) of major, minor and supporting disciplines as part of the degree programme. After successful completion of such course(s), the student shall have to earn 'S' (satisfactory) grade following the section 9.1.2.9.

8.3. Maximum Credit Load

A student can register a maximum of 20 credit hours in a semester excluding research credit hours.

8.3.1. Credit Research Load

8.3.1.1. The following table illustrates the distribution of research credit load to be taken by the student in different semesters

Study Programme	1st semester	2nd semester	3rd semester	4th semester	5th semester	6th semester
M.Sc.		5	5	10 and 10*	-	-
Ph. D	-	5	10	15	15	15 and 15*

* To be evaluated by the external examiner

8.3.1.2. At the end of each semester, the SAC of the student shall evaluate the research progress of the student (through a seminar) as planned/mentioned in the synopsis. The marks given against the progress has to be submitted to the office of the Deputy Registrar in prescribed format (**Annexure 8.3**) and shall be accounted in GPA of that particular semester. After completion of minimum period of degree attainment, the report on work progress analyzing the thesis to conform the needs of the research register (see section 9.6.3) for evaluation as credit performance and shall be approved by the BRS for considering extension of study programme.

8.3.1.3. In case of extension of semester beyond four for masters and six for Ph. D programme, there may be a situation the student might have exhausted minimum prescribed research load, however the student shall have to register the extended semester with non-credit research load (in excess of the prescribed minimum research load) according to his/her research work left as decided by his/her advisory committee still with clause 8.3.1.2 valid. However, sometime the student has to extend and register another semester after 4th or 6th semesters (for M. Sc. and Ph. D, respectively) only to submit his thesis after registration, shall have to mention only 'Thesis Submission' on the Roster form to register for the semester.

8.3.1.4. A M.Sc./Ph. D student cannot register the next semester beyond 4th and 6th semester for M.Sc. And Ph. D respectively, unless and until his/her research performance is not evaluated by SAC in presence of Head of the Department and approved by the BRS for Ph.D., and by Dean, Post Graduate Studies for M. Sc.

8.3.1.5. Mid-term evaluation of Ph.D. (to move from JRF to SRF) is a mandatory requirement for all the funding agencies. Hence, the semester progress report needs to be done after completion of two years with conduction of an evaluation by External Examiner who shall be appointed in same manner as described in section 9.5.1. Concerned student has to apply for the purpose to Dean, Post Graduate Studies for permission with submission of fees of ₹1000/-. The successful completion enables the students to become eligible for SRF.

8.4. Internship during M. Sc. programme

To encourage the students in entrepreneurship development, an optional internship/ in-plant training (called as IDEA) in lieu of thesis (30 credits as mentioned in section 8.2 may be opted to have a real-time hands-on experience in the industry. This pragmatic approach would definitely result in enhanced partnerships between academia and industry. Following criteria for IDEA will be taken into consideration:

- At any point of time there will not be more than 50% of students who can opt under IDEA
- Chairperson will be from the University and Co-Chairperson (or SAC member) from industry provided fulfilling the criteria mentioned in section 7.2.1.
- Total credits (30) will be divided into 20 for internship/ in-plant training for 4 months and 10 for writing the report (1 month) followed by *viva-voce* similar to thesis.
- Work place will be industry; however, academic/ research support would be provided by the University or both. MoU may be developed accordingly.
- The IPR, if any, would be as per the University policy duly approved by the IPTM cell.

8.5. Learning through online e-courses, MOOCs, SWAYAM approved by ICAR and MHRD, Govt. of India is allowed for the students up to a maximum 20% of his proposed credits in a semester. Board of Research Studies (BRS) shall identify available online courses and a

student may select from the listed courses. The interested students may provide the details of the on-line courses to the BRS for its consideration. The course fee if any shall have to be borne by the concerned student. The host institute offering the course does the evaluation and provide marks/ grades. The BRS shall develop the conversion formula for calculation of GPA and it may do appropriate checks on delivery methods and do additional evaluations, if needed.

8.6. Addition of Courses(s)

A M.Sc./Ph. D student may be permitted by the Dean Post Graduate Studies to add course(s) within two weeks from the date of commencement of classes provided that the maximum credit load in one semester does not exceed the limit of 20 credit hours **(Annexure 8.4)**. The Chairperson of the student and the concerned course instructor shall recommend for such addition. A student must apply for addition of such course(s) to the Dean, Post Graduate Studies through the Chairperson and Head of the department. Amended PPW must be submitted to the Dean, Post Graduate Studies for approval.

8.7. Withdrawal from course(s) and/or Semester(s)

8.7.1 A student in M. Sc. and Ph. D programme, on the recommendation of the Chairperson forwarded by the Head of the concerned Department may be permitted by the Dean, Post Graduate Studies to withdraw not more than 2 courses (except major courses) in a semester **(Annexure 8.5)**. Beyond 8 weeks or after commencement of Mid-term examination whichever in earlier, such course withdrawal application shall not be entertained.

8.7.2 In case of anticipated or prolonged absence of a registered M. Sc. and Ph. D student on account of section 6.4. which can/will make the student unable to appear in short tests, mid-term practical, end term examination and scheduled research work. On written request within two weeks of occurrence of such events, the student may be permitted by the Dean, Post Graduate Studies on recommendation of the Chairperson, Head of the Department to withdraw his/her current registered semester or the next semester (s). Such a withdrawal shall not be more than two semesters at a stretch for once except in some rare occasions like serious accidents, natural calamities or disease that takes longer period for recuperation. If it is more than one semester, it shall be considered as discontinuance from the programme as mentioned in section 6.1 and 6.2 and if it is for a period of a semester or less than a semester, it shall be treated only as withdrawal from that particular semester.

8.7.3 In such a case, the student does not inform the Dean, Post Graduate Studies about the events mentioned in section 8.7.2 and remain absent which shall be considered unauthorized and the student's name shall be struck off from the university roll by the Registrar on recommendation of Chairperson, Head of the department and the Dean, Post Graduate Studies, and finally to be reported to the Academic Council. Such students shall lose the right of readmission.

8.7.4 The symbol 'W' shall be entered in the transcript of the student against courses in that particular semester when course(s) was/were withdrawn or complete semester withdrawn for which the student was permitted to withdraw.

8.8. Requirement of Class Attendance

8.8.1. In addition to section 6.3., if a student falls short of above stated prescribed limit of attendance, he/she shall be treated fail in the concerned course(s) and shall be awarded 'F' (fail) grade in the semester mark sheet. The student has to re-register the course(s) in a next semester with a fee of ₹ 1000/course when the course will be offered with regular attendance and evaluation through short test, mid-term and end-term theory and practical examination. For calculation of GPA for the particular semester, grade 'F' will be equivalent to zero and student's GPA for the semester shall be calculated accordingly and when the student clear the

course in the subsequent semester, the grade shall be added to the cumulative credit score but the credit hour of this corresponding course shall not be added again to the cumulative credit hours of the student up to that semester for calculating the OGPA.

8.8.2. A student having shortage of class attendance below the prescribed limit in more than two courses in a semester will have to repeat the complete semester again and 'F' grade shall be awarded to all the courses including the research credit hours registered for that particular semester. In case the student defaults again even if it is for a single course for the second time, he/she shall be terminated from the degree programme.

8.8.3. If the courses were added later or a student admitted later, the *per cent* of attendance in the course shall be calculated from the date on which such permission/ admission is granted to the student.

8.8.4. The Dean, Post Graduate Studies on recommendation of the concerned Chairperson and DSW after written application from the student concerned within seven days of receipt of such nomination may permit a student to represent the University/ Faculty in co-curricular activities such as Inter-University Sports and Games, cultural meet, Debate, Republic Day Parade or any other district/ state/ national/ international events. The period for which the student is deputed including the period of journey shall be treated as authorized absence under official directive. In such cases, the *per cent* attendance shall be calculated excluding the classes/ period of authorized absence by the course instructor. The Dean Post Graduate Studies shall notify the name(s) of such student to the Heads of the Departments for conveying the information to the course instructors concerned for record.

8.8.5. Absence of student's *en mass* from the classes shall not be ignored while computing the attendance for the course and in all such cases the students shall be marked absent and the classes shall be assumed to have been held.

8.8.6. In case a student is actually prevented from attending the classes owing to serious illness or accident of self or bereavements of his sanguine brother/sister/parents/legal guardian or marriage, the student shall submit an application to the Head the Department concerned along recommended by the Chairperson with documentary evidence(s) or medical certificate from the Resident Medical Officer and a recommendation from the Dean Students' Welfare (in case of a hosteler) or from any Registered Medical Officer (in case of day scholar) either prior to leaving the campus or within 7 days of absence from the university (the incident/ event/ condition stating clearly the facts, or in the form of medical certificate the nature and actual cause of illness and the period for which he/she has been advised rest). In such cases the Dean, Post Graduate Studies on the recommendation of the Chairperson and Head of the Department, may condone his/her absence and grant permission to appear in the end term examination provided he/she has a minimum attendance of 60 %. After seven days of absence from the university due to such events, no application seeking permission shall be entertained. The student who falls short of 60 % attendance shall have to withdraw the semester following section 8.7.

8.8.7. The record of class attendance of all the students in each course shall be maintained by the concerned course instructor(s) and the same shall be intimated within three days of completion of course instruction to the Head of the Department, who shall forward it to Dean Post Graduate Studies for necessary action.

8.8.8. The course instructor shall submit the attendance report, clearly mentioning the defaulting students on the ground of minimum prescribed attendance, to the Head of the Department without failing on the date of starting of suspension of classes before the end term examination. The Head of the Department shall send the attendance report of all the courses that the department offers in that semester on the next working day after the last class. The

Dean, Post Graduate Studies then shall consider the attendance reports of all the courses the faculty/ college offers in that semester The defaulter students can apply to the Dean, Post Graduate Studies within two days of notification by the Deputy Registrar for condonation. Action of condonement of such students shall be decided by the Dean Post Graduate Studies within 1-2 days of the receipt of application and the list of such students shall be immediately sent for notification by the Deputy Registrar before the commencement of end-term examination. No condonation in any case shall be entertained after the stipulated period mentioned above.

Chapter 9

Examination and Award of Degrees

All students shall have to take examination given by the instructors in courses registered by them in a particular semester. The types of examination and weightage attached to each will be announced by the course leader at the beginning of the semester. The examination or evaluation of a student's achievement in a course shall be based on his/her performance in various kinds of tests and assignments.

9.1. Evaluation

9.1.1 Evaluation of Course Work

A student shall have to appear in examination (First Test, Mid Term and End Term under BSMA) on all courses separately for which he/she has registered. The student's evaluation *vis-à-vis* achievement in a course shall be based on his/her performance in various kinds of examination, laboratory and library assignments, seminars and other types of exercise. The types of examination, relative weightage in terms of marks to be given to these examinations shall be as per recommendation of BSMA committee and subsequently approved by the Academic Council.

9.1.2. Pattern of Examination

9.1.2.1. The pattern of examination shall normally be as follows:

(i) **Theory**

a) **First Test:** One first Test carrying 10 marks after completion of 20% of the course. The duration is 15 minutes and the questions should be of objective type.

b) **Mid Term:** One Mid-term carrying 30 marks after completion of 50% of the course. The duration is 1 hr and the questions should be of objective and short answer type.

c) **End Term examination:** After the completion of course work and as per the academic calendar, there shall be an end term examination of 60 marks for M.Sc courses of 500 series (consisting of 6 broad questions each carrying 15 marks; out of which 4 questions are to be answered and one question may be of short answer types) and for Ph.D. courses of 600 series, 80 marks (consisting of 6 broad questions each carrying 20 marks; out of which 4 questions are to be answered (one question may be of short answer types) covering the entire subject matter of the course. The examination shall be of 3 hours duration. Question paper setter (internal or external) shall be decided as per the latest BSMA committee recommendation of ICAR.

d) There is no first test and mid-term for Ph. D courses. The Ph.D. student enrolled in 500 series courses otherwise shall have to appear in all the examinations in the same way like M. Sc. students.

e) Remaining 20 marks for 600 series course(s) shall be evaluated through surprise test '/ course topic related seminar, etc.

(ii) Practical

a) Evaluation of on-going assignment during the course work + attendance + practical notebook	40 marks
b) Final practical and viva-voce (practical work-40 marks; viva-voce-20 marks)	60 marks

The final practical examination shall be conducted by the course instructor concerned during the last week of the semester and must be completed before beginning of the end-term examination.

(iii) Credit Seminar: As mentioned in section 8.2., the sole credit seminar of M. Sc. programme shall be on a thesis related general topic, preferably on his/her 3rd semester and the awarded grade shall be accounted in GPA and CGPA of the respective semester. The awarded grade of the pre-submission thesis seminar shall be accounted in the GPA and CGPA of the final semester as research credit. For the Ph.D. programme, 1st credit seminar shall be on the general topic of his major field of study, to be given in 3rd semester and the 2nd credit seminar on innovative research problems and solutions related to his/her discipline specialization, to be given in 5th semester. The awarded grade shall be accounted in GPA and CGPA of the respective semesters. The seminar on proposed plan of thesis work has to be delivered preferably in his/her 2nd semester and the awarded grade shall be accounted in GPA and CGPA of the respective semester as research credit. The awarded grade for pre-submission thesis seminar shall be accounted against the research credit load in his/her final semester (6th semester and onwards within 14th semester). The seminar(s) shall be conducted by a Seminar In-charge/Leader who shall be a teacher of the concerned department. The student allotted to out-station Chairperson may also be permitted, upon submission of a prayer, to deliver the seminar through on-line virtual mode. The presence of the Chairperson, SAC, in the seminars is obligatory through physical presence/online virtual platform. Members of the SAC shall also be present in the seminar. Presence of Head of the Department along with faculty members and students of M. Sc. and Ph.D. programme may be ensured/invited during the seminars as far as possible.

9.1.2.2. The checked first test answer scripts must be shown to the students within a week by the concerned course instructor, extending the opportunity to review his/her performance and based on the marks obtained can apply for withdrawal of a course. Further, the course instructors shall also update the class attendance status of all the students and must caution/warn the defaulting students about the consequence of shortfall of attendance as mentioned in clauses from 8.8.1 to 8.8.3. If any defaulting students on attendance, the course instructor can take extra classes on the request of that student to make up the shortage of attendance and the decision to take extra class shall completely depend on the concerned course instructor(s).

9.1.2.3. The students fulfilling the conditions mentioned in clauses 8.8.4 and 8.8.8 can be allowed to sit in the end-term examination.

9.1.2.4. For major/ minor/ supporting courses, there shall be no back examination of PG students. However, there is provision for improvement shall be granted twice during the whole study programme in short test and mid-term examinations only for particular course(s). Even after such consideration if a student fails in 1-2 major and/or minor courses redeeming the student to register the failed course(s) again in a subsequent semester following the section 8.8.1 and if a student fails in more than two major and/or minor courses he/she shall be considered as "**Year Back**" and has to repeat the semester with all the registered courses as per PPW. Repeat of course(s) and Year Back shall mean regular attendance in the class and evaluation as mentioned in section 9.1.2.1. This opportunity shall be extended one another time failing which 9.1.2.6 shall be applied.

9.1.2.5. The student receiving "F" in any common courses shall be permitted to appear for repeat examination. The concerned student has to appear in the particular examination (Mid Term/End Term theory/practical) where he/she has shortfall. Application in prescribed format

(Annexure 9.1) must be submitted within 10 working days after final result publication by depositing a fee of ₹1000/- per course.

9.1.2.6. If a student fails in the same course for second time as provisioned in section 9.1.2.4 and 9.1.2.5, the student shall be terminated from the study programme.

9.1.2.7. However, a student under section 8.8.4 and 8.8.6 can be allowed to appear in the end-term theory and practical examination as a special case or the missed first test and mid-term upon application by the student to the Dean Post Graduate Studies through proper channel. For missed mid / end term the student has to apply in prescribed format **(Annexure 9.2)** within 7 working days of completion of mid-term examination and for missed end-term theory and practical examination within 15 working days of commencement of the immediate next semester. The events of missed mid-term and end-term examinations shall be enlisted in the academic calendar and exact dates shall be notified by the Deputy Registrar following the approval of the Dean Post Graduate Studies.

9.1.2.8. The student has to pass the theory and practical separately acquiring 60 and 65 % marks for M. Sc. and Ph. D. courses, respectively. Failing either in theory or practical shall be considered as fail in that particular course and marked 'F' in the semester grade card. For calculation of GPA for the particular semester grade 'F' will be equivalent to zero and student's GPA for the semester shall be calculated accordingly and when the student clear the course in the subsequent semester; the grade shall be added to the cumulative credit score but the credit hour of this corresponding course shall not be added again to the cumulative credit hours of the student up to that semester for calculating the OGPA.

9.1.2.9. The end-term answer scripts shall be evaluated by the respective course instructor(s) and results to be submitted to the Head of the Department within 21 days of receipt of the same. The Head of the Department shall send the awarded grades course-wise directly to the Deputy Register for notification of the results. Any important matter related to section 9.1.2.4 to 9.1.2.6 shall be brought in to the notice of the Board of Examination time to time.

9.1.2.11. The evaluated answer scripts of mid-term and end-term examinations shall be deposited to the Examination Section directly in sealed cover by the course Instructor along with a question paper for each. The same will be destroyed by appropriate means after 4 years of degree fulfillment of the students of the particular registration year.

9.1.2.12. There shall be a provision of reviewing the answer copies by a committee comprising of Chairperson of the concerned student, course leader of the respective course, Head of the concerned Department from where the course is offered, the Dean, Post Graduate Studies as Chairman of the Committee and the Deputy Registrar as Convenor. The student within two weeks of publication of semester results has to apply in prescribed format **(Annexure 9.3)** to the Dean, Post Graduate Studies recommended by the concerned Chairperson and Head of the Department from where the course is offered by paying fees of ₹ 1000/- per course for M.Sc. and ₹1500/- per course for Ph. D students or the fees revised by the competent authority from time to time. For quorum, presence of all the members is compulsory. Deputy Registrar shall notify the exact date to convene the meeting of the Review Committee within a week of the last date of receipt of such applications and notify the results immediately.

9.1.2.13. When a course leader finds that a mistake has been made in reporting the grade obtained by a student, he/she shall immediately bring the fact to the notice of the Deputy Registrar through the Head of the Department concerned, who after examining all documents and satisfying himself/herself with the genuineness of the mistake, shall put the corrected grade in the final transcript.

9.2 Suspension of Classes before End Term

Classes shall be suspended for one week prior to the commencement of the end term theory examination. The notice for suspension of classes shall be issued by the Dean, Post Graduate Studies. Practical examinations must be completed before the commencement of theory end term examination.

9.3 Award of Grades

9.3.1 At the end of each semester, the respective course instructor(s) shall grade his/her students in grade point on the basis of the cumulative marks secured by each of them in different kinds of tests and examinations and on the basis of the performance of the students in the laboratory and library assignments, special problems and seminars and other types of exercises, etc.

9.3.2. Grading System

9.3.2.1. The grading system shall be on 10.00-point scale having minimum passing grade in a course shall be 6.00 and 6.50 while minimum OGPA to continue and to obtain degree shall be 6.50 and 7.00, respectively for M. Sc. and Ph. D. program, respectively. For the deficiency non-credit course and comprehensive examination satisfactory (S) or un-satisfactory (US) grade shall be awarded corresponding 60 % or more and less than 60 % marks obtained by the student in the corresponding examination, respectively.

