

SKUAST-JAMMU

Regulations on Resident Instructions-2020



Directorate of Education
Sher-e-Kashmir
University of Agricultural Sciences & Technology of Jammu

**Regulations
on
Resident Instructions-2020**



**Directorate of Education
Sher-e-Kashmir
University of Agricultural Sciences & Technology of Jammu
Chatha, Jammu (J&K) 180009**

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FOREWORD

Sher-e-Kashmir University of Agricultural Sciences & Technology of Jammu (SKUAST-J), since its inception on 20 September, 1999, has strived hard to achieve excellence in agricultural education. The academic programmes of the University have been designed and refined during last two decades to cater the growing and changing needs of the society, in general, and aspirations of farming community in particular. The quality human resource equipped with updated skill and knowledge is being generated. Graduates and post graduates of the University have brought laurels to the Institute at national and international levels by securing prestigious fellowships and placements in public and private sectors. SKUAST-J alumni have performed exceptionally well in UPSC, JKPSC and other recruitment boards to occupy responsible technical and administrative positions.



The University is awarding degrees at U.G., master and Ph.D. levels through three faculties. Faculty of Agriculture at Chatha is offering B.Sc. (Hons.) Agriculture and B.Tech. (Biotechnology) degrees; and Faculty of Veterinary Sciences & Animal Husbandry, R.S. Pura offers degree in B.V.Sc. & A.H. Besides, Faculties of Agriculture, Veterinary Sciences & Animal Husbandry and Basic Sciences award degrees in various disciplines at master and doctoral levels under the ambit of Faculty of Postgraduate Studies.

The University's Regulations on Resident Instructions (RRI) serves as a reference document on regulations and procedures, adopted over the time, to govern the standards of the University's degrees; and roles and responsibilities of the university authorities, teachers/guides, examiners and students. It is a systematic description of guidelines and framework of academic programmes of SKUAST-Jammu right from registration in different degree programmes to curriculum delivery, guidance in research and assessment till the award of degrees. The provisions of RRI document serve as guiding principles to ensure equity of treatment for students at each stage of their education. This document reflects the level of academic excellence the University has maintained to ensure that the students admitted can achieve the degrees with highest standards within a stipulated time frame. Another important purpose of such regulations is to safeguard the academic integrity of the University vis-à-vis its degrees, for the benefit of its students and other stakeholders, whether past, present or future.

I believe that the **Regulations on Resident Instructions-2020** is a thoroughly revised and updated document; and it will serve as a ready reckoner for academia and students of SKUAST-Jammu for implementing key regulations governing academic programmes of the University. I appreciate the efforts made by Prof. S.K. Gupta, Director Education and members of revision committee who compiled this document very meticulously.

Prof. J.P. Sharma
Vice-Chancellor

PREFACE

The Regulations on Resident Instructions (RRI) is a very important document for managing the academic affairs of SKUAST-Jammu. It is a systematic compilation of rules and regulations adopted by the University after thorough deliberations in different fora and academic bodies. It involves inputs from eminent academic experts from within and outside the University. RRI is a reference document for academia and students; and is a reflection of academic standards maintained by SKUAST-Jammu



The first document of Regulations on Resident Instructions of the University was compiled and published in 2009 (RRI-2009) by the painstaking efforts of the committee led by Dr R.M. Bhagat, the then Director Residents Instruction-cum-Dean Post Graduate Studies. The RRI-2009 was divided into eight chapters, namely *Short title commencement definitions application and interpretation; Admission procedures, schedule and eligibility; Academic calendar registration and fees; Semester Regulations; Postgraduate degree programme; Scholarships and gold medals; Guidelines for typing synopsis and thesis writing; Regulations on curbing the menace of ragging.* It was a complete reference document which outlined the regulations and procedures governing student enrolment, registration, assessment, grading, progression and graduation at the University.

Many academic reforms have taken place during last one decade and many new procedures have been adopted and notified by the University. Degree programmes at undergraduate levels have been re-oriented in the light of 5th Deans Committee recommendations of Indian Council of Agriculture Research and Veterinary Council of India Regulations. B.Sc. (Hons.) Biotechnology degree programme was introduced with the establishment of School of Biotechnology from the academic session 2010-11. Master and doctoral programmes in Biotechnology and MBA (ABM) have also been introduced. The UGC regulations on Anti Plagiarism and Academic Integrity-2018 have been adopted by SKUAST-Jammu. Therefore, a need was felt to revise and bring out an updated edition of RRI-2009. In this regard, the sincere efforts made by a committee headed by Dr T.A.S. Ganai, former Director Education, to compile information for revision of RRI-2009 are duly acknowledged.