9.3.2.2. Formula for conversion of raw marks into Grade Point (GP)
GP= [{(Number obtained in theory out of 100×theory credit hr) + (Number obtained in practical out of 100×practical credit hr)} ÷ Total Credit hr of the course] ÷10

9.3.2.3. Formula for conversion of OGPA into percentage of Marks
Percentage of Marks: OGPA x 100/10
E.g. if the OGPA is 7.30 then the percentage of marks would be 7.30 x 100/10 = 73 %

9.3.2.4. When calculating final overall grade point average (OGPA) on the completion of the degree programme, if the digit in the third decimal place is 5 or above, the digit in the second decimal place shall be raised by 1 unit after eliminating the third.

9.3.3. Significance of OGPA

OGPA	Equivalent per cent of marks	Significance
9.00 to 10.00	90 to 100 %	Excellent (1^{st} class with distinction)
8.00 to 8.99	80 to 89.9%	Good (1^{st} class)
7.00 to 7.99	70 to 79.9 %	Fair (2^{nd} class)
6.50 to 6.99	65 to 69.9 %	Average for M.Sc. and fail for Ph.D.
Below 6.50	Below 65 %	Fail for M.Sc.

9.3.4 Symbols to be used in the Transcript in the respective semester
S = Satisfactory; US = Unsatisfactory; W = Withdrawn; NC = non-credit course; R = Repeat course; YB = Year Back.

9.4 Academic Probation

9.4.1. If in a particular semester the grade point average (GPA) of a student falls below 6.50/10.00 (for M.Sc.) or 7.00/10.00 (for Ph.D.), he/she shall be placed on Academic Probation for the duration of the following semesters, and the student shall not be eligible for the award of the degree unless the student clears the course with the prescribed CGPA in the respective semester for completion of the degree.

9.4.2 Removal from Academic Probation

The student shall be given a chance to remove the scholastic probation by obtaining required GPA of the specified semester by repetition of one or more courses of that semester with other regular courses of his/her succeeding semesters subject to the fulfilment of maximum allowable credit load per semester (see section 8.3) and maintaining required attendance (following clause 8.8). However, in such case, the result of the subsequent semester will be withheld until the academic probation of the specified semester is not removed. In this process, the rearrangement of courses, if necessary, in the PPW may be recommended by the Student's Advisory Committee and be approved by the Dean, Post Graduate Studies. Such provision of improvement shall be granted once during the study programme. Upon getting academic probation in two consecutive semesters the student shall be dropped from the roll of the University.

9.5 Comprehensive Test

9.5.1. The Comprehensive examination is applicable for Ph.D. students only after completion of all course work and 50% of research work. The comprehensive evaluation shall be based on oral examination by an external expert (preferably through on-line) in presence of Chairperson (physical or through on-line) with SAC members and Head of the concerned Department. The evaluation should cover both the research problem and theoretical background to execute the thesis project. Head of the Department shall propose a list of 3 examiners from where one shall be nominated by the Dean, Post Graduate Studies and subsequently appointment letter shall be issued by the Deputy Registrar. An honorarium as fixed by the Academic Council time to time shall be paid to the External Examiner for each case. Head of the concerned department shall be responsible for conducting the evaluation.

9.5.2. A student intending to appear in comprehensive test shall apply to the Dean, Post Graduate Studies through proper channel (Chairperson and concerned Head of the Department) in prescribed format **(Annexure 9.4)** preferably from his/her 5th semester onward for obtaining permission.

9.5.3. A student on academic probation (see section 9.4) shall not be eligible for comprehensive evaluation.

9.5.4. The successful completion of comprehensive evaluation is to obtain the "Satisfactory" remark by the external expert in the format given as **Annexure 9.5**.

9.5.5. A student is eligible to submit the thesis only after successful completion of the comprehensive evaluation,

9.5.6. In case a student fails in the comprehensive evaluation, he/she shall be re-examined in the same manner and will continue to do so until the student satisfactorily clears the evaluation. In such case the student has to apply for Repeat comprehensive evaluation in prescribed format **(Annexure 9.6)** by depositing the fees of ₹1500 with the provision of revising the fees by the competent authority from time to time.

9.5.7. The student assigned to the out-station Chairperson may defend the comprehensive evaluation through on-line virtual mode. The Chairperson's presence in the comprehensive evaluation is mandatory, and can also attend the same through on-line virtual mode.

9.6. Research Work

9.6.1. Master's Thesis

The topic of thesis shall fall within the major field of specialization in which a student takes admission. The thesis should be of such nature so as to develop expertise in a student for conducting research during his/her higher studies. A student shall submit the topic of proposed thesis in his/her Proposed Plan of Work (PPW) as mentioned in section 8.1.

9.6.2. Ph. D Thesis

The topic of thesis shall fall within the major field of specialization in which a student takes admission. A student admitted for Ph. D degree shall present the 1st Seminar on thesis formulation in 2nd semester in presence of the SAC members, Head of the Department, Faculty members and students for further suggestion/modification, if any. A Ph.D. student also shall submit the subject of proposed thesis and its extended synopsis in the prescribed form **(Annexure 9.7)** along with Proposed Plan of Work (PPW) as mentioned in section 8.1 subject to conditions mentioned in section 9.6.3.

9.6.3. If the student's PPW and/or synopsis are not approved within the 2nd semester, the student shall not be allowed to register any course load (credit or non-credit) but can register the next (3rd) semester only for completing and approving the synopsis for the final option to get the PPW and/or synopsis approved. The date of approval of the PPW and/or synopsis is to be reckoned as the date of initiation of the thesis program. In this regard, scholarship rules, whatsoever, will be adhered as to the norms of the funding agency.

9.6.4. The Research credit shall be evaluated by the Student's Advisory Committee following the breakup given in section 8.3.1.1 and the awarded grade point shall be submitted for publication of semesters' result.

9.7 Maintenance of Thesis/Research Register

9.7.1. The student conducting research pertaining to M. Sc. and Ph. D. programme shall have to record all the observations in a register clearly page marked and duly certified for authentication by the Chairperson of the concerned student and duly endorsed by the respective Head of the Department that it can be produced to any concerned whenever asked for. The concerned Chairperson shall be responsible for maintaining this register by his/her student and certifying the authenticity of the recorded observations by the student at regular interval.

9.7.2. This register shall have to be submitted to the quarterly meeting of SAC for evaluation of ongoing research work by the student. and finally, be submitted to the Chairperson of the Advisory Committee to be forwarded to the Dean, Post Graduate Studies during final thesis submission.

9.8. Procedure for Writing of Thesis

After presenting the pre-submission thesis seminar the student shall prepare manuscript as per form and style prescribed in this Regulations **(Annexure 9.8)** or as amended by the Academic Council time to time. It shall contain at least the chapters on introduction, review of literature, materials and methods, results and discussion, summary and conclusions, future scope of

research, and bibliography. The student shall submit draft copies of the manuscript to the Chairperson, Advisory Committee and other members for suggestions and modifications before final typing.

9.8.1. A declaration needs to be submitted in prescribed format **(Annexure 9.9)** as per the UGC Regulation, 2018 for prevention of plagiarism in HEI (Higher education institute). The thesis must also accompany a certificate in prescribed form *i.e.* **Certificate (Annexure 9.10) signed** by the Chairperson and extended synopsis describing the research topic and salient achievement as per format given in **Annexure 9.11**. Maximum limit of allowances for plagiarism and AI generated drafting in thesis is narrated in Annexure 9.8 'ANTI-PLAGIARISM and AI POLICY'.

9.9 Submission of Thesis

9.9.1. After fulfilling the prescribed courses, residential requirements and minimum semester requirement and successfully completing comprehensive evaluation (for Ph. D students only), pre-submission thesis seminar, a student shall submit paper bound typed one copy for Masters' Degree and three copies of thesis for Ph. D degree to the Head of the Department through the Chairperson on or before the date specified in academic calendar. A student can submit his/her thesis after 20 weeks of registration in the final semester (4^{th} semester for M. Sc. and 6^{th} semester for Ph. D degree programme)/one month before completion of the semester as per academic calendar. The last date of thesis submission in a semester shall be enlisted in the academic calendar. If this date happens to be a holiday or anything else, the date shall be postponed to the next working day. The Head of the Department shall forward the copies of thesis to the Dean Post Graduate Studies for evaluation by External Examiners along with a soft copy (MS Word format preferably for checking by the External Examiner) and other requisite papers. Under special circumstances, the Dean Post Graduate Studies on the advice of Head of the Department and concerned Chairperson may however, extend the date of submission of thesis for a period not exceeding one month from the last date of thesis submission for a semester as mentioned in the academic calendar provided that the extension was applied 15 days prior to the last date and upon completion of pre-submission thesis seminar. If the student fails to submit the thesis in this extended period, the student shall have to register the next semester with full prescribed semester fees along with late registration fees if applicable. The provision of extension for one month shall only be permitted for final semester student (4^{th} and 6^{th} semester of M.Sc. and Ph. D, respectively).

9.9.2. A discontinued student (see section 6.1.1 and 6.1.2) shall be allowed to submit the thesis after registering in that semester upon payment of requisite semester fees within the given window for semester registration.

9.9.3. A Ph. D student has to publish (or at least get acceptance) at least one research paper on his/her Ph. D research work in National/International journal before submission of his/her Ph.D. thesis. In addition, he/she has to present (oral / poster) a paper in National/ International conference/seminar/symposium, etc (proof of documents are to be attached during submission). Instead of seminar/ symposium/ conference presentation student may produce evidence of filling patents or similar other intellectual property rights from the thesis.

9.9.4. A student intending to submit the thesis has to apply in prescribed format (**Annexure 9.12**) at least 15 days before submission by paying fees of ₹ 1500/- and ₹ 3000/- for M.Sc. and Ph. D programme, respectively. The fees may be revised from time by the competent authority. The concerned student after filling up the desired personal information from his/her end shall submit the form to the Head of the Department for further official procedure.

9.10 Appointment of External Examiners for Thesis Evaluation

9.10.1. The Head of the concerned Department in consultation with the Chairperson, SAC of the concerned student shall recommend three and six names of external examiners for M.Sc. and Ph. D thesis, respectively (not below the rank of Associate Professor for Ph. D) with full postal address, telephone/mobile number, e-mail id and designation) on part II of **Annexure 9.12** and forward the same in a sealed envelope along with the synopsis and thesis to the Dean Post Graduate Studies. For M.Sc. thesis, the Dean Post Graduate Studies is empowered to select any one from the list to act as the External Examiner. For Ph. D thesis, the Dean, Post Graduate Studies shall forward the list of recommendation to the BRS. The BRS shall approve the names in its immediate next meeting and the matter shall be placed to the Hon'ble Vice-Chancellor to shortlist three names (at least one will be from home state and other one from outer state or both from outer state if subject specialist is not available within home state) to call upon two as external examiners and one as stand by. Repetition of same external examiner for Ph. D thesis at the time of approval during an academic year shall be avoided. For Ph.D. thesis evaluation external examiners may also be nominated from abroad.

9.10.2. The Dean, Post Graduate Studies shall forward the thesis to the Deputy Registrar for facilitating its evaluation by the External Examiner(s) appointed for the purpose.

9.10.3. The Deputy Registrar shall seek consent from these selected examiners either through mail/post or telephonically and will send the hard copies through registered post the official appointment letter along with the thesis along with relevant documents (Thesis Evaluation Report as **Annexure 9.13** and Honorarium bill as **Annexure 9.14**) only after getting the consent. All this exercise shall remain strictly confidential.

9.10.5. Evaluation of thesis by the external examiners

9.10.5.1. For Evaluation of M.Sc. thesis, it may be sent through mail to the external examiner at least 7 days before the conduction of thesis *viva-voce* evaluation. The external examiner has to submit the thesis evaluation report at least a day before the *viva-voce* evaluation. The external examiner shall be paid honorarium (the amount shall be decided by the competent authority from time to time with the approval of the Academic Council) for evaluating the thesis. Online *viva-voce* is normally preferred. However, physical presence of the concerned student along with SAC is mandatory. If an examiner is selected for more than 4 students he/she may be present physically for the evaluation. Any suggestion/correction by the external examiner in the meantime must be incorporated in the final thesis if deemed fit. If the External Examiner does not recommend the thesis for award of M. Sc. degree, the thesis shall be rejected, the student shall have to repeat the thesis work again. Physical presence of External Examiner is only allowed if he/she examines ≥4 (four) thesis of a particular discipline. After the *viva voce*, the external examiner has to submit the evaluation report to the Dean, Post Graduate Studies in prescribed format (**Annexure 9.15**). Travelling and other allowances shall be paid to the external examiner following the University norms if present physically.

9.10.6.2. For evaluation of Ph.D. thesis, the external examiners will be given time of one month from the date of issuance of appointment letter. The reports, honorarium bill along with corrected hard copy of the thesis must be sent back to the office of the Deputy Registrar through registered post. The external examiner shall be paid the honorarium for evaluating the thesis at the rate fixed by the competent authority from time to time and duly approved by the Academic Council. The Chairperson of the concerned student also has to submit an evaluation report in a sealed envelope.

9.10.6.3. After receiving all the evaluation reports in prescribed format (**Annexure 9.13**), it will be placed to the BRS. The BRS shall examine the recommendations by the external

examiners. If one of the two external examiners do not recommend the thesis for acceptance, the BRS shall appoint a third external examiner out of the approved panel whose decision shall be final. In case the two external examiners of the Board do not recommend the acceptance of the thesis, it shall be rejected outright and the student has to repeat the thesis work again. If both the external examiner accepts the thesis but recommended with slight modifications, the Chairperson, SAC of the concerned student shall certify in prescribed format **(Annexure 9.16)** that the recommendations/ modifications have been incorporated in the thesis and subsequently the student shall become eligible for *viva-voce* evaluation.

9.10.6.4. *Viva-voce* evaluation of Ph. D student shall be conducted by physical presence of the external examiner. Either of the one external examiner can be present during *viva voce*, thus the consent from him/her shall be sought telephonically or through mail. An appointment letter shall be issued by the Deputy Registrar. If after giving consent, the external examiner declines to come to take *viva-voce*, the second one shall be called upon to take the *viva voce* within one month. If the second one is unwilling to come physically, any one shall be requested for online evaluation. However, the physical presence of the concerned student along with SAC members is mandatory. After the *viva voce*, the external examiner has to submit the evaluation report to the Dean, Post Graduate Studies in prescribed format (**Annexure 9.15**). The external examiner shall be paid the honorarium for the *viva-voce* evaluation as per approved rate of the university which may be revised from time to time by the competent authority and approved by the Academic Council.

9.10.6.5. In case the thesis is not recommended on grounds of defective presentation, the candidate shall be permitted by the BRS to resubmit the thesis with necessary modification and/or corrections as suggested by the Examiners not later than one year from the date of such permission after payment of ₹ 3000/- for re-evaluation. The revised thesis shall be sent to the same set of External Examiners who have examined the thesis earlier.

9.11. Final Submission of Thesis/thesis

After obtaining necessary reports and on successful completion of the *viva-voce* examination the student shall have to incorporate necessary corrections/modifications, if any, as suggested by the External examiner(s) as well as the SAC at the time of *viva-voce* and submit five copies of M. Sc./ Ph.D thesis in hard bound form along with a single soft copy of the final thesis in PDF format within 15 days from the date of *viva-voce* examination through the Chairperson and Head of the Department concerned for onward transmission to the Dean Post Graduate Studies. If not within stipulated time special permission needs to be taken from the Dean Post Graduate Studies. For M. Sc. thesis Dean Post Graduate Studies shall approve the thesis and students shall collect his/her final thesis copy from the Deputy Registrar. The BRS Studies shall consider *viva-voce* evaluation report for final approval of the Ph. D thesis and recommendation to the Academic Council for award of the degree.

9.12. Provisional Degree Certificate can be issued to the students after the final approval of the thesis by the Dean Post Graduate Studies and Board of Research Studies, respectively provided the student submits the No Dues Certificate from all concerned section of the university in prescribed format (**Annexure 9.17**).

9.13. The date of completion of degree by the student shall be the date of *viva-voce* evaluation on final thesis and upon satisfactory recommendation by the External Examiner and Advisory Committee of the student. The final transcript and the Provisional Degree Certificate shall be issued by the Deputy Registrar a day after the receipt of the Dean, Post Graduate Studies approved hard-bound thesis.

9.14 Academic Records

9.14.1. The academic records of students enrolled in different programmes of study shall be maintained by the Deputy Registrar in such manner and form as may be prescribed.

9.14.2. The record of courses taken by students for different programme of study shall also be maintained at the office of the Dean, Post Graduate Studies in such manner as may be prescribed.

9.14.3. The award sheet and evaluated answer scripts of all the mid-term and end-term examinations shall be submitted to the office of Deputy Registrar for safe deposit. The answer scripts shall be disposed of/destroyed after two years of completion of the degree programme.

9.14.4. The Course Instructor(s) of a course shall submit a consolidated result of the course on the prescribed form **(Annexure 9.18)** in duplicate through the Head of the Department to the Deputy Registrar.

9.14.5. The Deputy Registrar shall prepare grade report for each student on his/her performance in courses in six copies, first copy to be given to the Chairperson, second to the student/guardian, third to the Dean Post Graduate Studies, fourth to the Dean of Faculty concerned, fifth to the Head of the Department concerned and the sixth to be retained in office of Deputy Registrar for record.

9.14.6. After completion of all the requirements for the degree, the final transcript of a student (M. Sc. Programme) shall be prepared by the examination section, checked and a provisional certificate shall be issued on production of a No-dues clearance certificate by the student.

9.14.7. The Deputy Registrar after the approval of the M. Sc. thesis by the Dean Post Graduate Studies shall send one copy of the thesis along with a soft copy to the Central Library of the University where it will be properly kept and entered in the catalogue with uploading onto KRISHOKOSH/SODHGANGA portal and the other copies to the Head of the Department for keeping as a reference material in the Departmental Library.

9.14.8. One copy shall be retained by the office of the Deputy Registrar.

WHERE WISDOM IS FREE

Chapter 10

Students' Conduct

Discipline refers to a systematic and logical way of doing what ought to be done at the proper time with full faith conscience and compulsion. Such whole hearted self-application to work incorporating discipline, duty and devotion is absolutely essential in all fields of activity. Discipline teaches us to do right thing, at right time, in the right manner. Discipline thus ensures not only good actions but living in harmony with others too.

10.1. General

These Regulations shall apply to all students of Uttar Banga Krishi Viswavidyalaya for enforcement of discipline and good behaviour within and outside the hostels, college and the campus of the University.

10.3. Conduct in general

Disciplinary action shall be taken against a student if she/he is found to be involved in any of the following acts:

a. Misbehavior with teachers, scientists and non-teaching employees of the University or an outsider and fellow students.

b. Misconduct in class room, examination hall, library and inside or outside the University Campus.

c. Use of University premises for any purposes other than for which it is meant, without the permission of the concerned authority.

d. Breach of any standing rules of the University

e. Any other causes/acts which may lower the prestige of the University.

f. Any other acts of indiscipline as considered by the appropriate authority.

10.3.1. Disciplinary action

Any student found to be involved in any of the acts of indiscipline as described under section 10.3 shall be subjected to the punishment(s) according to the standing rules of the University which may be revised by the competent authority from time to time.

10.4. Discipline in classroom/ department/ farm:

a. The Head of the Department / Course instructor(s) shall be responsible to the Dean Post Graduate Studies for the maintenance of discipline and good behaviour of students within the Department including class room or the farm and he/she shall keep the Dean Post Graduate Studies informed of all acts of indiscipline and mis-behaviour which have come to her/his notice/ knowledge and of the actions taken by him/her in this regard.

b. Where the Head of the Department is of the view that a punishment which is heavier than he is competent to impose is necessary, he/she shall report the case to the Dean Post Graduate Studies with his/her recommendations in writing and the Dean Post Graduate Studies may take appropriate action as deemed necessary or place the matter before the Disciplinary Committee.