In compilation of the present document, Regulations on Resident Instructions (RRI-2020), due care has been taken to follow the basic format of RRI-2009 with few modifications. RRI-2020 comprises of 13 chapters. Information on Evaluation and Examination has been compiled separately as Chapter 6 and Chapter 7 on Scholarships and Gold Medals have been thoroughly revised. Chapter 9 on Promotion of Academic Integrity and Prevention of Plagiarism, Chapter 10 on Norms for Institutionalization of Short Term Certificate Courses, Chapter 11 on Best Teacher Award and Chapter 12 on SKUAST-Jammu Inter-Varsity Rolling Silver Trophy are new additions in RRI-2020.

The document outlines all the academic requirements updated till 2020 that must be met by students at the University. Special focus has been given to experiential learning, project works, internships and skill based courses to impart practical and skill oriented trainings to the students to cater the needs of public private and corporate sectors in agriculture; and for developing entrepreneurial skills for making them job providers rather than job seekers.

I express deep sense of gratitude to Professor J.P. Sharma, Vice-Chancellor, SKUAST-Jammu, who has shown his priority, keen interest and farsighted vision for revision of RRI document; and entrusted this responsibility upon me and a committee comprising of Dr. S.E.H. Rizvi, Dean, Faculty of Basic Sciences; Dr. Rajinder Peshin, Professor, Division of Agricultural Extension Education; Dr. Ajay Gupta, Professor, Division of Veterinary Surgery and Radiology, Dr. Manmohan Sharma, Associate Professor, School of Biotechnology; Dr. Bharat Bhushan, Joint Registrar (Academics) and Dr. Subash Chander Kashyap, Assistant Professor, Division of Plant Breeding & Genetics. I acknowledge sincere efforts and meticulous approach of committee members in compilation of RRI-2020. I take this opportunity to thank the faculty, the board of studies, Deans of faculties and members of the academic council for scrutinizing and approving various rules and regulations. I also thank Registrar and his office for providing valuable inputs in preparing the document. I appreciate the support rendered by Mr. Neeraj Khajuria, Assistant Programmer in compilation of this document.



Prof. S.K. Gupta
Director Education

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CHAPTER-1

Short Title, Commencement, Definitions, Application and Interpretation

1.1 Short Title

These regulations shall be called the “Sher-e-Kashmir University of Agricultural Sciences & Technology of Jammu Regulations on Resident Instructions (SKUAST-J, RRI), 2020”

1.2 Commencement

They shall come into force on the dates to be notified by the Vice-Chancellor.

1.3 Definitions

In these regulations unless the context otherwise requires:

- i. The words and expressions used in the Act and Statutes and not defined in these regulations shall have the meaning assigned to them in the Act or Statutes as the case may be.
- ii. “Act” means Sher-e-Kashmir University of Agricultural Sciences & Technology Act 1982.
- iii. “University” means Sher-e-Kashmir University of Agricultural Sciences & Technology of Jammu
- iv. “Statutes” means the statutes made under Sher-e-Kashmir University of Agricultural Sciences & Technology, Act 1982.
- v. “Academic year/professional year” means a twelve month period during which a cycle of academic work is completed.
- vi. “Professional Year” as applicable to B.V.Sc. & A.H degree programme, means a period consisting of minimum two hundred and ten instructional days, except fourth professional year which consists of 315 instructional days, excluding annual examination days in both cases.
- vii. “Semester” means an academic term of 110 working days/ about 21 weeks; there being two such terms in an academic year.
- viii. “Advisor” means the student’s advisor for guiding the undergraduate/ postgraduate programme of studies.
- ix. “Advisory Committee” means the committee constituted to supervise the postgraduate programme of the student.
- x. “Course” means a unit of instructions or segment of subject matter, carrying a specific number of credits to be covered in a semester/professional year in the shape of lectures, discussions, assignments, practical work experience in the class room, laboratories and/or field as prescribed in the syllabus or as may be determined by the appropriate University authorities from time to time.
- xi. “Course grade” means qualitative measure of performance in a course.
- xii. “Credit load” means the quantum of credit hours a student may undertake in one semester/professional year.
- xiii. “Course outline” means a concise outline of the subject matter of a course, correlated with other courses to avoid omissions and / or duplication in a particular field of study.
- xiv. “Credit hour” or “Course Credit” means a quantitative measure of course work. One credit hour means about one hour of theory work in the class per week/semester or professional year, about 2 hours of practical work per week/semester or professional year, or a working period of 3 hours in Veterinary Clinical Complex and Livestock Farm Complex/week/ professional year in addition to library and / or tutorial work of such duration as may be assigned.
- xv. “Curriculum” means a series of courses selected and designed to provide training to meet the requirements of a degree.
- xvi. “Grade point” (GP) in a subject shall be the total marks obtained by a student out of 100 divided by 10.
- xvii. “Credit Point” (CP) in a subject shall be grade point multiplied by the credit hours.
- xviii. Total credit points shall be the sum of the credit points secured.
- xix. “Grade Point Average” (GPA) shall be the sum of total credit points earned divided by the sum of credit hours.
- xx. “Overall Grade Point Average” (OGPA) shall be the grand total of sum of credit points earned divided by the grand sum of credit hours.

- xxi. “Pre-requisite Course” means the course intended to provide background knowledge required for a specific course which a student acquires by completing course specified in that behalf.
- xxii. “Academic Integrity” is the intellectual honesty in proposing, performing and reporting any activity, which leads to the creation of intellectual property.
- xxiii. “Higher Educational Institution (HEI)” means a University recognized under section 2(f) of the UGC Act, 1956 or an institution deemed to be University under section 3 of the UGC Act, 1956 or an affiliating college/institution or a constituent unit of a University;
- xxiv. “Author” includes a student or a Faculty or a researcher or staff of Higher Educational Institution (HEI) who claims to be the creator of the work under consideration.
- xxv. “Commission” means the University Grants Commission (UGC) as defined in the UGC Act, 1956.
- xxvi. “Common Knowledge” means a well known fact, quote, figure or information that is known to most of the people.
- xxvii. “Departmental Academic Integrity Panel” shall mean the body constituted at the departmental level to investigate allegations of plagiarism.
- xxviii. “Faculty” refers to a person who is teaching and/or guiding student(s) enrolled in an HEI in any capacity whatsoever i.e. regular, ad-hoc, guest, temporary, contractual, visiting etc.
- xxix. "Information" includes data, messages, text, images, sound, voice, codes, computer programs, software and databases or microfilm or computer generated microfiche.
- xxx. “Institutional Academic Integrity Panel” shall mean the body constituted at Institutional level to consider recommendations of the departmental academic integrity panel and take appropriate decisions in respect of allegations of plagiarism and decide on penalties to be imposed. In exceptional cases, it shall investigate allegations of plagiarism at the institutional level.
- xxxi. “Notification” means a notification published in the Official Gazette/the University Notifications and the expression “notify” with its cognate meanings and grammatical variation shall be construed accordingly.
- xxxii. “Plagiarism” means the practice of taking someone else’s work or idea and passing them as one’s own.
- xxxiii. “Programme” means a programme of study leading to the award of a bachelors, master’s or research level degree.
- xxxiv. “Researcher” refers to a person conducting academic/scientific research in a HEI.
- xxxv. “Script” includes research paper, thesis, dissertation, chapters in books, full-fledged books and any other similar work, submitted for assessment/opinion leading to the award of master and research level degrees or publication in print or electronic media by students or Faculty or researcher or staff of a HEI. However, this shall exclude assignments/term papers/project reports/course work/essays and answer scripts etc.
- xxxvi. “Source” means the published primary and secondary material from any source whatsoever and includes written information and opinions gained directly from other people, including eminent scholars, public figures and practitioners in any form whatsoever, as also data and information in the electronic form viz. audio, video, image or text; information being given the same meaning as defined under Section 2 (1) (v) of the Information Technology Act, 2000 and reproduced here in Regulation 2 (1).
- xxxvii. “Staff” refers to all non-teaching staff working in the University in any capacity whatsoever i.e. regular, temporary, contractual, outsourced etc.
- xxxviii. “Student” means a person duly admitted and pursuing a programme of study including a research programme in any mode of study (full time or part-time or distance mode).

1.4 Extent of Application

Unless otherwise indicated, these regulations shall apply to the students admitted in SKUAST-Jammu.

1.5 Interpretation

Subject to such advice as may be given by the Chancellor, the decision of the Vice-Chancellor shall be final and no suit, application, petition revision or appeal shall lie in a court of law or any other authority outside the University in respect of interpretation of these regulations.

CHAPTER-2

Admission Procedures, Schedule and Eligibility

2.1 Admission

Admissions to all the programmes of the University (except Ph.D.) shall be made in the beginning of the first semester of an academic year. The admission to Ph.D. programme shall be made in the beginning of the second semester of an academic year.