10.5. Discipline in Examination

10.5.1. Identification of examinee: An examinee shall carry her/his identify card and the admit card issued by the Deputy Registrar's office to the examination hall and shall produce the same when asked for.

10.5.2. Late Comer: A student arriving at the examination hall 15 minute after the scheduled time shall not be allowed to sit in that examination. He/she shall be marked absent for the course in the semester grade card. No examinee shall be allowed to go out of the examination hall within 1hr from the commencement of the examination.

10.5.3. Adoption of Unfair means in examinations

10.5.3.1. The Dean Post Graduate Studies shall be responsible for handling all cases concerning the use of unfair means during mid-term as well as end term examinations.

10.5.3.2. The following inter-alia shall be deemed to be unfair means:

a. Talking to another candidate or any person inside or outside the examination hall during the examination without permission of invigilator (s).

a. Leaving the examination hall without delivering the answer sheets to the invigilator concerned and taking away, tearing off the answer sheets or any part thereof.

b. Writing of a question or anything relating to a question or solving a question on any piece of paper, except the answer sheets supplied to the candidate.

c. Using abusive or absurd language in the examination hall or writing the same in the answer sheets.

d. Possession by a candidate or having access to the books, notes, paper, mobile, tab, smart watch, e-book 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 any part of the question paper.

e. Anything related to the course of examination written on body parts.

f. Concealing, destroying, disfiguring, rendering, illegible shadowing, hiding or attempting to hide any book, notes, paper or other material or device, used or attempted to be used for assistance or help in answering a question or a part thereof.

g. 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 candidate or to any other person during the examination hours.

h. Smuggling into the examination hall of answer sheets, or taking out or arranging to send out an answer sheet, or replacing or attempting to replace the answer sheet during or after the examination.

i. Approaching or influencing directly or indirectly any person connected with the university examinations with the object, of influencing him/her to leak out the question paper or to enhance marks or to favourably evaluate or to change the award in favour of the candidate.

j. Copying, attempting to copy, taking assistance or help from any book, notes paper or any other material or device or from any other candidates, or facilitating or rendering any assistance to any other candidate to any of these things.

k. Arranging or permitting any person, whosoever he/she may be to impersonate for the candidate at the examination.

l. Forging a document or using a forged document knowing it to be forged, in any matter relating to the examination.

10.5.3.3. The Invigilator(s) concerned shall report to the Dean Post Graduate Studies through Deputy Registrar on the day of occurrence of cases of use of unfair means with full details of the evidence and/or exhibits.

10.5.3.4. An explanation report from the student concerned in prescribed format (**Annexure 10.1**) shall be submitted by the invigilator to be placed to the Disciplinary Committee. In case, the student refuses to give a statement and undesirable material in his/her possession shall not be forced to do so but the fact of refusal should be recorded by the invigilator (s) in the presence of Deputy Registrar in the report. The invigilator (s) as well as Deputy Registrar shall sign on the report.

10.5.3.5. Disciplinary action: The committee shall take appropriate action after offering full opportunity to the student for his/her defense and the penalty may be awarded as indicated below:

a. If a student is found using unfair means during the mid or end term examination he/she shall be awarded "F' grade in the concerned course. The scholarship he/she is enjoying during the semester shall be stopped. The course has to be repeated in subsequent semester whenever the same will be offered by attending classes and all types of examinations.

b. Repetition of the unfair means for 2nd time either in mid or end term examination is liable to the punishment as stated above along with fine of ₹3000/-

c. Repetition of the unfair means for 3rd time either in midterm or end term shall be deemed to have failed in all courses in that semester. He/ she will be debarred from the University during the subsequent semester also.

d. Repetition of such an offence more than thrice during the study programme of a student shall disqualify him/her from being a student in this University.

10.6. The Disciplinary Committee for section 10.4

Whenever pending decision is forwarded to the Dean, Post Graduate Studies by the concerned Head of the Department following section 10.4.b, the final decision shall be taken by the committee comprising of the Dean, Post Graduate Studies as Chairman, Deans of the Faculties, two senior Heads of the Departments one from each faculty nominated by the Hon'ble Vice-Chancellor on rotational basis for 4 years, Concerned Head of the Department as invitee member and Deputy Registrar as Convenor.

10.7. The Disciplinary Committee for Unfair means (section 10.5.3)

Shall be comprising of Registrar as Chairman, the Dean, Post Graduate Studies, Dean of the concerned Faculty, One Senior Professor of the University nominated by the Hon'ble Vice-Chancellor (to be rotated in every four years) and the Deputy Registrar as convenor.

10.8. Placement on conduct probation: A student found guilty of violating the rules and regulations of the College/University/Hostel or any acts of indiscipline or misbehaviour by the Disciplinary Committee may be placed on conduct probation by the DSW/Dean Post Graduate Studies for a specified period, which shall not be less than one month. During the period of conduct probation, a student shall not be allowed to:

a. Represent the College/University in sports, cultural contests *etc*. inside or outside the University.
b. Hold office in a student organization or society.
c. Receive any Scholarship, Fellowship or Stipend.

i. When a student is deprived of a scholarship or fellowship or stipend on account of her/his placement on conduct probation, the loss entailed will be permanent and no arrears shall be payable subsequently on expiry of the period of conduct probation.

ii. If a student who has been on conduct probation on two previous occasions, is again found guilty of indiscipline he shall be dropped from the roll of the College.

If a Final year student is placed under Conduct Probation, her/his results shall not be declared during the period of Conduct Probation.

10.9. Rustication/Expulsion: Rustication is the temporary removal of a student from the rolls of the faculty as a punishment for indiscipline. The minimum period of rustication shall be one semester in addition to the remaining period of the semester during which the order is passed. A rusticated student may rejoin class to continue his/her study programme after expiry of the period of rustication and obtaining formal permission of the Dean Post Graduate Studies.

Expulsion is the permanent removal from the College/Hostel. An expelled student shall not be permitted to get admission to that college or to any other constituent Colleges of the University.

10.10. Procedure for rustication/expulsion from the college:

10.10.1. Procedures to be observed before a student is rusticated/expelled:

a. On receipt of the complaint against the conduct of student, the Dean Post Graduate Studies shall enquire into the matter within 7(seven) days of receipt of the complaint and place it before the appropriate Disciplinary Committee (see 10.6 and 10.7) not later than **15** (fifteen) days from the date of receipt. If the Disciplinary Committee is satisfied that there is *prima-facie* case for rustication/expulsion of the student, the student shall be allowed to explain in writing about the allegations against him or appear before the Disciplinary Committee to show cause why she/he should not be rusticated/expelled.

b. The concerned student shall have to submit her/his explanation within **7** (seven) days from the date of issue of the intimation by the Dean Post Graduate Studies.

c. After receiving the explanation or hearing in person the Disciplinary Committee shall examine the case.

d. If at this stage, the Disciplinary Committee is convinced that it is a fit case for rustication/expulsion the DSW/ Dean Post Graduate Studies shall forward the recommendation for consideration and approval of the Hon'ble Vice Chancellor.

10.10.2. Other provision relating to rustication/expulsion

a. Every case of rustication or expulsion shall be reported by the Dean Post Graduate Studies to the Registrar of the University immediately after the order is passed by him.

b. The date of rustication/expulsion: It shall be the date on which the order is signed by the Dean Post Graduate Studies.

c. On the expiry of fifteen days from the date of the Dean Post Graduate Studies order, the Registrar shall register the order of rustication/expulsion and notify it in full.

10.11. Recording of punishment:

a. Whenever any action is taken against a student for indiscipline or misbehaviour or for the adoption of unfair means in an examination, and also when such action is revised an intimation shall be sent by the authority taking such action or taking such revision to the student's Chairperson, concerned HoD, Dean Post Graduate Studies, DSW, the Registrar and the Deputy Registrar to enable them to make necessary entries in the students" cumulative record.

b. Any disciplinary action taken against a student shall be intimated to the parent or guardian of the student. The record of disciplinary action shall be mentioned in the files of the concerned student.

10.12. Special powers of the Vice Chancellor:

Not-withstanding anything contained in these Rules, the Vice-Chancellor shall have the authority to institute an enquiry to be held into the conduct of any student or students and impose punishment.

Chapter 11

Students' Scholarship, Teaching Assistantship and Research Contingency

11.1. Merit / Research Scholarship

11.1.1. For Master's programme

11.1.1.1. There shall be a provision of Merit scholarship in Masters' programme amounting to such a rate as may be decided by the University from time to time.

11.1.1.2. A candidate for the award of Merit scholarship must be of high academic standard. He/she has to pass all the registered courses in 1st attempt failing which he/she shall not be entitled for any scholarship. He/she must also maintain good conduct. Scholarship for the 1st semester shall be awarded in the 2nd semester based on GPA of 1st semester (minimum 7.50 in 10.00-point scale) and for subsequent semesters scholarship shall be awarded in the succeeding semester based on GPA of previous semester (GPA of 7.50 and CGPA 8.00 in 10.00-point scale).

11.1.1.3. Merit scholarship shall be available for students of Indian nationality only.

11.1.1.4. Within 10 days of publication of semester result, the student intends to get merit scholarship has to apply in prescribed format **(Annexure 11.1)**. Deputy Registrar shall prepare the merit list discipline wise, batch-wise and degree programme-wise for the award of this Merit scholarship and forward the same to the Dean Post Graduate Studies for checking and verification/confirmation. The Dean Post Graduate Studies will forward the same to the Vice-Chancellor, through the Registrar for approval. As soon as the approval of the Vice-Chancellor is received, the Dean Post Graduate Studies shall notify the same through Deputy Registrar.

11.1.1.6. A recipient of a Merit scholarship shall not be entitled to receive any other type of scholarship from any agency. If a student opt for any other scholarship, has to surrender the University Merit Scholarship and repay back the amount (if applicable) from the date which the student has received the other scholarship.

11.1.1.7. Candidates nominated by ICAR shall be eligible for Scholarship/Fellowship as per ICAR norms.

11.1.1.8. In all matters not provided or stated in this sub section or any discrepancies/conflict, the decision of the Dean Post Graduate Studies shall be final and binding upon all concerned.

11.1.2. For Ph.D. programme

11.1.2.1. There shall be a provision of 2 (or more as decided by the University as per the Government order from time to time) University Research Scholarship (URS) in each department in Ph. D. programme amounting as may be decided by the University as per the Government order from time to time. The scholarship shall be given on merit basis in accordance with Government rule.

11.1.2.2. The URS shall generally be awarded to West Bengal state domicile candidates who are not availing any other scholarship or fellowship or stipend or not from the In-service or Collaborative category. However, in case of non-availability of state domicile candidate, the other state domicile candidates (must be Indian) of the department may be considered.

11.1.2.3. Unclaimed/unutilized seats of a department may be redistributed to other departments within the faculties first and even after exploring all such possibilities, the remaining vacancies to other faculties following the process given hereunder.

a. After 1st round allotment of URS, PG Admission committee will assess such unutilized URSs from different departments (herein as Group A department)

b. These URSs will be distributed among the departments (herein as Group B department) of same faculty (one by one) other than Group A department on rotation basis.

c. Group B departments will assign these URS(s) to the eligible student(s) from the current year panel only according to merit.

d. Group A departments will be placed on the top most positions of the roster list in similar situation in the succeeding year.

e. The unutilized URSs may be allotted to the other Faculty in the same manner only if there is no eligible student left from Group B departments of the same Faculty.

f. The Admission Committee will take approval from the Hon'ble Vice-Chancellor stating detailed vacancy positions and allotment list along with the next year rotation list.

g. Any vacancy created by surrender of URS or cancellation of studentship of URS holder or discontinuance from studentship of URS holder (discontinued students shall not be eligible for URS after rejoining) or any other means, the same shall be provided to other eligible student admitted in same academic year following the roster of that particular session

11.1.2.4. The fellowship shall commence from the date of admission till the completion of the degree or shall be for 36 months (but can be extended at the most for another two semesters with valid reasons recommended by the Chairperson, Advisory Committee and Head of the Department, forwarded by the Dean Post Graduate Studies and approved by BRS).

11.1.2.5. Candidates nominated by ICAR shall not be eligible for URS. ICAR fellowship shall be allowed as per ICAR norms.

11.1.2.6. A candidate for the award of any scholarship in the University must be of high academic standard. He/she has to pass all the registered courses in 1st attempt failing which he/she shall not be entitled for any scholarship. He/she must also maintain good conduct.

11.1.2.6. A student awarded with the URS/ ICAR- JRF/SRF shall devote his whole time to the approved study and will not be allowed to accept any financial assistance from other agencies. In the event of award of any other fellowship or any other financial assistance, the recipient shall have to refund the amount paid to him by the University for the duration for which the other fellowship was awarded to him.

11.1.2.7. Within 25th day but not before 15th day of each month the URS holders have to apply for the scholarship in prescribed format (**Annexure 11.2**).

11.2. Submission of documents by scholarship holders: The students availing any scholarship disbursed by the University must give an undertaking to the effect that she/he shall refund the scholarship money in the event of her/his leaving the faculty before completion of any degree programme.

11.3. Discontinuation of scholarship:

11.3.1. Students placed on conduct probation shall notionally get scholarship from the date of her/his conduct probation till the date of withdrawal of conduct probation. Students on rustication shall cease to get scholarship from the date of rustication and shall be debarred from Merit/Research scholarship during the rest of the period of the entire programme.

11.3.2. Scholarship shall not be awarded to a student against whom disciplinary proceedings are contemplated/ initiated in any authority either in the University or outside.

11.3.3. Scholarship for a student shall be ceased for the semester in which he/she will adopt unfair means for 1st time. He/she shall be eligible for the scholarship in subsequent semesters if his/her performance fulfil the criteria for the award of scholarship. However, from 2nd instance of unfair means, the scholarship shall be ceased for rest of his/her study period.

11.4. Teaching Assistantship

11.4.1. The full time Ph. D students of the University with or without fellowship may be considered for award of Teaching Assistantship in their respective Departments/ Discipline. The Teaching Assistantship shall be offered only to those Ph. D students who have successfully finished their 2nd semester. Any consideration for award of Teaching Assistantship must have the consent of the Chairperson of concerned student.

11.4.2. Teaching Assistantship shall be awarded on semester-to-semester basis on the recommendation of a screening/ selection committee to be constituted by the Vice-Chancellor under the chairmanship of Dean Post Graduate Studies. All classes and assignments given to the Teaching Assistants, includee tutorial, practical, evaluation and other related academic work and shall be under the supervision of a faculty member who would have otherwise handled the course/ assignment.

11.4.3. It is mandatory for all Ph. D students to serve the responsibility of teaching assistant. Each Ph.D. student may be allowed to take a maximum of 40hrs in a month to UG/ Masters students.

11.4.4. No additional remuneration shall be paid to the teaching assistants. At the end of each term, Teaching Assistants shall be given a certificate by the concerned Head of the Department, countersigned by the Dean Post Graduate Studies, specifying the nature and load of assignments completed.

11.5. Change in scholarship: A research scholar enjoying any Govt. funded scholarship can change to any other scholarship at any time during the degree programme with no change in the registration number and Chairperson subject to prior written declaration to the competent authority of the university that he/she is surrendering the previously enjoyed scholarship. Such a change is allowed only once during his study tenure. However, if the student gets "F" grade in any semester he/she shall not be allowed for such changes from onward semesters.

11.6. Research Contingency

11.6.1. There shall be a provision of research contingency for all the admitted Masters' and Ph.D. students for successful conduction of thesis work amounting as decided by the University from time to time.

11.6.2. The research contingency shall be year marked under the departmental contingency head and to be released as per the University rule.

Chapter 12

Convocation

12.1 Holding the Annual Convocation for conferment of degrees

12.1.1. Convocation shall be held for conferring M.Sc. and Ph.D. degrees to the successful candidates declared eligible for the award of the degree by the Academic Council. The programme of the convocation shall be approved by the Academic Council.

12.1.2. Every successful candidate shall appear in person at the convocation to receive the degree by paying the registration fees as decided by the University from time to time. However, if a candidate does not appear in person, the degree shall be conferred in absentia. The degree certificate in such cases on application to the Registrar will be sent to the candidate's given address on payment of the fees as mentioned in 12.1.1 along with postal charge by Registered post.

12.1.3. In order to be eligible for obtaining the degree in a particular Convocation, the student shall have to submit the hard copy of the thesis/thesis along with no-dues certificate at least one months in advance to the date of convocation or a date to be notified by the university from time to time. The degree may be awarded posthumously to a student if he/she had completed all the requirements for the award of degree including the final viva-voce examination, before his/her death.

12.1.4. The University may hold convocation once in a year for the purpose of conferring Degree on a date and place to be fixed by the Chancellor in consultation with the Vice-Chancellor. The proceedings of the convocation shall be conducted in accordance with the Regulations made separately for the purpose. The Chancellor being the Head of the University shall when present, preside at the Convocation of the University.

12.1.5. The Chancellor and in his absence the Vice-Chancellor shall preside at the Convocation of the University and confer Degrees and other academic distinctions on persons entitled to receive it. The Vice-Chancellor shall be the ex-officio Chairman of the Executive Council, Academic Council and other authorities and shall in the absence of the Chancellor preside at the Convocation of the University and confer degrees on persons entitled to receive them.

12.1.6. A student desired to receive the degree certificate in the Convocation by physical presence should inform the Registrar in writing of his/her intention to be present. No student shall be admitted to the Convocation who shall not send his/her name to the Register within the prescribed time. In exceptional cases, the Vice-Chancellor may permit candidate who have not sent their names to the Registrar within the prescribed time, to be admitted to the Convocation, provided their applications are received by the Registrar not later than 48 hours before the time of Convocation and is accompanied by a fine of Rs. 100/- in each case. No candidate whose application and requisite fee is received later than 48 hours before the time of the Convocation will be allowed to take his/her degree at the Convocation.

12.1.7. The Registrar shall issue a notice to each recipient of a degree intimating the convocation programme and the procedure to be observed.

12.1.8. A rehearsal shall be arranged on or before the day of Convocation during which students receiving degree must be present.

12.1.9. Candidate must appear in the academic dress at the time of convocation. The academic dress/robe for the convocation shall be white dhoti and kurta for males, white saree with red

border and red blouse for females and all with 'light green uttariyo' embedded with university logo on both ends.

12.2. Award of Honorary Degree

12.2.1. The Academic Council of the University may confer degrees of Doctor of Science (*Honoris Causa*) on persons who have distinguished themselves in the field of science.

13.2.2. All proposals for conferment of honorary degree shall be received and processed by the office of the Vice-Chancellor.

12.2.3. The Vice-Chancellor shall call all such request, with necessary background information, to be placed for consideration before a Special Committee (read with Sub-Clause 2 (b) of Clause 141 of First Statutes of the University) consisting of the following:

i) Vice-Chancellor	Chairman (Ex-Officio)
ii) Dean, Post Graduate Studies	Member (Ex-Officio)
iii) Deans of the Faculties	Member (Ex-Officio)
iv) One eminent scientist (to be nominated by the Vice-Chancellor)	Member
v) One representative not below the rank of Professor (To be nominated by the Chairman, Academic Council)	Member
vi) One representative not below the rank of Professor (To be nominated by the Chairman, Executive Council)	Member
vii) The Registrar	Member Secretary (Ex-Officio)

The Committee shall consider with all convenient proposal(s) for conferment of honorary degree(s) referred to it and make its recommendations thereon to the Academic Council.

12.2.4. The Vice-Chancellor shall place the recommendations of the aforesaid Special Committee before the Academic Council for consideration. The decision to confer an honorary degree shall require two third majorities of the members present during the meeting of the Academic Council for this purpose.

12.2.5. After approval of the Academic Council and ratified by the Executive Council at least, with two third majority of the present members, the Vice-Chancellor shall issue a notification and take necessary steps for the award of the degree. The degree may be conferred at the annual convocation or if necessary, by holding a special Convocation.

12.3. Regulations of Convocation

12.3.1. Special Convocation

12.3.1.1. A Special convocation for conferment of the Honorary Degrees of the University shall be held on such date and time as may be fixed by the Vice Chancellor in consultation with the Chancellor.

12.3.1.2. The Academic Procession will be formed in the following order from the place and the time to be notified earlier the Registrar for the purpose.

Registrar
Members of the Academic Council
Members of the Executive Council
Deans of Colleges and Dean Post Graduate Studies
Directors
Vice-Chancellor
Honorary Degree Recipient (s)

Chancellor
Secretary/ADC to the Chancellor

12.3.1.3. The Academic Dress for the Special Convocation and proceedings shall be the same as for the annual Convocation. The Honorary Degree Recipients shall be seated on the dais as guest. The Registrar shall read out the proposal of the University for the Conferment of the Honorary Degree in the following form:

"The Executive Council of the Uttar Banga Krishi Viswavidyalaya, Pundibari on the recommendation of the Academic Council and confirmation by the Chancellor have decided to confer Honorary Degree of Doctor of Science "(*Honoris Causa*) on Mr. Dr. _____"

The Vice- Chancellor will present the Honorary Degree Recipients to the Chancellor in the following form:

"Mr. Chancellor, I have the honour to present to you Mr. /Dr……. for conferment of the degree of Doctor of Science (*Honoris Causa*) for his/her outstanding contribution to the objects of the University……."

(Read out the citation).

"I pray Mr. Chancellor that Mr./Mrs/Ms/Dr……be honored by conferring the degree of Doctor of Science (*Honoris Causa*) of this University"

The Chancellor will confer the degree in the following form:

"By virtue of the authority vested on me as Chancellor of the Uttar Banga Krishi Viswavidyalaya, Pundibari, I confer the Honorary Degree of Doctor of Science (*Honoris Causa*) on Mr./Dr. ……"

(The Chancellor will decorate the recipient with hood and present the degree).

12.3.1.4. 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 Executive Council of Uttar Banga Krishi Viswavidyalaya, Pundibari 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 Mr./ Dr. ……. For his outstanding contribution for the objects of the University"

(read out the citation)

"I pray Mr. Chancellor that Mr. /Dr. ……. be honored by conferring the degree of Doctor of Science (*Honoris Causa*) of this University in absentia"

The Chancellor will confer the degree in the following:

"By virtue of the authority vested in me as Chancellor of the Uttar Banga Krishi Viswavidyalaya, Pundibari, I confer the Honorary Degree of Doctor oF Science (*Honoris Causa*) on Mr./Dr. ……in absentia."

12.3.2. Annual Convocation

12.3.2.1. The Chancellor, Vice Chancellor, members of Executive Council and Academic Council and other distinguished guests shall assemble in the place notified for the purpose at the appointed hour and shall walk in procession in rows of two in the following order to the Convocation Hall. The procession will be led by the Register.

Members of the Academic Council
Members of Executive Council
Deans of Colleges, Dean Post Graduate Studies, Directors
Distinguished guests
Vice- chancellor
ADC to the Governor/Chancellor
Chancellor & chief guest
Secretary to the Chancellor

12.3.2.2. The Chancellor, Vice-Chancellor, Chief Guest, Ministers and Registrar shall be seated in the front of the dais and the members of the Executive Council and Academic Council and distinguished guests, if any, in the rear of the dais.

12.3.2.3. On the procession entering the hall the assembly shall stand and remain standing till the Chancellor, Vice-Chancellor, Chief Guest, distinguished guests and members of the Executive Council and Academic Council havetaken their seats.

12.3.2.4. The proceedings of Convocation will commence with the singing of the "*The University Song*".

12.3.2.5. The Chancellor shall declare the Convocation open.

12.3.2.6. The Chancellor shall invite the Vice-Chancellor to present the University report by saying "I would like to call upon the respected Vice-Chancellor of Uttar Banga Krishi Viswavidyalaya, Dr. ……(Name) to address the convocation".

12.3.2.7. After the speech, Vice-Chancellor shall invite the Chancellor for his address by saying "I would like to invite the Hon'ble Chancellor and His Excellency, Governor of West Bengal,…….. (Name) to address the convocation".

12.3.2.8. After the speech by the Chancellor, conferment of Doctor of Science (Honoris Causa) if any shall be continued as detailed in section 12.3.1.3. Otherwise

12.3.2.9. The Vice-Chancellor will then say "Your Excellency, Hon'ble Chancellor, Distinguished Guests, Members of the University Community, Ladies and Gentlemen, we now come to the ceremony of conferring degrees to those students who have been examined and found qualified to receive degrees. All of these degrees have been recommended by the appropriate AUTHORITY."

12.3.2.10. Registrar, Uttar Banga Krishi Viswavidyalaya will then say

In same way after presenting Undergraduate Gold Medal awardees

"Your Excellency Sir, I am now presenting the candidates ranking first at Post Graduate level in the Faculty of Agriculture and Horticulture for the award of University Gold Medal for the year ……"

And, call upon the awardees one by one to receive the medal and certificate from the Hon'ble Chancellor.

And followed by presenting different Memorial award for Undergraduate/Post Graduate level.

12.3.2.11. At any time henceforth, the Chancellor can leave hall authorizing the Vice-Chancellor to continue the programme by stating "I confer upon the Vice-Chancellor the authority to award the degrees of the University"
The recipients of all degrees and the audience will stand up and remain standing till the Hon'ble Chancellor leave the pavilion. Registrar, UBKV shall accompany to give the departure honour. Otherwise,

12.3.2.12. The Chief guest and distinguished guests shall be invited for their speech one by one by the Chancellor/Vice-Chancellor.

12.3.2.13. The Chancellor/ Vice-Chancellor shall invite the Dean, Post Graduate Studies by saying
"I am inviting the Dean, Post Graduate Studies of Uttar Banga Krishi Viswavidyalaya to present the students who will receive the degree of DOCTOR OF PHILOSOPHY AND MASTER OF SCIENCE".

12.3.2.14. Dean, Post Graduate Studies will say
"Will the candidates for the conferment of degree of DOCTOR OF PHILOSOPHY in Agriculture, please stand up and remain standing until I request you to resume your seats".

(Concerned Ph. D degree recipients shall stand up)

"Sir, I present to you the candidates for the Degree of Doctor of Philosophy in Agriculture and I pray that the degree for which they have been recommended may be conferred on them".

"Please be seated"

(Concerned Ph. D degree recipients shall be seated)

"Will the candidates for the conferment of degree of DOCTOR OF PHILOSOPHY in Horticulture, please stand up and remain standing until I request you to resume your seats"

(Concerned Ph. D degree recipients shall stand up)

"Sir, I present to you the candidates for the Degree of Doctor of Philosophy in Horticulture and I pray that the degree for which they have been recommended may be conferred on them".

"Please be seated"

(Concerned Ph. D degree recipients shall be seated)

"Will the candidates for the conferment of degree of DOCTOR OF PHILOSOPHY in Forestry, please stand up and remain standing until I request you to resume your seats"

(Concerned Ph. D degree recipients shall stand up)

"Sir, I present to you the candidates for the Degree of Doctor of Philosophy in Forestry and I pray that the degree for which they have been recommended may be conferred on them".

"Please be seated"
(Concerned Ph. D degree recipients shall be seated)

12.3.2.15. The Vice-Chancellor will then say
"Will all the candidates who have been presented for the degree of DOCTOR OF PHILOSOPHY in different subjects of the Faculties of Agriculture & Horticulture and Forestry, please stand up".

(All Ph. D degree recipients shall stand up)

The Vice-Chancellor will then give oath taking words by saying

“The EXECUTIVE COUNCIL OF UTTAR BANGA KRISHI VISWAVIDYALAYA is pleased to confer upon you the degree for which you have been recommended and admit you to all the rights and privileges respectively pertaining there to and I, by virtue of the authority vested to me as Vice-Chancellor of this University, charge you that ever in your life and conversation you show yourself worthy as the same”.
“Please be seated.”.

12.3.2.16. Dean Post Graduate Studies shall call upon the awardees one by one to receive the certificates from Chancellor/Vice-Chancellor/ Chief Guest/ Guest of Honour.

12.3.2.17. The conferment of the Degree to the M.S. students shall be continued in same way.

12.3.2.18. After conferment of degrees to different Undergraduate students in same manner only replacing Dean Post Graduate Studies by the Deans of respective faculties, the Chancellor/Vice-Chancellor shall declare the convocation closed.

12.3.2.19. National Anthem shall be observed and during that all present in the audience must be in standing position.

12.3.2.20. The ACADEMIC PROCESSION will leave the pavilion in the same order in which it entered. All the recipients must be in standing mode till the procession leave the pavilion.

Chapter 13

Issue/Submission of Documents

13.1. Certificates to be issued by the office of the Deputy Registrar

13.1.1. The newly admitted Master/ Ph. D students shall be provided Admission letter and Registration certificate within one month of Admission.
13.1.2. Semester Report Card
13.1.3. Final Transcript
13.1.4. Migration Certificate and Transfer Certificate after completion of the degree upon submission of fees of ₹200/- for each
13.1.5. Grade Conversion certificate
13.1.5. Academic Verification certificates as sought by Govt./ Non-Govt. Organization.

13.2. Certificates to be issued by the office of the Dean, Post Graduate Studies
13.2.1. *Bona fide* certificate
13.2.2. Discontinuation Certificate
13.2.3. Teaching Assistanceship certificate
13.2.4. Master's Internship Certificate
13.2.5. Scholarship enjoying certificate
13.2.5. Character certificate

13.3. Certificates to be issued by the office of the Registrar
13.3.1. Provisional Degree Certificate
13.3.2. No objection certificate for Passport/Visa

13.4. Certificates to be issued by the office of the Hon'ble Vice-Chancellor
13.4.1. Final Degree Certificate during Convocation

All the documents shall be handed over to concerned student only/ any person having blood relation to the concerned student. Any teacher of the University/ through registered post to permanent address upon submission requisite postal charges.

13.5. Documents to be submitted by the student
13.5.1. Undertaking to abide by this regulation
13.5.2. Duly submitted online Anti Ragging declaration
13.5.3. Document of Academic Bank of Credit Account registration
13.5.4. No Dues certificate
13.5.5. Feed Back form upon completion of each semester and degree programme

ANNEXURES

Annexure 5.1

Format for declaration of vacancy position for M.Sc. Admission

Academic Session: **Date:**

Name of the Discipline:

Name of the Department:

Faculty:

Sl.No.	Name of the Teacher	Designation	No. of registered M.Sc. students continuing M.Sc. and mention their semester	Total proposed intake for the session …… (Max. 10 seats per Department)	Remarks

Decided in the Departmental committee meeting no…… dated…….

……
(Signature, Head of the Department)

Annexure 5.2

FORMAT FOR DECLERATION OF VACANCY POSITION OF RESEARCH SCHOLAR BY THE DEPARTMENT

Academic Session: **Date:**

Name of the Discipline:

Name of the Department:

Faculty:

Sl. No.	Name of the eligible teacher	Number of registered student			Vacancy Position					Total likely strength in the ensuing academic session
		Total as on date	Thesis submitted or likely to be submitted or thesis seminar delivered in ongoing session/discontinued or left as on date	Total number at the end of ongoing session	Research Scholar including ICAR fellow (if any)	In-Service Research Scholar (max. 2/Dept.)	Project Fellow	Collaborative Research Scholar	Total	
(a)	(b)	(c)	(d)	(e)= (c)-(d)	(f)	(g)	(h)	(i)	(j)=(f)+(g)+(h)+(i)	

Decided in the Departmental committee meeting no…… dated…….

……
(Signature, Head of the Department)

UTTAR BANGA KRISHI VISWAVIDYALAYA
PUNDIBARI, COOCH BEHAR 736165, WEST BENGAL

APPLICATION FOR CHANGE IN DISCIPLINE

NAME OF THE STUDENT	**:**	
REGISTRATION NO.		
ASMISSION PAYMENT RECEIPT NO.	**;**	
DISPLINE ADDMITTED	**:**	
DISCIPLINE CHOICE NO. {AS PER SUBMITTED APPLICATION FORM FOR ADMISSION)		
DATE OF ADMISSION	**:**	
DATE OF MOP UP ROUND ADMISSION	**:**	
DISPLINE TO WHICH WANTS TO CHANGE	**:**	
Choice 1:	**:**	
Choice 2:	**:**	
Choice 3:	**:**	
REASON FOR CHANGE	**:**	

NO OJECTION TO CHANGE IN DISCIPLINE

,,,

Annexure 6.1

UTTAR BANGA KRISHI VISWAVIDYALAYA

PUNDIBARI, COOCH BEHAR, 736165, WEST BENGAL

Application for leaving the college during or on completion of course works/ degree programme

1. Name of the student in full:_____

2. Phone No: …… and E-mail id ……

3. Father's /Mother's name and address (with phone No.):

4. Degree programme (with year and semester): 5. Registration No.:

6. No. of semesters completed:

7. Course completion status:

8. Research work progress status:

9. Reason of leaving the college:

10. No. of semesters discontinuation applied for :

…….
Signature of student

Countersigned by-

…..……. ……..
DSW (for Hosteller)/Guardian (in case of day scholar) **Chairperson**

…..……
Head of the Department (with seal)

Approved by

…..…….
Dean, Post Graduate Studies (with seal)

Annexure 7.1

Uttar Banga Krishi Viswavidyalaya
Pundibari, Cooch Behar 736165, West Bengal

POST GRADUATE STUDENTS' PROGRESS REPORT

(Masters/Ph.D)

FOR THE PERIOD FROM…….. TO ……. (Semester ……..)

1. Name of the student:
2. Department:
3. Registration No.:
4. Degree: M.Sc. (Agriculture / Horticulture/ Forestry) ; Ph.D. in ……
5. Major Field:

……
Signature of the student

Composition of Advisory Committee

	Name and Designation		**Signature**
1.	Dr. ……	Chairperson	
2.	Dr. ……	Member	
3.	Dr. ……	Member	
4.	Dr. ……	Member	
5.	Dr. ……	Member	
6.	Dr……..	Member	

Submitted to the Dean, Post Graduate Studies for favour of needful

Recommended

Signature with date

Head, Dept. of …….

Approved

…..
Dean, Post Graduate Studies

Forwarded to Deputy Registrar for keeping records in student's personal file.

Annexure 8.1

E/D

UTTAR BANGA KRISHI VISWAVIDYALAYA

P.O. Pundibari, Dist. Cooch behar
West Bengal, Pin 736165

PROPOSED PLAN OF WORK

Name of Student ……. I.D. No. ……..

Department ……. Registration No. …….

Faculty …….

Academic Session ……

Major field of Specialization :

Minor filed :

Supporting :

Area of Study	Course No.	Title of the Course	Credit (L+P)	Semester
Major Field including Core subject				
Minor Field				

Area of Study	Course No.	Title of the Course	Credit (L+P)	Semester
Supporting Field				
Compulsory Common Courses				
Remedial course(s) for				
Proposed title of the Thesis				

……
Signature of the Student

Programme approved by the Advisory Committee

Name and designation of the members of the Advisory Committee **Signature**

1. Chairperson

2. Member

3. Member

4. Member

5. Member

Recommended **Approved**

Head, Department of ……. **……**
Dean, Post Graduate Studies

Roster Form (M.Sc. /Ph.D Programme), UBKV E/D

Name of the Student …… Term/Semester: ……

Registration No…….. Session: ……..

Department…….…….. Major: ……

Faculty…….. Minor: …….

Sl.No.	Course Number	Name of the Course	Credit Hours	Signature of Course Instructor

Signatures: ….…… ….…… ….…….. ….……. ….…….. ….…….

Student **Chairperson** **Head of the Department** **Comptroller** **Dean, Post Graduate Studies** **Deputy Registrar**

Annexure 8.3

Uttar Banga Krishi Viswavidyalaya
Pundibari, Cooch Behar 736165, West Bengal

POST GRADUATE STUDENTS' PROGRESS AND RESEARCH CREDIT EVALUATION REPORT

(Masters/Ph.D)

FOR THE PERIOD FROM…….. TO ……. (Semester ……..)

1. Name of the student:
2. Department:
3. Registration No.:
4. Title of the Research Work (As per PPW):
5. Number of Semesters completed:
6. Number of courses and total credit to be completed during the whole programme:
7. Number of courses and credits completed:
8. Enrolled Research Credit:
9. Progress of research work till date: Details enclose in separate sheet
10. Nature of Fellowship/Stipend availed:
11. Whether the courses as well as research works are expected to be completed in time:
12. If not, explain the reason:

……
Signature of the student

13. Remarks of the Advisory Committee:
14. Overall progress of the student:
15. Research Credit Grade Point (in 10 point scale):
16. Conduct of the student:

	Name and Designation		**Signature**
1.	Dr. _____	Chairperson	_____
2.	Dr. _____	Member	_____
3.	Dr. _____	Member	_____
4.	Dr._____	Member	_____
5.	Dr. _____	Member	_____
6.	Dr. _____	Member	_____

Submitted to the Dean, Post Graduate Studies for favour of needful

Recommended

Signature
Head, Dept. of …….

Approved

……
Dean, Post Graduate Studies

Forwarded to Deputy Registrar for keeping records in student's personal file.

Annexure 8.4

APPLICATION FORM FOR ADDITION OF COURSE

Name of the Student:……..

Registration No.:…….

Semester ……. **Academic session ……..**

Sl. No.	Course Code	Course Title	Credit	Reason of Addition	Remarks by Course Leader
1					
2					

…….
Student's Signature with Date

Forwarded by

…..
Chairperson, Advisory Committee

……
Head of the Department

Permitted by

…….
Dean, Post Graduate Studies

Forwarded to Deputy Registrar for keeping records in Studen's Personal file

For M.Sc. & Ph.D only (Annexure 9.1)

APPLICATION FORM FOR APPEARING BACK EXAMINATION

[For Supporting and Common Course only]

Name of the Student:……..
Registration No.:…….

Sl. No.	Course Code	Course Title	For Semester	GP obtained	Applied for Mid Term/ End Term Theory / Practical
1					
2					
3					

*Forwarded by the Course Instructor after completion of requisite attendance by the student (in case where student could not appear at end term examination due to shortage of attendance

…….
Student's Signature with Date

…….
Signature of the Course Instructor

Forwarded by

…..
Chairperson, Advisory Committee

……
Head of the Department

Cash Section

Please collect ₹……. (@ ₹1000/- per course) from the student as fees for Back Examination

Deputy Registrar

Received ₹ ……. vide Receipt/ TXN No. ……..…… Date……..

Cash Section

[To be filled by the Student]
ADMIT CARD (BACK EXAMINATION)
UBKV, PUNDIBARI, COOCH BEHAR

NAME OF THE STUDENT……..
Registration No. ……. for the Course(s) ……
…….

Deputy Registrar

For M.Sc. & Ph.D only (Annexure 9.2)

APPLICATION FORM FOR APPEARING SPECIAL EXAMINATION

Name of the Student: ……
Registration No.: ……..

Sl. No.	Course Code	Course Title	For Semester	Applied for Mid Term/ End Term Theory / Practical	Signature of Course instructor
1					
2					
3					

*Please see attached the documental evidences for absence in regular examination

…….
Student's Signature with Date

…….
Signature of the Chairperson, Advisory Committee

Forwarded by

……..
Head of the Department

Permitted by

……
Dean Post Graduate Studies

Cash Section

Please collect ₹……. (@ ₹1000/- per course) from the student as fees for Special Examination

Deputy Registrar

Received ₹ ……. vide Receipt/ TXN No. ……..…… Date……..

Cash Section

[To be filled by the Student]
ADMIT CARD (SPECIAL EXAMINATION)
UBKV, PUNDIBARI, COOCH BEHAR

NAME OF THE STUDENT……..
Registration No. ……. for the Course(s) ……
…….

Deputy Registrar

For M.Sc. & Ph.D only Annexure 9.3

APPLICATION FORM FOR REVIEW OF END TERM ANSWER SCRIPTS

Name of the Student:……..
Registration No.:…….

Sl. No.	Course Code	Course Title	For Semester	GP obtained	Remarks
1					
2					
3					

…….
Student's Signature with Date

Forwarded by

……..
Chairperson, Advisory Committee

……
Head of the Department

Permitted by

…….
Dean, Post Graduate Studies

Cash Section

Please collect ₹……. from the student as fees for Review of Answer scripts

Deputy Registrar

Received ₹ ……. vide Receipt/ TXN No. ……..…… Date……..

Cash Section

Annexure – 9.4

Prayer for appearing to Comprehensive Evaluation

To
The Dean
Post Graduate Studies
Uttar Banga Krishi Viswavidyalaya
Pundibari, Cooch Behar

(Through proper channel)

Sir,

I would like to inform you that myself Sri./Smt. ……

Registration No. ……. have completed all my course work and 50% of mandated research work required for submission of the dissertation.

I may please be allowed to appear in comprehensive evaluation.

Yours faithfully,

Date:

Student's Signature

Place:

Department of …….

Certified

Forwarded by

…..
Chairperson, Advisory Committee

…..
Head
Department of ……

Records verified

…..
Deputy Registrar

Approved by

…..
Dean, Post Graduate Studies

Annexure 9.5

UTTAR BANGA KRISHI VISWAVIDYALAYA
Pundibari, Cooch Behar,
West Bengal – 736165

REPORT OF COMPREHENSIVE EXAMINATION
Ph.D. in Ag./Hort/Forestry.
[Confidential. To be sent to the Deputy Registrar]

1. Name of the Student (in Block Letter):……..
2. Semester No. :…… of Ph.D. in ……
3. Department:……
4. Faculty:……..
5. Date of examination:……
6. Name of the External Examiner with Designation and office Address

….…….

….…….

CERTIFICATE

1. The student has passed with satisfactory performance.
2. The student may be allowed to submit his/her thesis.
3. The student has to reappear in the evaluation for unsatisfactory performance.

☑ the appropriate option(s) of above

Date : Signature of Chairperson, Advisory Committee

Name of the Members of the Advisory Committee:

1……...

2……

3……

4……

Signature of Head of the Department Signature of the Dean, Post Graduate Studies

Annexure – 9.6

Prayer for appearing to Repeat Comprehensive Evaluation

To
The Dean
Post Graduate Studies
Uttar Banga Krishi Viswavidyalaya
Pundibari, Cooch Behar

(Through proper channel)

Sir,

I would like to inform you that myself Sri./Smt. ……

Registration No. ……. have completed all my course work and 50% of mandated research work but failed in 1st attempt of Comprehenhensive evaluation.r

I may please be allowed to appear in Repeat comprehensive evaluation. I have paid the requisite fees of Rs. ……../- through online vide TXN Reference no. ……. on …….

Yours faithfully,

Student's Signature

Department of …….

Verified and Certified

Forwarded by

…….
Chairperson, Advisory Committee

…….
Head
Department of ……

Approved by

……..
Dean, Post Graduate Studies

ANNEXURE 9.7

UTTAR BANGA KRISHI VISWAVIDYALAYA

Synopsis of Post Graduate Students

M. Sc.(Ag.)/M.Sc.(Hort.)/M.Sc.(Forestry)

Ph.D. (Ag.)/Ph.D. (Hort.)/Ph.D. (Forestry)

Name of the Student (Capital letters): _____

Name of the Discipline: _____

Name of the Chairperson, Advisory Committee: _____

Major Subject: _____

Minor Subject: _____

Title of the research problem:

_____

_____

1. INTRODUCTION/ RATIONALE: (Not exceeding 300 words)

2. A BRIEF REVIEW OF LITERATURE (Not exceeding 500 words)

3. TECHNICAL PROGRAMME OF WORK (The details of each experiment must be given)

Experiment No. 1

- **i) Name of the experiment**
- **ii) Location/place of work**
- **iii) Year of field experiment / data collection (if any):**
- **iv) Treatment details**
- **v) Methodology (Statistical design, plot size, number of plants/plot etc as applicable)**
- **vi) Observations to be recorded**
- **vii) Statistical analysis**

Similar details of other experiment(s), if any should also be given.

4. COLLABORATION WITH OTHER DEPARTMENTS

Name of the department/Institution:

Consent of the:

i) Collaborating teacher/scientist/staff _____

ii) Head of the collaborating Department/Institution _____

5. BIBLIOGRAPHY

_____

Signature of the Student

ADVISORY COMMITTEE

	Name	Designation	Department	Signature
Chairperson	_____	_____	_____	_____
Member	_____	_____	_____	_____
Member	_____	_____	_____	_____
Member	_____	_____	_____	_____

Forwarded two copies to the Dean, PG Studies

Head of the Department

To be approved by Dean, Post Graduate Studies for M.Sc.(Ag.)/ M.Sc.(Hort.)/ M.Sc.(Forestry)

Dean, Post Graduate Studies

To be approved by the Board of Research Studies for Ph.D. (Ag.)/Ph.D. (Hort.)/Ph.D. (Forestry)

Dean, PG Studies

ANNEXURE 9.6.1

ACTIVITY TABLE AND TIME SCHEDULE

Exp	Activity	Semester II						Semester III						Semester IV						Semester V						Semester VI					
		F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J
I	Collection of samples	▬	▬																												
	Standardization of methods	▬	▬	▬	▬																										
	Lab Exp set up			▬	▬																										
	Sample preparations				▬	▬																									
	Biochemical analysis					▬	▬																								
II	Field preparation & layout								▬																						
	Sowing								▬																						
	Soil sampling								▬	▬									▬	▬											
	Biochemical analysis										▬	▬	▬	▬								▬	▬	▬	➡						
	Field observations									▬	▬	▬	▬	▬								▬	▬	▬	➡						
	Harvesting & threshing													▬	▬										➡	▬					
	Data collection & compilation																								➡	▬					
	Thesis/disser															▬	▬										➡	▬			

	tation writing																												
	Thesis/dissertation seminar															➖										➡		
	Rough thesis/ dissertation submission																➖										➖	
	Final thesis/ dissertation submission																➖											➖

Note: - JFMA…….D refers to the name of the month and a sample is shown how the activity table is to be filled up for M. Sc. (4 semesters) and Ph. D students (6 semesters).

- Number of experiments and its activity will vary according to the problem of work of M. Sc. and Ph. D. students.

- Activity table and time schedule should be prepared as per the individual case.

Annexure 9.8

POST GRADUATE DEGREE PROGRAMMES

GUIDELINES FOR THESIS PRESENTATION

2026

UTTAR BANGA KRISHI VISWAVIDYALAYA
PUNDIBARI, COOCH BEHAR
736165, WEST BENGAL

GUIDELINES FOR THESIS PRESENTATION

These guidelines are to be followed carefully.

In case of any deviation, the THESIS shall be returned to the student for resubmission after necessary revision.

1. GENERAL

The guidelines deal with the presentation of a thesis (in case of M.Sc./ Ph.D.) and similar documents which fall within the definition of the term "Thesis".

1.1 Definition: For the purpose of these guidelines, thesis is a statement of research presenting the student's findings and any conclusions reached, submitted by the author in support of his/ her candidature for a higher degree, professional qualification or other award.

A M.Sc. thesis must demonstrate the student's familiarity with the tools of research, scholarly analysis in their major field and ability to present the results of their investigation effectively.

A Ph. D thesis must demonstrate the originality and ability of the student for an independent investigation and the results of the research must constitute a contribution to knowledge.

1.2 Copyright: The University shall reserve the right to make available or to allow the thesis to be copied in whole or in part without any reference to the author for study and reference purposes subject to normal conditions of acknowledgement. In all other cases, the copyright rests with the author.

1.3 Publication of the Thesis: Whenever any material from the thesis is published, a footnote shall always be given stating that the thesis has been submitted for a M. Sc. / Doctoral degree of the University.

1.4 Submission of the Thesis: The M. Sc. and Ph. D thesis shall first be submitted in a spiral bound form and after the viva-voce it shall be hard bound (For M. Sc. Deep forest green color for College of Agriculture, slate gray color for College of Horticulture while for Ph. D, maroon red color for College of Agriculture and midnight blue color for College of Horticulture) with embossing in golden letters and submitted as per the guidelines. No substitute covers and colors shall be used. The thesis submitted from student research should comply with the Plagiarism and AI Policy of the university.

1.5 Number of Copies: Five numbers hard-bound thesis shall have to be submitted along with a soft copy in PDF format, of which one each shall be issued to Central Library, College Library, Department Library, concerned Chairperson and concerned student.

2. PARTS AND ARRANGEMENT

The thesis should normally consist of various sections viz., (1) Preliminaries (2) Text and (3) End matter. The names of these parts are only to facilitate the arrangement of various sections and they are not to be indicated as headings. The sections falling under each of the parts are arranged in the thesis in the following sequence:

2.1 Preliminaries:

Title page
Approval by Examiners
Certificates (Chairperson, Advisory Committee)
Acknowledgements (not mandatory)
List of contents
List of tables
List of illustrations (graph/ photo/ sketch/ figures if any)
List of symbols and abbreviations
Abstract

2.2 Text:

Introduction
Review of
Literature
Materials and Methods
Results and Discussion
Summary and Conclusions

2.3 End matter

Literature cited
For M. Sc. as References
For Ph. D as Bibliography
Appendices (if any)
Full paper published (from the Ph. D thesis)

3. COVER

Binding: The thesis shall be fully rexin bound within boards of sufficient rigidity to support the weight when placed on the shelf in the prescribed colour as specified at 1.4. The leaves of the thesis shall be permanently secured to the cover by sewing, in such a way that the leaves can be turned easily and the text clearly read up to the extreme left margin. Materials like maps, oversized charts, computer printouts, etc., shall be reduced in size by xeroxing. Guards in the form of butter paper for photo plates, if any, should be provided.

3.1 **Cover Title:** The outside front board shall bear the title of the thesis in 20-point type in Times New Roman font. The title shall be in upper case with bold letters except scientific names. Scientific names shall be in italics with first alphabet of genus in upper case. The title shall spell out acronyms, abbreviations and symbols. The initials and name (20-point type in bold) of the candidate (as registered at the time of PG admission) with Registration No. (16-point type in bold), the degree (16-point type in bold) and discipline (16 point type in bold) for which the thesis submitted, the University emblem (1.10 inch × 1.52 inch) and the year (20-point type in bold) of submission shall be given as depicted in Appendix- **A1 and A2**. The cover material shall be clear of any other lettering.

3.2 **Spine Title:** The spine of thesis shall bear in at least 24-point type, name, degree and year of submission. The printing on the spine shall be along the length side when the volume is lying flat.

4. PAPER, TYPOGRAPHICAL DETAILS AND MECHANICAL CONVENTIONS

4.1 **Paper: Executive bond white paper** of A4 size (210 x 297 mm) should be used for hard bound thesis.

4.2 **Typing:** Type characters shall not be less than 12 points with Times New Roman font. However, subscript, superscript and if essential, tables shall not be less than 8-point type in Times New Roman font. Typing should be of even quality with clear black characters. **The text part, tables and graphs printed single side of the paper including photo plates printed on one side of the paper only.** Copies produced by Xerox or comparably permanent process are acceptable. Illustrations should be minimized and repetitions of data presentations should be avoided.

4.3 **Margins:** The left side margin shall be 4 cm wide and the top, bottom and right-side margins shall be 2 cm wide.

4.4 Spacing: A spacing of 1.5 lines shall be used in type script except for quotations of footnotes where single line spacing can be used. Spacing in abstract shall be in single line space.

4.5. Pagination:

4.5.1 Preliminary Pages: These shall be numbered with lower case Roman numerals i.e. i, i, iii, iv, v, vi, etc. at the bottom centre of the page.

4.5.2 Text: The text pages shall be numbered with Indo Arabic numerals consecutively throughout the thesis including the appendices, photographs, diagrams, etc. at the bottom right corner of the page at final submission.

4.5.3 Position of Page Numbers: Page numbers shall be located at the **lower** corner of the page approximately 2 cm from the right edge. Page numbers shall be given without a period or brackets. For pages with landscape setup, the page numbers shall be indicated in the same position as all other page numbers in the main body of the thesis (vertical when bound as depicted in **Appendix-B**). Avoid pagination for the first page of each chapter but they shouldn't break the continuation of the pagination. Photographs or photo plates if inserted as a separate page shouldn't be alloted page number. Similarly, tables if larger shall be placed as a separate page just after the page where it is referred for the first time with continuous pagination.

4.6 Chapter Heading (First level heading): Every chapter in body of the manuscript shall begin with a new page. Chapter should be numbered with Roman numerals and the chapter heading shall be placed in capitals with 20 points in Times New Roman font. It should be right aligned on 3.5pt black line with 1.5-line spaces between the main text.

4.7 Paragraphs: The text should begin with 1.5 space lines below the chapter title. A paragraph indention of eight spaces shall be used. Subsequent pages of the text should begin 2 cm below from the top of the page. No page should end with the beginning of a paragraph from the previous page i.e. less than one full line in length.

4.8 Sub-heading within chapters: Theoretically any number of sub-heading levels are possible, but in practice more than three levels are confusing. All sub-headings and numbers shall have left alignment.

4.8.1 Centre Heading (Second level heading): This heading shall be in bold capitals and placed at 1.5 space below the last line of the previous section with 18 points in Times New Roman font. The text following this heading should appear in regular paragraph form. The heading preceded by the number shall be typed flush with the left margin.

4.8.2 Side Heading (Third level heading): This heading in bold shall be placed at 1.5 space

below the last line of the previous section with 14 points in Times New Roman font. Initial letters of words except articles and prepositions (other than at the beginning) should be in capital: The text following this heading should appear in regular paragraph form. The heading preceded by the number shall be typed flush with the left margin.

4.8.3 Run-on-Heading (Fourth level heading or paragraph heading): The initial letters of the words except for articles, conjunctions and prepositions should be in capital. The heading should be preceded by the number in bold with 12 points in Times New Roman font. It must be followed by a colon and the text should follow immediately on the same line.

4.8.4 Numbering of Divisions: The structural elements (Headings) shall be numbered as 1, 2, 3 and subdivided as 1.1, 1.2, 2.1, 2.2, etc. Further sub divisions may be as 1.1.1, 1.2.1, etc. Only Arabic numerals shall be used. A full stop shall be placed between numbers designating subdivisions of different levels. At the end, no full stop shall be placed.

4.9 Mechanical Conventions: The conventions listed in the CBE (Commander of the Order of the British Empire) Style Manual (1972) should be followed for punctuations: full stop, ellipsis, comma, semicolon, question mark, numbering, illustrations, diagrams, etc.

4.10 Decoration: No ornamentation or bordering of the sides shall be permitted.

5. WRITING THE THESIS

5.1 Style of Writing: The thesis should be written in the past tense, passive voice and in the third person. The guidelines given by the CBE (Commander of the Order of the British Empire) Style Manual should be followed. For referral purpose, the latest Webster's New International Dictionary should be followed.

5.2 Transliteration:

When quotations, authors names, and titles of works have originally appeared in a non-Roman alphabet, the information should be transliterated into Roman alphabet for use within the text.

5.3 Illustrations: Illustrations should immediately follow the textual reference on the following page. They shall bear continuous serial numbers from where first referred Like Table/ Figure 1, 2, 3, 4. and so on. The caption shall be placed at the bottom of the figures and top of the table with the initial letter in capital and shall maintain a single space separating the figure and the caption. The caption should be single spaced closed by a full stop. Photo print or Art paper should be used for printing of photographs. Photographs shall not be pasted directly in the thesis. Photos or photo plates if inserted as separate page shall be inserted at the next immediate page to the page where it is referred for the first time.

5.4 Tables: Larger tables shall be placed on a separate page. Shorter tables, figures or photos and photo plates should be placed on the page or next just after where it is referred for the first time within the text. A table running longer than one page may be continued on two or more pages by indicating the continuation e.g. Table 1 or Table 2, and so on (cont.). The table number shall end with a full stop without any other punctuations both in the text and table title. The title shall be placed above the table following single space separating the table and the title. The first letter of the title is capitalized and single spaced in sentence form. A table is closed with a horizontal line and footnote (if any) pertaining to the table shall be placed below in single line space. (**Appendix-C**).

- Yield or any metric measurements shall be indicated in MKS system with standard notations (e.g., kg ha^{-1}) without any decimals.
- In a table, the decimals shall be uniform either one or two or three for all the values.
- Certain parameters e.g. Plant height more than 60 cm, Days to 50 % flowering, Days to maturity shall be rounded to the nearest number.

5.5 Citations: In citing works in the text, the following system (author, year) shall be followed. **Similar system shall be followed in the text of synopsis also.**

One author- Rakholiya (2015) or (Rakholiya, 2015)

Two authors- Madhuri and Sagar (2016) or (Madhuri and Sagar, 2016)

More than two authors- Alan *et al.* (2000) or (Alan *et al*., 2000). 'et al' must be italicized.

For the citation of an institutional publication such as Annual Report Committee Report, Statistical Bulletin etc., cite the reference treating the organization as the author.

e.g. World Health Organization report indicated that in East Pakistan, every dollar invested in malaria control from 1963 to 1966 saved an average of $1.48 in labour and improved health standard (WHO, 1968) or WHO (1968) indicated that in East Pakistan, every dollar invested in malaria control from 1963 to 1966 saved an average of $1.48 in labour and improved health standard.

6 PRELIMINARY PAGES

6.1 Title page: The title page shall be the first page of the thesis and it should consist of the following statements as depicted in Appendix-D

Title	:	Times New Roman font, bold with 20 points
Author Name	:	Times New Roman font, bold with 20-point

Author's Registration No.	:	Times New Roman font, bold with 16-point
Submission statement	:	Times New Roman font, bold with 16 points
Degree	:	Times New Roman font, bold with 16-point
University Logo	:	1.10 inch ×1.52 inch
Imprint	:	Times New Roman font, bold with 16 points
Year	:	Times New Roman font, bold with 20 points

6.1.1 Title: The title of the thesis should be concise, self-explanatory and give an idea about the content of the thesis. It shall be placed near the top of the page in capital letters in bold. The sub- title, if any, shall follow the title after a colon in the same line. If the title exceeds one line, an inverted pyramid format shall be followed as far as possible without splitting the words in each line.

6.1.2 Submission Statement: The submission statement indicating that it is a thesis submitted to the University in partial fulfilment of the requirement of a degree with discipline (to be indicated), shall be placed between the title and name of the author.

6.1.3 Name of the Author: The name of the author in capitals with bold should follow the title in the upper half of the page preceded by the word 'By' centered in a separate line. The name of the author (as registered at the time of admission) shall be given followed by only the Registration no.

6.1.4 Imprint: It should follow the emblem and consist of the Name of the Department and the College where the candidate is studying followed by the year of submission. No full-stop shall be used at the end of any statement.

6.2 Certificates of Approval: Certificates of approval, one by the Chairperson of the Advisory committee with the date of first-time submission (**Appendix-D1 & D2**) and the other by the Advisory committee along with External Examiner and Dean, PGS on the day of *Viva-voce* examination shall be as given in the proforma (**Appendix-E1 and E2**).

6.3 Certificate of Originality: As per UGC (promotion of academic integrity and prevention of plagiarism in higher education institutions) regulations dated 23rd July, 2018 the format to be used annexed as (**Appendix F**)

6.4 List of Contents: The titles of the chapters followed by literature cited and appendices along with page numbers shall be listed in sequence as depicted in **Appendix-G**.

6.5 List of Tables: The list of tables with page numbers shall be given in the order in which they occur in the text. The titles of the tables shall be given exactly as they appear in the text **Appendix-H**.

6.6 List of Figures: The list of illustrations such as photographs, maps, graphs, diagrams and

statements or depictions with page numbers shall be given in the order in which they occur in the text. The captions of illustrations shall be given exactly as they appear in the text **Appendix-I**.

6.7 Acknowledgements: Acknowledgements if included shall be a brief note for technical and financial (institutional only) assistance received by the candidate during his/her research work and preparation of thesis from organizations and individuals. It shall not exceed two pages. It shall not contain nick names and statements of dedication. Acknowledgements for paid services shall be avoided.

6.8 Declaration: The author shall indicate in a declaration, any material contained in the thesis which he/she has used or published before as depicted in **Appendix-J and K**. If the thesis is based on joint research, the nature and extent of the author's individual contribution shall be indicated.

6.9 Abbreviations: A key to abbreviations and acronyms used shall be provided. Standard abbreviations known internationally should be avoided. For an abbreviation not in common use, the term shall be given in full at first instance in a particular chapter followed by the abbreviation in brackets. Henceforth in the chapter abbreviated form only shall be used. For Scientific name the genus and species in full form (in italics) for first instance shall be mentioned and then after the first letter of genus and full form of species in italics is to be typed. For the titles of the periodicals, only full title should be given and no abbreviation shall be used.

6.10 Synopsis: It shall be written as extended abstract (**Appendix-L)** in about 1500 words and in single line space. The synopsis shall be preceded by the name of the author, title, degree to which it is submitted and the particulars of faculty, department, chairperson, University and year of submission. The abstract shall be condensed but informative covering the essential points of the investigation. It shall include the nature and scope of the research undertaken, brief methodology of the experiments/study/analysis, conclusions and contributions made to the knowledge of the subject treated.

6.11 Dedication: The thesis being a formal presentation for the award of a degree, **it shall not be dedicated to any individual or organization**.

7. TEXT

The text of the thesis shall be divided normally into five chapters viz., (1) Introduction (2) Review of Literature (3) Materials and Methods (4) Results and Discussion and (5) Summary and Conclusions.

7.1 Introduction: It shall be written as Chapter I (in Times New Roman font with 14 point and bold) followed by Introduction in capital letters (in Times New Roman font with 18 point and bold) as depicted in **Appendix M**. The introduction should briefly state the lacunae in the subject and the research gaps the thesis attempts to fill up. The

background and purpose of the investigation should be indicated. The objectives of the investigation shall be clearly mentioned without classifying them as general and specific objectives.

7.2 Review of the Literature: It shall be written as Chapter Il (in Times New Roman font with 14 point and bold) followed by Review of Literature in capital letters (in Times New Roman font with 18 point and bold) as depicted in **Appendix-M**. The review of literature shall provide background information to aid the investigator in analyzing and formulating the thesis work. The past research findings should be critically examined with reference to the objectives of the investigation. Review of literature shall be up to date and include only those works that have been published, scheduled for publication or deposited in libraries. as thesis. The sources of information are cited by following the Author and Year system as given in 5.5. The model for writing review of literature is presented in **Appendix-L**.

7.3 Material and Methods: It shall be written as Chapter III (in Times New Roman font with 14 point and bold) followed by Material and Methods in capital letters (in Times New Roman font with 18 point and bold) as depicted in **Appendix-M**. This chapter should present the techniques, material and methods adopted for conducting the investigation and experiments. The statistical tools adopted for analyzing the data shall be mentioned. The Agroeconomic features, descriptions of the study area and company profile for relevant departments shall be included. Methodological limitations or procedural weaknesses, if any, shall be given. If any improvement or modification of the method over others has been done, it shall be mentioned. Any high throughput instrument used during investigation should be mentioned clearly with its make and model.

The names of the insecticides, fungicides, herbicides, hormones, chemicals etc., shall begin with capital letter in the beginning of the sentence and thereafter with lower cap only. Trade names however, are to be indicated with capital letter (first letter) either at the beginning of the sentence or anywhere in the text. Certain crop names are being indicated without uniformity and therefore the crops mentioned below shall be indicated uniformly as Pigeon pea (Red gram), Chickpea (Bengal gram), Cowpea, Greengram, Blackgram, Soybean, Groundnut, Pearl millet, Finger millet etc.

7.4 Results and Discussion: It shall be written as Chapter IV (in Times New Roman font with 14 point and bold) followed by Results and Discussion in capital letters (in Times New Roman font with 18 point and bold) as depicted in **Appendix-M**. The results should be based on a careful consideration of experimental data. The experimental data should be subjected to appropriate statistical analysis for interpreting the results convincingly. The tables or, illustrations shall have to be considered for drawing conclusions. Data to be presented in tables and illustrations, shall be different from each other. The results shall be interpreted in relation to the reported findings clearly

establishing cause-effect relationships. The discussions may include conjecture as to unexpected results, if any. Further, discussion shall be very critical and explicit. The findings are also variously referred to as generalizations, implications, inferences, recommendations for further research, if any.

7.5 Summary and Conclusions: It shall be written as Chapter V (in Times New Roman font with 14 point and bold) followed by Summary and Conclusions in capital letters (in Times New Roman font with 18 point and bold) as depicted in **Appendix-M**. This shall be the final chapter of the thesis. A brief report of the work carried out shall form the first part of the chapter with serial numbered suitable sub-headings. **Conclusions shall be the last sub-heading of this chapter** and the narration should be brief (strictly not more than a page) and to the point derived from logical analysis presented in the results and discussion. Conclusion must not include any reference because it concludes the information derived from the present work. **Scope for future work and Recommendations (if any) shall be stated lucidly as separate sub-heading just before the conclusion and also should be very brief and to the point (both not more than a page).**

7.6 Publishing of Research Papers: While submitting the thesis for Ph.D. Degree, one published research article (the full article) from research work has to be enclosed as an appendix.

8. Literature cited. It shall be written as ("REFERENCES" for M. Sc and "BIBLIOGRAPHY" for Ph. D in capital letters (in Times New Roman font with 18 point and bold) as depicted in **Appendix-M**. References are citations used within the text to acknowledge specific sources, while a Bibliography is a comprehensive list of all sources consulted during the research process and both are arranged by the name of the author in alphabetic order as given in the **Appendix-N**. The first line of the citation shall be in hanging with one tab spacing from second line. Individual reference entries shall not be split over two pages. Format and placement of reference citations shall be consistent throughout the thesis. Similar system shall be followed in the text of synopsis also. Digital object identifier (DOI) number (if available) must be given along with the normal referencing. If multiple references are cited in the text, it should be year-wise in ascending order separated by semi-colon and if multiple citation od the same year follow alphabetically (Pedigo, 1996; Agrawal, 1980; Dhingra and Sinclair, 1985; Chakravarty, 2014$_{\underline{a, b}}$; Chakravarty and Mallick, 2014; Chakra**b**orty *et al*., 2014; Chakra**v**arty *et al*., 2014; Roy, 2014; Shukla and Roy, 2014; Chakravarty *et al*., 2015; Roy *et al*., 2015; Shukla *et al*., 2015$_{\underline{a, b}}$; Sark**a**r *et al*., 2025; Sark**e**r *et al*., 2025; Reference should be written in hanging format). Moreover, multiple references if cited with same author of a same year (may be publication with one author or the first author for the publication with multiple authors or can be with same spelling for the first author, the reference will end with a, b, c, and so on as subscript with the publication year as shown above. But references with subscript 'a' should appear

where is cited for the first time in the text and then references with subscript 'b' should appear where is cited for the first time in the text following references with subscript 'a'.

The following information will be useful in citation. Whilst there are a number of citation styles, the commonality of presenting citations of different formats as indicated below shall be followed.

In case of an institutional publication the name of the institution or organization shall be treated as the author. No entry will appear as an anonymous publication.

The main parts of a complete entry for a book are (i) Name(s) of author(s), (ii) Year of publication, (iii) Title of book in italics, (iv) Name and city of publishers. (v) Pages referred to in the book. (vi) DOI if available. An example is:

Pedigo, PL. 1996. *Entomology and Pest Management.* 1st Edn. Prentice- Hall of India Pvt. Ltd., New Delhi. Pp. 630-635.

Agrawal, RL. 1980. *Seed Technology*. 1st Edn. Oxford & IBH Publishing Co. Pvt. Ltd., New Delhi. Pp. 165-176.

Dhingra, OD and Sinclair, JB. 1995. *Basic Plant Pathology Methods.* 1st Edn. CRC Press, London. Pp. 212-222.

Sometimes a book does not have a stated author. In such a case, use the title to start the entry. An example is

Facts on File Physics Handbook. 2nd ed.2006. New York, Facts on File Inc. 56

Edited books have an editor or multiple editors contain essays by a group of people, each author contributing one chapter or essay. (i) Name(s) of author(s), (ii) Year of publication, (iii) Title of the chapter (iv) Editors of the book, (v) Title of book in italics, (vi) Name and city of publishers, (vii) Pages referred to in the book, and (viii) DOI if available. In such case it should be cited as

Parmar, BS. and Walia, S. 2001. Prospects and problems of phytochemical pesticides. In: Koul, O. and Dhaliwal, GS. (eds.) *Phytochemical Biopesticides,* Harwood Academic Publishers, Amsterdam. Pp. 133-210.

In case of a chapter in a proceeding: similar as edited books with DOI if available.

Power, JF. and Biederbeck, VO. 1991. Role of cover crops in integrated crop production systems. In: Hargrove, WL. (ed.) Cover crops for clean water. *Proceedings of International Conference*, Jackson, TN, USA, 9-11 April 1991. Soil and Water Conservation Society, Ankeny, IA. Pp. 167-174.

The main parts of entry for an article in a periodical are (i) Name(s) of author(s) (ii) Year of publication, (iii) Title of article, (iv) Name of Journal in italics with volume

number and pages of the article, and (v) DOI if available.

Byrum, JR and Copeland, LO.1995. Variability in vigour testing of maize (*Zea mays* L.) seed. *Seed Science and Technology* 23: 677-688.

Some journals/periodicals will have issue number in addition to volume number. In such of the cases the issue number shall be indicated in parenthesis after the volume number as shown below:

Shelke, VB.; Takale, GR.; Dahiphale, VV and Shinde, VS. 1987. Effect of sowing dates on growth and yield of groundnut cultivars in *rabi* season. *Journal of Oilseeds Research*. 4 (2): 271-274.

The main parts of entry of a website are (i) Name of the institute, (ii) Title of the article/ information/web page in italics and the URL

American Chemical Society. *Polyvinyl alcohol.*30 April 2007. http:// www.cas.org/motw/ polyvinylalcohol.html.

Note that the title of the web-page should be italicized.

Each reference is single spaced: a double space should be provided between individual references:

If there are several references with different titles by the same author, the name(s) of the author(s) are to be typed again.

More than one publication of the same author in the same year, a small alphabet shall be mentioned as subscript at the year as mentioned below.

Sheldrake, AR. and Narayanan, A. 1979_a. Growth, development and nutrient uptake in pigeonpea (*Cajanus cajan* Milsp.). *Journal of Agricultural Sciences*. 92: 513-526.

Sheldrake, AR. and Narayanan, A. 1979_b. Pigeonpea (*Cajanus cajan* Milsp.) as winter crop in peninsular India. *Experimental Agriculture*. 15: 91- 95.

Likewise, the literature cited should follow the format and all the references shall be arranged alphabetically (as shown in **Appendix-M**) at the end after Summary and Conclusions chapter.

9. SYMBOLS AND ABBREVIATIONS

The International Standards of Symbols and Abbreviations are to be followed as shown in **Appendix-O**.

10. APPENDICES

Any supporting material not included but referred to in the main text should be given as an appendix. Appendices shall follow the section "REFERENCE"/ "BIBLIOGRAPHY". The style of appendices shall be consistent with the style of the

main text. If there is more than one, each appendix shall be given alphabetic designation such as appendix A, B, etc. and be titled. The format should follow the rules for chapter titles as shown in **Appendix-M**.

11. INDEX

The thesis shall not be indexed.

12. CURRICULUM VITAE: Student's academic achievement shall be presented in specified format given as **Appendix-P**

13. PAPER PUBLISHED FROM THESIS: The relevant information is to be furnished in the format given as **Appendix-Q. The first page of the published paper(s) needs to be included.**

14. SEMINAR / SYMPOSIUM/ CONFERENCE/ WORKSHOP/ TRAINING PROGRAMME ATTENDED DURING THE STUDY PROGRAMME: The relevant information is to be furnished in the format given as **Appendix-R. Scanned copy of the Certificate of participation needs to be included.**

Appendix P to R need to be furnished at the end of the thesis.

ANTI-PLAGIARISM and AI POLICY

The following guidelines are proposed to eliminate the scope of plagiarism.

I. Percentage of Similarity Permitted in case of thesis:

The similarity of PG research will be checked at two stages i.e. at the synopsis stage and at the time of the submission of the final thesis.

i. **At the synopsis stage:** Before the submission of the final draft of synopsis, the proposal shall be run through prescribed software. **The maximum permissible percentage of similarity (plagiarism) and AI (artificial intelligence) similarity allowed in the complete synopses of PG Students is up to 10 % for both**.

   The report of the synopsis and the thesis/ project report in PDF format generated using the software shall be duly signed by the student, the concerned Chairperson, the Head of Department and Librarian. A Soft copy of these reports in PDF format should be submitted to Dean of PG studies along with the final synopsis.

ii. **At the time of final submission of thesis:** The final draft of the thesis shall be run through the software before its submission to check for similarity. **The maximum permissible percentage of similarity (plagiarism) in the complete thesis of Master is up to 15 %, and doctoral is up to 10%. Similarly, the AI similarity in the complete thesis of Master is up to 10 %, and doctoral is up to 5%.**

   The report generated using this software shall be duly signed by the student, the concerned Chairperson, the Head of the Department and Librarian. A soft copy of the report in the PDF format should be submitted to Dean of PG Studies along with the final thesis. Any thesis /project report having similarity more than the prescribed percentage shall be reviewed by the researchers and the concerned Chairperson till it reaches the prescibed permissible limit.

II. Similarity permitted in case of research publication: The final draft of the research article has to be run through the software before its submission to the publisher. The permissible percentage of similarity is **up to 5 % both for plagiarism and AI**.

III. Similarity Checks for exclusion:

The similarity checks for plagiarism shall exclude the following as per UGC (promotion of academic integrity and prevention of plagiarism in higher education institutions) regulations dated 23rd July, 2018.

1. All quoted works with all necessary permission and / or attributions
2. All references, bibliography, table of contents, preface, definitions and acknowledgments

3. All generic terms, laws, standard symbols and standard equations

The research work carried out by student, faculty, researcher and staff shall be based on original ideas which shall include abstract, summary, hypothesis, observations, results, conclusion and recommendations only and shall not have any similarities. It shall exclude a common knowledge or coincidental terms up to fourteen (14) consecutive words.

IV. Levels of Plagiarism:

Plagiarism would be quantified into following levels in ascending order of severity for the purpose of its definition:

1. Level 0: Similarities up 10 % (doctoral)-15 % (master) for plagiarism and 5 % (doctoral) -10 % (master) for AI. The thesis is allowed for rough-draft submission.
2. Level 1: Similarities above 10-15 % (plagiarism) and 5-10 % (AI) to 40%
3. Level 2: Similarities above 40 % to 60 % (Plagiarism and AI both)
4. Level 3: Similarities above 60 % (Plagiarism and AI both)

V. Detection/Reporting / Handling of Plagiarism:

If any member of the academic community suspects with appropriate proof that a case of plagiarism has happened in any document, he or she shall report it to the IPTM cell of the University. Upon receipt of such a complaint or allegation, the IPTM cell shall investigate the matter and submit its recommendations to the Academic / Research Council of the University.

The authorities can also take *suo motu* notice of an act of plagiarism and initiate proceedings under these regulations.

VI. Penalties:

Penalties in case of plagiarism shall be imposed as per the UGC regulations, 2018. While allowing the thesis for submission and research articles for publication, the maximum similarity limit indicated above will be followed.

Penalties in case of plagiarism and AI use in submission of thesis

Academic / Research Council of the University shall impose penalty considering the severity of the Plagiarism and AI use.

i. **Level 0:** permissible

ii. **Level 1:** Such student shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.

iii. **Level 2:** Such student shall be debarred from submitting a revised script within a stipulated time period of one year.

iv. **Level 3:** Such student registration for that programme shall be cancelled.

Note 1: Penalty on repeated plagiarism and AI use – Such student shall be punished for the plagiarism and AI use of one level higher than the previous level committed by him/her. In case where plagiarism and AI use of highest level is committed then the punishment for the same shall be operative.

Note 2: Penalty in case where the degree /credit has already been obtained – If plagiarism and AI use is proved on a date later than the date of award of degree or credit as the case may be then his/her degree or credit shall be put in abeyance for a period recommended by the Academic / Research Council and approved by the Head of the Institution.

VII. Timeline: This policy shall come into force on the synopses proposals from the Academic session 2025-26 and the final thesis / project report submitted after **31st July, 2025.**

Appendix A1: Cover Title Page for M. Sc.

MASS MULTIPLICATION AND CREATION OF VARIABILITY OF STRAWBERRY BY TISSUE CULTURE

Font size 20pt

A
THESIS
SUBMITTED
TO
UTTAR BANGA KRISHI VISWAVIDYALAYA
IN PARTIAL FULFILLMENT OF THE REQUIREMENT FOR THE AWARD
OF THE DEGREE
M. Sc. (HORTICULTURE) IN FRUIT SCIENCE

Font size 16pt

BY
RANJANA HR
H-2023-014-M

Name only Font size 20pt

Logo size 1.10inch × 1.52 inch

DEPARTMENT OF POMOLOGY & POST HARVEST TECHNOLOGY
FACULTY OF HORTICULTURE
UTTAR BANGA KRISHI VISWAVIDYALAYA
PUNDIBARI, COOCH BEHAR 736165, WEST BENGAL INDIA

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2025

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Appendix A2: Cover Title Page for Ph.D.

STUDIES ON GENETIC DIVERSITY, RESISTANCE TO SHEATH BLIGHT IN RICE (*Oryza sativa* L.)

Font size 20pt

A
THESIS
SUBMITTED
TO
UTTAR BANGA KRISHI VISWAVIDYALAYA
IN PARTIAL FULFILLMENT OF THE REQUIREMENT FOR THE AWARD
OF THE DEGREE
Ph.D. IN PLANT PATHOLOGY

Font size 16pt

BY
PALLAB DAS
A-2021-006-D

Name only Font size 20pt

Logo size 1.10inch × 1.52 inch

DEPARTMENT OF PLANT PATHOLOGY
FACULTY OF AGRICULTURE
UTTAR BANGA KRISHI VISWAVIDYALAYA
PUNDIBARI, COOCH BEHAR 736165, WEST BENGAL INDIA

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Appendix B: Format for presentation of table in landscape mode

Table 3.1 Mean values of different characters for 23 safflower genotypes

S.No.	Accession Number	Days to 50% flowering	Plant height (cm)	Diameter of main capitulum (mm)	No. of effective capitula	No. of seeds/ main capitulum	100 seed weight (g)	Hull content (%)	Oil Content (%)	Seed Yield (g)
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
23										

4.1.1 Microbial Population Dynamics under Rice-Tomato- Cowpea cropping sequence

Evaluation of microbial population dynamics under Rice -Tomato- Cowpea cropping sequence exhibited that there was overall rise in population of *Rhizobium* from 114 days to 776 days irrespective of any treatment effect and the rate of increase in population was ten to thousand-fold. However, among different treatments T_1 (Bio+) exhibited highest increase in rhizobium population (11.30 log cfu) as indicated in Table 4. Thus, among all the treatments biofertilizer alone treated plots exhibited maximum population of all the microbial agents except *Azotobacter* which performed well in treatment combination of biofertilizer +slow released fertilizer as indicated in Figure 4.

Table 4. Microbial Population Dynamics of *Rhizobium* in Rice-Tomato-Cowpea cropping sequence

	***Rhizobium* population (log cfu) in days**							
Treatment	**1**	**114**	**211**	**338**	**451**	**607**	**695**	**776**
T1								
T2								
T3								
T4								

(T1= Biofertilizer; T2= Biofertilizer+ Slow-release fertilizer; T3=Slow-release fertilizer (SRF);T4= chemical fertilizer)

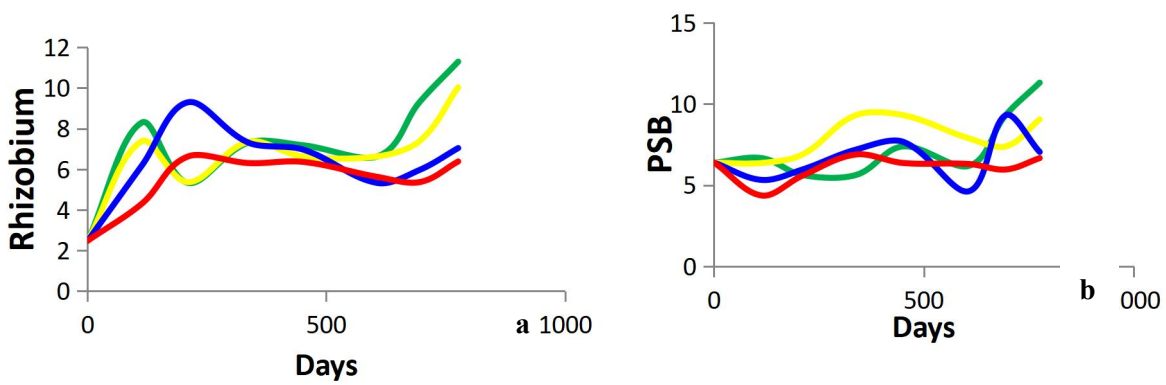


Figure 4. Microbial population dynamics (in log cfu) under Rice –Tomato- Cowpea cropping sequence (a: *Rhizobium*; b: Phosphate solubilizer (PSB); c: *Pseudomonas fluorescens* (PF); d: *Azotobacter*; e: *Azospirillum*)

Note: No Letter head pad

CERTIFICATE

This is to certify that the thesis entitled …… (Title of the thesis) submitted to Uttar Banga Krishi Viswavidyalaya in partial fulfillment of the requirement for the award of the degree of M. Sc. (……) [Agriculture / Horticulture/ Forestry] in …….. (Name of the discipline) by …… (Name of the student) with vide Registration No. …….. is a *bona-fide* research work carried under my supervision and that no part of this thesis has been submitted for any other degree. It is also certified that the thesis has been check for the plagiarism through …….. software on …… (Date) and that the similarity index for plagiarism is ……. %, and AI is ……. % which is below the maximum permissible range as per PG regulation of the University.

The thesis submitted by …….. (name of the student in bold letter) may be accepted for the award of the degree of **M. Sc.** (……) [Agriculture / Horticulture/ Forestry in bold letter] in …….. (Name of the discipline in bold letter).

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

Date: **Signature of Chairperson with office seal**

Appendix-D2 and Annexure 9.10: Certificate by Chairperson of the Advisory Committee for Ph.D.

Note: No Letter head pad

CERTIFICATE

This is to certify that the thesis entitled …… (Title of the thesis) submitted to Uttar Banga Krishi Viswavidyalaya in partial fulfillment of the requirement for the award of the degree of Ph.D in …….. (Name of the discipline) by …… (Name of the student) with vide Registration No. …….. is a *bona-fide* research work carried under my supervision and that no part of this thesis has been submitted for any other degree. It is also certified that the thesis has been check for the plagiarism through …….. software on …… (Date) and that the similarity index for plagiarism is ……. % and AI is ……. % which is below the maximum permissible range as per PG regulation of the University.

The thesis submitted by …….. (name of the student in bold letter) may be accepted for the award of the degree of **Ph. D in** …….. (Name of the discipline in bold letter).

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

Date: **Signature of Chairperson with office seal**

Appendix-E1: Approval of the Advisory Committee for Master Degree

Approval of the Examiners to the Award of the Degree of M.Sc. (……) in ……

We, the undersigned have been satisfied with the performance of the M.Sc. Student …….. (Name in Block letter and bold) in the viva-voce Examination on the final evaluation of the thesis for the award of the degree of **M. Sc.** (……) [Agriculture / Horticulture/ Forestry in bold letter] in …….. (Name of the discipline in bold letter). conducted today, the ……. day of …… (month) …… (year) [all are to be hand written] and hereby recommend that the thesis be accepted for the award of the Degree of **M. Sc.** (……) [Agriculture / Horticulture/ Forestry in bold letter] in …….. (Name of the discipline in bold letter).

Chairperson	Name	
		(Signature)
	Name with Designation	
External Examiner		
		(Signature)
Member	Name	
		(Signature)
Member	Name	
		(Signature)
Member	Name	
		(Signature)
Head, Department of …….	Name	
		(Signature)
Dean, Post Graduate Studies	Name	
		(Signature)

Appendix-E2: Approval of the Advisory Committee for Ph.D Degree

Approval of the Examiners to the Award of the Degree of Ph. D in ……

We, the undersigned have been satisfied with the performance of the M.Sc. Student …….. (Name in Block letter and bold) in the viva-voce Examination on the final evaluation of the thesis for the award of the degree of **Ph.D.** in …….. (Name of the discipline in bold letter). conducted today, the ……. day of …… (month) …… (year) [all are to be hand written] and hereby recommend that the thesis be accepted for the award of the Degree of **M. Sc.** (……) [Agriculture / Horticulture/ Forestry in bold letter] in …….. (Name of the discipline in bold letter).

Chairperson	Name	
		(Signature)
	Name with Designation	
External Examiner		
		(Signature)
Member	Name	
		(Signature)
Member	Name	
		(Signature)
Member	Name	
		(Signature)
Head, Department of …….	Name	
		(Signature)
Dean, Post Graduate Studies	Name	
		(Signature)

Appendix -F And Annexure 9.9

Uttar Banga Krishi Viswavidyalaya

Certificate of Originality

To,
The Chairperson, Advisory Committee
Department of ……
Faculty of ……..
Uttar Banga Krishi Viswavidyalaya

Sub: **Undertaking regarding checking for similarity index of manuscript of submitted thesis**

Respected Sir;
I wish to submit the following:

i. Name of the student (in block letters):

ii. Registration Number:

iii. Name of Chairman of Advisory Committee:

iv. Name of the Department:

v. Title of the Thesis:

vi. Total Pages of the thesis: …….

I do hereby certify that the above-mentioned thesis was checked against plagiarism/for similarity detection. The process and outcome are stated below:

vii. Software used: ……..……

viii. Date: ……

ix. Similarity Index: ….....

The complete report is submitted for review.

Thanking you

Yours faithfully,

Signature of Student:

Name of the student (in block letters)…….……
Only software for checking similarity index output is certified.

Signature of In-charge, Central Library with official seal)

Contd…from pre-page (overleaf)

The complete report of the above-mentioned thesis has been reviewed by the Advisory Committee of the Student (following to be ticked as appropriate).

√ The similarity index of the above-mentioned thesis is below the accepted norms.

☒ The similarity index of the above-mentioned thesis is above the accepted norms, because of the following reasons:

1 ……

2 ……

3 ……

4 …….....

5 ……..

The thesis may be considered for the award and Degree (copy of software generated document attached).

Forwarded for consideration

Signature of Chairperson Advisory Committee with office seal

Forwarded

(**Signature and Official Seal of Head of the Department**)

<u>The process for thesis submission is allowed / not allowed to commence.</u>

(Signature and Official Seal of the Dean, Post Graduate Studies)

Appendix-G: List of Contents

LIST OF CONTENTS
(Include all the heading and sub-headings in the content as 1, 1.1., 1.1.1., *1.1.1.1.* and so on.)

Chapter No.	Title	Page No.
I	INTRODUCTION	
II	REVIEW OF LITERATURE	
III	MATERIAL AND METHODS	
IV	RESULTS AND DISCUSSION	
V	SUMMARY AND CONCLUSIONS	
	REFERENCES/ BIBLIOGRAPHY	
	APPENDICES	

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List of Tables

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4	Microbial Population Dynamics of Rhizobium in Rice-Tomato-Cowpea cropping sequence.	52
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Appendix-I: List of Illustrations

List of Figures

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Plate 2	Microbial population dynamics (in log cfu value) under Rice-tomato-Cowpea cropping sequence	Between 54-55
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for PG. Degree

Appendix-J: Declaration

DECLARATION

I, ..., hereby declare that the thesis entitled "....." submitted to the Uttar Banga Krishi Viswavidyalaya for the degree of M.Sc. (Agriculture/ Horticulture/ Forestry) in …….. is the result of original research work done by me. I also declare that no material contained in the thesis has been published earlier in any manner.

Place: **(Signature of the Student)**

Registration No.

Date:

for Ph.D. Degree

Appendix-K: Declaration

DECLARATION

I, ..., hereby declare that the thesis entitled "....." submitted to the Uttar Banga Krishi Viswavidyalaya for the degree of Ph. D in …… is the result of original research work done by me. Part of the thesis has been published by me as "authors (names), year of publications, Title of publication, Name of the journal, Volume: (No.): Page No."

Place: **(Signature of the Student)**

Registration No.

Date:

Appendix L and Annexure 9.11

Title of the Thesis	:	
Name of the Student	:	
Registration No. of the student	:	
Discipline	:	
Name of the Chairperson	:	
Designation of the Chairperson	:	
Degree to be awarded	:	
Year of Award of the Degree	:	
Total pages in the Thesis	:	….. (Main Text) + …….. (References/ Bibliography in Roman font
Name of the University	:	

ABSTRACT (not more than 500 words with single line spacing 10-11 times new roman font and justified)

Soil moisture distribution, in relation to climate factors (precipitation, evaporation) and soil physical properties, is critical for understanding soil moisture storage and its ability to supply water to crops. The Terai agro-climatic zone (ACZ) of West Bengal comes within per-humid to humid bioclimate with high rainfall. However, the rain happens during the monsoon only (May to September) with occurrence of a long dry spell of winter and pre-monsoon seasons. Cooch Behar district, which falls within this ACZ, has >200% cropping intensity. While only 35% of the land comes under irrigation, farmers grow a variety of crops in the dry season, depending on soil water storage. In this context, this present pilot scale study was selected with the objectives 1) characterization of moisture distribution in soils under different land uses, 2) prediction of soil hydraulic parameters under different land use land covers (LULCs) and 3) modelling of soil hydraulic properties and model accuracy assessment. The University farm of Uttar Banga Krishi Viswavidyalaya was selected as the study area and tensiometers were inserted in 2 depths (0-15 and 15-30 cm) under four different LULCs *viz*. garden, cropland, tea plantation and horticultural lands. For the entire calendar year 2023, tensiometer reading (h) and volumetric moisture content (θ) were collected once in every week. Next, using established softwares, soil hydrological parameters and properties were estimated. The results showed that the θ and h were strongly influenced by rainfall, with the greatest fluctuations in the dry-wet-dry transition periods. These parameters were also affected by residual moisture, capillary rise of groundwater and soil physical properties. Simulation of soil hydraulic parameters (θ_r, θ_S, α, n, K_S) using RETC and HYDRUS-1D inverse model indicated that bulk density, organic matter content and soil texture affected them. The simulated θ_S values were found to be aggregable with observed values. Modelling of soil hydraulic properties was done using the HYDRUS-1D forward model. The simulated

θ and h values were found to be similar to observed values. The cumulative infiltration and flux data, obtained through the model, can be used to schedule irrigation in the dry months. The efficiency of the HYDRUS -1D opens up the possibility to use it to model soil moisture distribution and hydraulic properties for the entire Terai region in near future. With minimum soil data input, a larger scale study in this region would help to optimize crop rotation and water availability.

Keywords: Soil moisture; Matric suction; Hydraulic parameters; Hydraulic properties; modelling

Signature of the Student

Signature of the Chairperson

Date:

Appendix-M: Titles

18 point, caps and bold	**ABSTRACT**
14 point and bold	**Chapter I**
18 point, caps and bold	**INTRODUCTION**
14 point and bold	**Chapter II**
18 point, caps and bold	**REVIEW OF LITERATURE**
14 point and bold	**Chapter III**
18 point, caps and bold	**MATERIAL AND METHODS**
14 point and bold	**Chapter IV**
18 point, caps and bold	**RESULTS AND DISCUSSION**
14 point and bold	**Chapter V**
18 point, caps and bold	**SUMMARY AND CONCLUSIONS**
18 point, caps and bold	**LITERATURE CITED**
18 point, caps and bold	**APPENDICES**

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Appendix-O: Symbols and Abbreviations

The following abbreviations shall be used both for singular and plural units

Length

nm	:	Nanometer
µm	:	Micrometer
mm	:	Millimeter
cm	:	Centimeter
dm	:	Decimeter
m	:	Meter
km	:	Kilometer

Mass

ng	:	Nanogram
µg	:	Microgram
mg	:	Milligram
cg	:	Centigram
dg	:	Decigram
g	:	Gram
dcg	:	Decagram
kg	:	Kilogram
t	:	Tonne

Volume

µl	:	Microlitre
ml	:	Millilitre
cl	:	Centilitre
dl	:	Decilitre
l	:	Litre
dkl	:	Dekalitre
hl	:	Hectolitre
kl	:	Kilolitre

Area

mm^2	:	Square millimeter
cm^2	:	Square centimeter
m^2	:	Metre square
km^2	:	Square kilometer

ac	:	Acre
ha	:	Hectare

Pressure

pa	:	Pascal
mPa	:	Mega pascal

Yield and rate

Kg ha^{-1}	:	Kilogram per hectare
1 ha^{-1}	:	Litre per hectare
T ha^{-1}	:	Tonne per hectare
Ms^{-1}	:	Metre per Second
M	:	Million
B	:	Billion
T	:	Trillion

Energy

J	:	Joule
N	:	Newton
Wm^{-2}	:	Watt per square metre

Electrical Conductivity

Sm^{-1}	:	Siemen per metre
dSm^{-1}	:	Decisiemen per metre

Concentration

$Mgkg^{-1}$(ppm)	:	Parts per million or milligram per kilogram
$Emolekg^{-1}$	:	Centimole per kilogram

Plant Nutrient Conversion

P2 O5 x 0.437	:	P
K2Ox0.830	:	K
CaOx0.715	:	Ca
MgOx0.602	:	Mg

Others

%	:	Percent
%C	:	Degree Celsius
et al.	:	and others people
etc.	:	and so on; and other people/things
e.g.	:	for example, for instance

GA	:	Genetic Advance
GAM	:	Genetic Advance as per cent of Mean
GCV	:	Genotypic Co-efficient of Variation
S^2_g	:	Genotypic Variance
H	:	Heritability in Broad sense
No.	:	Number
OD	:	Optical Density
PCV	:	Phenotypic Co-efficient of Variation
S^2_P	:	Phenotypic Variance
Per se	:	As such with Mean
RPM or rpm	:	Revolutions per minute
Viz.,	:	Namely
Vs.	:	Against
a.i	:	Active ingredient
X	:	Grand Mean
SD	:	Standard Deviation
ANOVA	:	Analysis of Variance
CRD	:	Complete Randomized Design
RBD	:	Randomized Block Design
LSD	:	Latin Square Design
DMRT	:	Duncan's Multiple Range Test
SEm	:	Standard Error of mean
CD (P=0.05%):	Critical Difference at 5 percent level	
r	:	Correlation co-efficient
r_g	:	Genotypic correlation co-efficient
r_p	:	Phenotypic correlation co-efficient
R	:	Multiple Linear Refression
R^2	:	Co-efficient of Multiple Determination
MLR	:	Multiple Linear Refression
PCA	:	Principal Components Analysis
H_0	:	Null Hypothesis
H_1	:	Alternate Hypothesis

A.M	:	Before noon
P.M	:	After noon

Water Measurement:

m^3	:	Cubic metre
m^3h-1	:	Cubic metre per hour
ha-m	:	Hectare-metres
ha-cm	:	Hectare-centimetres
Cft	:	Cubic feet
WUE	:	Water Use Efficiency
AWHC	:	Available Water Holding Capacity
FC	:	Field Capacity
BD	:	Bulk Density
PD	:	Particle Density
PWP	:	Particle Wilting Point
IR	:	Irrigation Requirement
GIR	:	Gross Irrigation Requirement
NIR	:	Net Irrigation Requirement
WR	:	Water Requirement
K_c	:	Crop efficient
K_p	:	Pan Co-efficient
K_y	:	Yield Response Co-efficient
ET	:	Evapo-transpiration
ET_C	:	Crop Evapo-transpiration
PET	:	Potential Evapo-transpiration
CU	:	Consumptive Use
TMC	:	Thousand Million Cubic feet
Cusec	:	Cubic feet per second
ER	:	Effective Rainfall
CAD	:	Computer Aided Design
CPM	:	Critical Path Model
HDPE	:	High Density Poly Ethylene
HP	:	Horse Power

GIS	:	Geographic Information System
CADA	:	Command Area Development Authority
s	:	Second
min	:	Minute
h	:	Hour
J	:	Joule
kcal	:	Kilo Calories
ht	:	Height
wt	:	Weight
IU	:	International Unit
ARF	:	Amylase Rich Food
BMI	:	Body Mass Index
BP	:	Blood Pressure
DM	:	Diabetes Mellitus
GTT	:	Glucose Tolerance Test
PDS	:	Public Distribution System
PUFA	:	Poly Unsaturated Fatty Acids
UV	:	Ultra Violet

Appendix P

Curriculum Vitae

Name of the student :
Father's name :
Mother's name :
Nationality :
Date of birth :
Permanent home address :
ABC ID :
:

EDUCATIONAL QUALIFICATION

For Master's degree student

Bachelor degree
Name of the University :
Year of award :
OGPA/OCPA/% marks :
Master's degree
OGPA :
Awards/Distinctions/Fellowships/scholarships :

For Doctor of Philosophy student

Bachelor degree
Name of the University :
Year of award :
OGPA/OCPA/% marks :
Master degree
Name of the University :
Year of award :
OGPA/OCPA/% marks :
Doctor of Philosophy
OGPA :

Title of Master's Thesis :

Awards/Distinctions/Fellowships/Scholarships:

Publications :

Appendix - Q

(For Ph.D. only)

Details of Published Research Paper (Attach the photocopy)

Title of Research Paper :

Authors :

Name of Journal :

Date of Acknowledgement :

Date of Publication :

NAAS Rating :

Appendix - R

(For Ph.D. only)

Details of Participation/Presentation of Research Paper in National/International Seminar/Webinar/Conference/Workshop (Attach proof of participation)

Date of Participation :

Type of Participation (Oral/poster) :

Details of Seminar/Conference/Webinar/Workshop :

Date of Seminar/Conference/Webinar/Workshop:

Awards (If Any) :

Annexure 9.12

UTTAR BANGA KRISHI VISWAVIDYALAYA

For office use only
Received Rs:
Receipt No:
Date……
Cashier……

Registration No……

M.Sc.(Ag.)/M.Sc. (Hort.)/ M. Sc. (Forestry) Thesis Evaluation, 20…

[Subject……..]

(This Application must reach the Office of the Examination Section on or before…….……)

APPLICATION

To
THE REGISTRAR
UTTAR BANGA KRISHI VISWAVIDYALAYA
(Through Chairman, Advisory Committee)

Sir,

I request permission to present myself at the ensuing M.Sc.(Ag.)/M.Sc. (Hort.)/ M.Sc. (Forestry) Examination.

The fees of Rupees …….. for the Examination and Rupees ……. for a copy of mark sheet are warded herewith.

If any of the statements made in the application be found to be not true, or if it appears that in the opinion of the University. I have in any way contravened the provisions of the University Rules and Regulations relating to the M.Sc.(Ag.)/M.Sc. (Hort.)/ M. Sc. (Forestry) Examination, my submission for Examination of the thesis will be liable to be cancelled by the University.

With regards.

Yours obediently,

Signature in full…….

The …… 20

Address (Home)……...
……
……..

CERTIFICATE

I certify that the above named candidate has satisfied me that he/she has attended a regular course of lectures and completed the course of instruction prescribed by this University for M.Sc.(Ag.)/M.Sc. (Hort.)/ M. Sc. (Forestry) Examination, that he/she has undergone a course of Practical Training according to Rules, that his/her conduct was satisfactory, that he/she has diligently and regularly prosecuted his/her studies, that I know nothing against his/her moral character, and that I believe the subjoined account to be true.

Signature……..
(Head of the Department)

Signature……..
(Dean, Faculty of Agriculture/ Horticulture)

Signature……..
(Dean Post Graduate Studies)

PARTICULRAS TO BE FILLED IN BY THE CANDIDATE

(N.B.- Omission to furnish any of the information asked for below will make the admission of the candidate to the examination liable to cancellation without notice)

1. Name in full (in block letters):……..
   (According to H.S/S.F. Certificate)
2. Date of birth :……
3. Name of the Father:……
4. Mother's Name:……..
5. Name of the Guardian:…….
6. a) Home Address :……
   b) Native District and Town or Village…….
7. Year of passing 10+2 or equivalent Examination……..
8. Roll No. and Year of passing B.Sc. (Ag.)/B.Sc. (Hort.)
   Examination Roll No…….. Year…….
9. Academic Bank of Credit ID …….
9. Subject offered ……..
10. Special paper (if any)……
11. Whether he has migrated from another University. If so, whether migration has been sanctioned by this University (No. and date of the letter sanctioning migration is to be quoted)…….
12. Whether appeared at the same Examination of any previous year. If so year Roll No. to be stated
    ……..

(Signature of candidate in full)

Statement to be furnished by the Head of the Department

● The above named candidate has attended required number of lectures/ has obtained special orders of the Academic Council to the effect that the deficiency in the percentage of attendance at lectures has been condoned, Vide Registrar's letter No…… dt…….. (the letter in original should be enclosed, if received, if not, the following information is to be furnished)…….

1) Date of submission of application for condonation……

Signature of Head of the Department
Faculty of Agriculture/Horticulture, UBKV

➡ **Sentence or sentences not applicable should be struck off.**

PART - II

To be completed by the Head of the Department, with a copy to the Dean, Faculty of Agriculture/ Horticulture

13. Name of the Examiners in order priority for the thesis adjudication.

Sl. No.	**Name**	**Designation & Office/Residential Address with Mail id(s) & contact no.**
1.		
2.		
3.		

Date:…….

Signature of Head of the Department

Forwarded to Dean, Post Graduate Studies in sealed envelop for final appoval of the External Evaluator

UTTAR BANGA KRISHI VISWAVIDYALAYA

For office use only
Received Rs:
Receipt No:
Date……
Cashier……

Proposal for submission of Ph.D. (Ag.)/ Ph.D. (Hort.)/ Ph.D. (For.)/ Thesis

Note: To be neatly filled in or type written by the student and submitted to the Chairperson, Advisory Committee, not later than two months before the proposed date for submission of thesis.

PART - I

1. Name in full (in block letters) :
   (According to H.S/S.F. Certificate)
2. Registration No. : ABC ID. No.-
3. Discipline :
4. Date of joining :
5. Proposed date of submission of thesis :
6. Approved thesis title:
7. Total course work assigned : Major- Minor-
8. Total course work completed/
   Proposed to be completed:
9. Semester in which course work completed/
   Proposed to be completed:
10. Overall Grade point Average earned:
11. Comprehensive Examination passed on:
12. Major field of specialization-
    Minor- (Chairman)
13. Advisory Committee: 1.
    2.
    3.
    4.
    5.
14. Fee of Rs……/-……. Deposited on……..…… vide UTR/TXN no. ……..…….

Signature of Student

Student's Address (Home):

Certified that the statement given by the candidate is accurate to my knowledge.

Chairperson- Advisory Committee

PARTICULRAS TO BE FILLED IN BY THE CANDIDATE

(N.B.- Omission to furnish any of the information asked for below will make the admission of the candidate to the examination liable to cancellation without notice)

15. Name in full (in block letters):……..
    (According to H.S/S.F. Certificate)
16. Date of birth :……
17. Name of the Father:……
18. Mother's Name:……..
19. Name of the Guardian:…….
20. a) Home Address :……
    b) Native District and Town or Village…….
7. Year of passing 10+2 or equivalent Examination……..
8. Roll No. and Year of passing B.Sc. (Ag.)/B.Sc. (Hort.)
    Examination Roll No…….. Year…….
9. Academic Bank of Credit ID …….
9. Subject offered ……..
10. Special paper (if any)……
11. Whether he has migrated from another University. If so, whether migration has been sanctioned by this University (No. and date of the letter sanctioning migration is to be quoted)…….
12. Whether appeared at the same Examination of any previous year. If so year Roll No. to be stated ……..

(Signature of candidate in full)

Statement to be furnished by the Head of the Department

● The above named candidate has attended required number of lectures/ has obtained special orders of the Academic Council to the effect that the deficiency in the percentage of attendance at lectures has been condoned, Vide Registrar's letter No…… dt…….. (the letter in original should be enclosed, if received, if not, the following information is to be furnished)…….

1) Date of submission of application for condonation……

Signature of Head of the Department
Faculty of Agriculture/Horticulture, UBKV

➡ **Sentence or sentences not applicable should be struck off.**

CONFIDENTIAL

PART - II

To be completed by the Head of the Department, with a copy to the Dean,

21. Name of the Examiners in order priority for the thesis adjudication.

Sl. No.	Name	Designation & Office/Residential Address with Mail id(s) & contact no.
1.		
2.		
3.		
4.		
5.		
6.		

Date:…….

Signature of Head of the Department

Forwarded to Dean, Post Graduate Studies in sealed envelop for placing to BRS meeting

UTTAR BANGA KRISHI VISWAVIDYALAYA

P.O.- Pundibari, Dist.- Cooch Behar
West Bengal, PIN – 736165

THESIS/ DISSERTATION EVALUATION REPORT

for
M.Sc. (Ag.) / M.Sc. (Hort.)
&
Ph.D. (Ag.) / Ph.D. (Hort.) / Ph.D. (Forestry)

1. Title of the Thesis/ Dissertation : _____
2. Name of the Candidate : _____
   Subject : _____
   Examination : M.Sc. (Ag.)/M.Sc. (Hort.)/ Ph.D. (Ag.)/Ph.D. (Hort.)/Ph.D. (Forestry)
3. Report (Summary) : _____

Whether the Thesis is

(a) Recommended for acceptance and considered fit for conducting Oral Examination.

(b) Recommended for acceptance and considered fit for Oral Examination after incorporating the changes in the light of the detailed report given below.

(c) Not recommended for acceptance in its present form. The candidate in consultation with the advisor should supplement the work and/or improve upon the Thesis as suggested in the detailed report given below and re-submit the same with modification after expiry of three months.

(d) Not recommended for acceptance for the following reasons.

Dated: _____

_____
Signature of the External Examiner

DETAILED REPORT

DETAILED REPORT (Contd…)

Signature of the External Examiner

NOTE: If necessary, additional sheet may be added to complete the detailed report and Signed at the end.

Annexure 9.14

UTTAR BANGA KRISHI VISWAVIDYALAYA

P.O. Pundibari, Dist. Cooch Behar
West Bengal, PIN 736 165

Remuneration Bill of External Examiner for Thesis/Dissertation Evaluation

Name of Claimant (in Block letters): …….. I was appointed as External Examiner for Thesis Evaluation cum Viva-Voce Examination of M.Sc. (Ag.)/ M.Sc. (Hort.)/ Ph.D. in ……... (Department/Discipline) of the Faculty of Agriculture / Horticulture as per University's Letter No. ……. dated ……/……/20……

Assignment	No. of student Evaluated	Amount (₹)
Thesis evaluation		
Viva-voce Examination		
Postal Charge (if any) [Please attach document]		
Total		

My remuneration in connection with the above assignment (Rupees …… ……..) only.

……..

Account Holder Name :…… ……..

SB Account No. :…….. ……..

Name of the Bank and Branch……..…… ……..

……..…….. Signature in full

Designation and Office address

……

IFSC Code: …….. Received in full

……..

Signature of Claimant

Dean, Post Graduate Studies

Remuneration of External Examiner for

(i) Thesis evaluation Rs. 500/- (for M.Sc.) per student/ Rs. 1000/- (for Ph.D.)

(ii) *Viva voce* examination – Physical presence:Rs. 300/- (for M.Sc.) and Rs. 500/- (for Ph.D.)
Online Presence: Rs. 500/- (for M.Sc.) and Rs. 800/- (for Ph.D.)

UTTAR BANGA KRISHI VISWAVIDYALAYA

P.O. Pundibari, Dist. Cooch Behar
West Bengal, PIN 736 165

Report of the viva-voce examination on Final Evaluation of M. Sc. (Ag.)/ M. Sc. (Hort.) / M. Sc. (Fors.)/Ph.D. Thesis

[To be sent directly to Dean Post Graduate Studies (**Confidentially**)]

We, the undersigned, having been satisfied in the viva-voce examination on final evaluation of Sri/Smt …….. a candidate for the Degree of M.Sc. (Ag.) / M. Sc. (Hort.) / M. Sc. (Fors.) / Ph.D. in …… …….. about his / her knowledge in the field of study as well as grasp on the research problem, methodology and finding / information generated through research along with its applicability in practical field of studies recommend that the candidate is worthy / not worthy of the award of the degree.

Date of viva-voce examination: ……../……./20…….

Remarks: ……

……

……

……

……

Grade awarded - Satisfactory / Unsatisfactory

Numerical Grade awarded : …… out of 10.00

Examiners	Name	Signature
1. Chairperson of the Advisory Committee	……	
2. Head of the Department	……	
3. Member of the Advisory Committee	1. …… 2. …… 3. …… 4. ……	
4. Dean, Post Graduate Studies	……	
5. External Examiner	……	

Signature of Chairperson
Advisory Committee

Annexure – 9.16

Thesis correction form

To
The Dean
Post Graduate Studies
Uttar Banga Krishi Viswavidyalaya
Pundibari, Cooch Behar

(Through proper channel)

Sir,

I would like to inform you that myself Sri./Smt. ……

Registration No. ……. has incorporated all corrections/ modifications in the final thesis as suggested by the external examiners. Hence, I am submitting herewith bound copy of my corrected thesis to the HOD, Department of ……,,, Faculty of ……

Yours faithfully,

M.Sc./ Ph.D. student

Department of …….

Verified and Certified

Chairperson, Advisory Committee

UTTAR BANGA KRISHI VISWAVIDYALAYA
PUNDIBARI, COOCH BEHAR, WEST BENGAL, PIN 736165

NO DUES FORM

Name of the Student ……..

Registration No. …….

			Signature with Seal
1	Department (not applicable for UG students)	:	
2	Farm Section, Instructional Farm (Agriculture / Horticulture)	:	
3	Store Section	:	
4	Mess Secretary, Student Hostel	:	
5	Dean, Student's Welfare	:	
6	Cash Section	:	
7	Comptroller	:	
8	Library Unit	:	
9	CNMC	:	
10	Secretary, Alumni Association	:	
11	Dean, Faculty of Agriculture / Horticulture/ Technology (for UG students}	:	
12	Dean, Post Graduate Studies (for PG & Ph.D students)	:	
13	Deputy Registrar	:	

Registrar

UTTAR BANGA KRISHI VISWAVIDYALAYA
Pundibari, Cooch Behar
AWARD FORM
CONFIDENTIAL

[To be handled by teachers only and forwarded directly to Registrar (Examination)]

(For 600 series Courses)

Name and No. of Course:

Credits: **Term/Semester:** **Year:**

Course Instructors:

Reg. No.	Full Marks ⇨	ST I/ Assignment/ Seminar	Mid Term	ET	Prac.	Num Grade	Remarks
		20	0	80	100		

Signatures of Instructors:

UTTAR BANGA KRISHI VISWAVIDYALAYA
Pundibari, Cooch Behar
AWARD FORM
CONFIDENTIAL

[To be handled by teachers only and forwarded directly to Registrar (Examination)]

(For 500 series Courses)

Name and No. of Course:

Credits: **Term/Semester:** **Year:**

Course Instructors:

Reg. No.	Full Marks ⇨	ST I/ Assignment/ Seminar	Mid Term	ET	Prac.	Num Grade	Remarks
		10	30	60	100		

Signatures of Instructors:

Annexure 10.1

UTTAR BANGA KRISHI VISWAVIDYALAYA

PUNDIBARI, COOCH BEHAR 736165, WEST BENGAL

FORMAT FOR REPORTING UNFAIR MEANS

(to be sent to the office of the Deputy Registrar in sealed envelope along with any confiscated materials)

1.	Registration No.	:	
2.	Name of the Student	:	
3.	Venue of Examination	:	
4.	Date of Examination	:	
5.	Course Number	:	
6.	Name of invigilator(s)	:	1. 2.
7.	Type of unfair means (Put ☑ marks only)	:	☐ Possesion of unauthorized materials ☐ Consulting other students inside/outside the examination hall ☐ Indulgence in any kind of misbehavior with invigilators ☐ Smuggling of answer book or question paper during examination ☐ Pen/ Pencil writing on side wall / desk ☐ Not following notified sitting arrangement ☐ Any other (please specify under invigilator's observation)
8.	Details of confiscated material if any (please attach)	:	a) b) c)
9.	Statement of Student (if any)	:	
10.	Observation of Invigilator(s)		

_____

Signature of Student Date: Time:

_____

Signature of Invigilator Date: Time:

ANNEXURE 11.1

To
The Registrar
Uttar Banga Krishi Viswavidyalaya
Pundibari , Coochbehar.

Through HOD, Department of _____

& The Dean, Faculty of _____

Subject : Prayer for University Merit Scholarship.

Sir,

I am submitting herewith the following particulars for awarding University Merit Scholarship according to the marks obtained by me in respect of preceding _____semester.

So, you are requested to kindly consider my prayer and oblige.

Particulars :

1) Name (in Block Letter) : …….....…
2) Roll No. ……3) Registration No…….....…
4) Faculty : …….....……
5) Semester in which presently reading in : ……....……..…
6) Scholarship Claim for : a) Semester : …….....…
   b) Session :…….....…..
7) If enjoying any other Scholarship/Stipend/any other financial benefit. If so mention the name of source : …….
8) Marks obtained of the preceding Semester :……
9) Whether S.C./S.T./General/OBC (Use √ (Tick) in appropriate place).

I do hereby declared that the above mentioned statement is true.

Date -

Enclo.- Grade/Mark Sheet(Attested)

Yours Faithfully

Roll No._____

Semester_____

Signature of the HOD
Department of _____

Signature of the Dean
Faculty of Agriculture/Horticulture

UTTAR BANGA KRISHI VISWAVIDYALAYA

P.O. Pundibari, Cooch Behar, West Bengal - 736165

Ref. No.: Date:

TO WHOM IT MAY CONCERN

This is to certify that ....., student of Ph. D. ..... semester of the Department of ....., has undergone his / her research work satisfactorily during the period of ..... So, he/she may be allowed to draw scholarship for this period.

_____
Certified by Chairperson, Advisory Committee

_____
Head of the department

To

The Deputy Registrar

Uttar Banga Krishi Viswavidyalaya

Pundibari, Cooch Behar 736165, W.B.

Sub: Undertaking for receiving …… scholarship of …… month / semester/ year

Sir,

I, ……, a bona-fide student of the Faculty / College of ……. bearing registration no. ……, am applying for ……..……. scholarship for …… month / semester/ year / of my study programme and giving the following undertaking with full belief and trust that

(a) I have not applied for any other scholarship / stipen for the above stated period.
(b) Following the notification vide no. 126/EXAM/UBKV dt. 12.05.2026, being the student of UG final year, I shall undergo the course curriculum as per Deans Committee recommended syllabus without taking any financial assistance in the name of STUDENT READY. (Strike through if not applicable).
(c) All the documents submitted along with this application are self certified by me and at par with the documents provided to me by the concerned administrative authority.
(d) All the guidelines of ……..…… scholarship have been followed by me in this particular application.
(e) In case any scholarship / stipend is processed by the concerned section of the University instead of my ineligibility by any inadvertant mistake, I shall be liable to refund back the disbursed amount before leaving the University.

All the above mentioned undertakings are true and University may take penal action against me if found incorrect at any point of my study programme.

With regards.

Yours faithfully,

….……

Signature of the student with date

UTTAR BANGA KRISHI VISWAVIDYALAYA

Pundibari, Cooch Behar, West Bengal – 736165

THREE MEMBERS ASSESSMENT COMMITTEE REPORT FOR UPGRADATION OF JRF TO SRF

Assessment for upgradation of …….. (Name of the Student),__JRF vide Registration No. ……working at Department of ……., Faculty of …… UBKV on completion of two years. the constitution of the committee

		Name	Designation
1	External Member		
2	Member		Dean, Post Graduate Studies
3	Member		Head, Department of ……..
4	Member		Chairman, Advisory Committee

DATE, TIME AND VENUE OF ASSESSMENT: ……

ASSESSMENT OF THE COMMITTEE (Brief description)

RECOMMENDATIONS*
(Strike out whichever is not admissible)

In view of the outstanding/ very good/ satisfactory performance of the JRF, and also the fact that he/she has published work to his/her credit.

1. Mr/Mrs _____ may be upgraded as SRF(NET) and his/her stipend desired to Rs. …… per month.
2. Mr/Mrs _____ may be allowed to continue for third year on the existing rate of stipend.

EXTERNAL MEMBER **CHAIRPERSON, ADVISORY COMMITTEE**

HEAD OF THE DEPARTMENT **DEAN, POST GRADUATE STUDIES**