2.1.1 Admission to Faculties of Agriculture; Veterinary Sciences & Animal Husbandry and Basic Sciences:

2.1.1.1 Admission on free seats: Admission to undergraduate (Agriculture and Veterinary Sciences only) and Postgraduate courses in the respective Faculties shall be made through SKUAST-J Common Entrance Test (CET) that shall be held in the month of June-July every year. The entrance test for admission to Ph.D. programmes shall be conducted in December/January every year.

2.1.1.2 Admission under self-financing/ NRI categories: The University besides open merit and scheduled reserved categories makes admission to various UG/PG programmes under self-financing and NRI/NRI's sponsored categories (All India Basis) and Wards of the University Employees. However, the selections under all the categories are based on merit obtained in SKUAST-J CET.

2.1.1.3 Admission of SRF, INSPIRE, GATE Fellows to Ph.D. programmes: Admission of SRF, INSPIRE, GATE fellows etc. to Ph.D. programmes shall be made against supernumerary seats (one in each Division where Ph.D. programme is offered) and such fellows shall be exempted from appearing in SKUAST-J CET.

2.2 Prospectus and application form

The prospectus and application forms for admission to various courses/programmes shall be available on University website (www.skuast.org) during specified dates as declared by the University from time to time.

2.3 Schedule of admissions

The admission notice for B.Sc. (Hons.) Agriculture, B.V.Sc. & A.H., B.Tech. (Biotechnology) and Master's Degree programmes shall be issued by the University in April-May. The admission notice for Ph.D. programmes shall be issued by the University in November/December every year. The entrance tests for admission to various programmes shall be held on date to be notified by the University from time to time.

2.4 Eligibility for admission to various degree programmes

The eligibility conditions for admission to UG programmes, B.Sc. (Hons.) Agriculture, B.V.Sc. & A.H. and B.Tech. (Biotechnology); and PG programmes of M.Sc. in Agricultural Sciences, M.Sc. in Basic Sciences and M.V.Sc. as well as Ph.D. in Agricultural Sciences, Ph.D. in Basic Sciences and Ph.D. in Veterinary Sciences are given below:

2.4.1 B.Sc. (Hons.) Agriculture (4 year programme): Pass in 10+2 examination with Physics (P), Chemistry (C) and Biology (B) (PCB)/ or equivalent or Physics (P), Chemistry (C) and Mathematics (M) (PCM)/Agriculture and having at least 50% aggregate marks for open category and 40% aggregate marks for reserved categories.

2.4.2 B.V.Sc. & A.H. (5½ year programme): Pass in 10+2 examination with PCB/PCBM having at least 50% marks in aggregate or equivalent for open category and 40% marks for reserved categories.

2.4.3 B.Tech. (Biotechnology) (4 year programme): Pass in 10+2 or equivalent examination with Physics, Chemistry, Biology/Math (PCB/PCM/PCBM) and English, from a recognized statutory Board/University with not less than 50%marks in aggregate for general category candidates and 40% marks in aggregate for reserved categories. This programme is exclusively self financed.

2.4.4 Master's programmes

2.4.4.1 General requirements

- a. Bachelor's degree in respective /related subjects

- b. 6.00/10.00 or equivalent OGPA/equivalent percentage of marks at Bachelor's degree for general category candidates
- c. 5.50/10.00 or equivalent OGPA/equivalent percentage of marks at Bachelor's degree for reserved categories.

Note: For list of reserved categories see Annexure- I.

2.4.4.2 Specific requirements:

The specific programme-wise and discipline-wise feeder degree requirements for admission to various Master degree courses in Agriculture, Biotechnology, Veterinary Sciences and Basic Sciences are given below:

Name of Faculty/ Stream	Discipline of Master's Programme	Eligible Undergraduate Degrees
1. Agriculture • Agricultural Sciences	Agronomy	B.Sc. Agriculture/ B.Sc. (Hons.) Agriculture
	Genetics and Plant Breeding	B.Sc. Agriculture/ B.Sc. (Hons.) Agriculture / B.Sc. Life Sciences with Botany
	Agro-forestry	B.Sc. Forestry / B.Sc. Horticulture/ B.Sc. Agriculture/ B.Sc. (Hons.) Agriculture
	Agri Business Management	B.Sc. Agriculture/ B.Sc. (Hons.) Agriculture/ B.V.Sc.&A.H./ B.Sc. Horticulture/ B.Tech. Agri- Engineering/ B.Sc. Dairying / B.Sc. Forestry or any other graduate degree.
	Agricultural Economics	B.Sc. Agriculture/ B.Sc. (Hons.) Agriculture / B.Sc. Horticulture/ B.Sc. Forestry
	Soil Science and Agricultural Chemistry	
	Agricultural Extension Education	
	Vegetable Sciences	B.Sc. Agriculture/ B.Sc. (Hons.) Agriculture / B.Sc. Horticulture
	Food Science and Technology	
	Fruit Sciences	
	Floriculture and Landscape Architecture	
	Entomology	B.Sc. Agriculture/ B.Sc. (Hons.) Agriculture / B.Sc. Horticulture/ B.Sc. Life Sciences with Zoology
	Plant Pathology	B.Sc. Agriculture/ B.Sc. (Hons.) Agriculture / B.Sc. Horticulture/ B. Sc. Life Sciences with Botany
	Sericulture	B.Sc. Sericulture/ B.Sc. Agriculture/ B.Sc. (Hons.) Agriculture / B.Sc. Biosciences/ B.Sc. Forestry
Agricultural Engineering	B Tech in Agricultural Engineering	
• School of Biotechnology	Biotechnology	Bachelor Degree in Biotechnology/ Agriculture/ Life Sciences and Veterinary Sciences
2. Basic Sciences	Biochemistry	B.Sc. Agriculture/ B.Sc. (Hons.) Agriculture / Horticulture/ Forestry/ Life Sciences /Bio Sciences with Chemistry / Biochemistry
	Statistics	B.Sc. Agriculture/ B.Sc. (Hons.) Agriculture / B.V.Sc. & A.H./ B.Sc. Forestry/ B.Sc. with (Stat/ Math)
	Microbiology	B.Sc. Agriculture/ B.Sc. (Hons.) Agriculture / Life Sciences /Biotechnology / Microbiology
	Plant Physiology	B.Sc. Agriculture/ B.Sc. (Hons.) Agriculture / Horticulture/ Forestry/ Life Sciences /Bio Sciences with Plant Physiology / Botany
3. Veterinary Sciences & Animal Husbandry	All disciplines of Veterinary Sciences	B.V.Sc. & A.H./ B.V.Sc.

2.4.5 Ph.D. programmes

2.4.5.1 General requirements:

- Master's degree in respective /related subjects
- 6.50/10 or equivalent OGPA /equivalent percentage of marks in Master's degree for general category candidates
- 6.00/10 or equivalent OGPA /equivalent percentage of marks in Master's degree for reserved category candidates.

2.5 Degree awarded

The following degree will be awarded by the University in various faculties:

S.No	Name of Faculty	Degree Awarded
1.	Faculty of Agriculture	<ol style="list-style-type: none"> B.Sc. (Hons.) Agriculture B.Sc. (Hons.) Biotechnology/ B.Tech. (Biotechnology) M.Sc. Ag. (subject) M.Sc. Ag. Horticulture (subject) M.Sc. Ag. (Agricultural Extension & Communication) M.Sc. Sericulture M.Sc. Forestry MBA Agribusiness Management (ABM) M.Tech. (Agricultural Engineering) Farm Machinery and Power Engineering M.Tech. (Agricultural Engineering) Soil and Water Engineering M.Tech. (Biotechnology) Ph.D. (Discipline)
2.	Faculty of Veterinary Sciences and Animal Husbandry	<ul style="list-style-type: none"> ▪ B.V.Sc. & A.H. ▪ M.V.Sc. (Discipline) ▪ Ph.D. (Discipline)
3.	Faculty of Basic Sciences	<ul style="list-style-type: none"> ▪ M.Sc. Biochemistry ▪ M.Sc. Statistics ▪ M.Sc. Microbiology ▪ M.Sc. Plant Physiology ▪ Ph.D. Biochemistry ▪ Ph.D. Statistics ▪ Ph.D. Plant Physiology ▪ Ph.D. Microbiology

2.5 Formula for inter-conversion of OGPA and aggregate percentage of marks

The following formulae have been adopted by the University to determine the equivalence of each grade point average from 1 to 10 under the semester system in terms of the percentage of marks awarded under the traditional system of examination and to convert OGPA from 1 to 4 to 1 to 10 scale.

- For conversion of Overall Grade Point Average (OGPA) into percentage of marks:

$$Y = 10 Z$$

Where Y = Percentage of marks in the traditional system.
 Z = Overall Grade Point Average (OGPA) in 10.00 point system of evaluation.
- For conversion of Overall Grade Point average (OGPA) from 4 point scale to 10 point scale
 - For undergraduate programmes**

$$Z = (50 - 10X + 5X^2) / 10$$

Where Z = OGPA in 10.00 point system of evaluation.
 X = OGPA (maximum = 4.00) in the letter grade system of evaluation.
 - For postgraduate Programmes**

$$Z = (25X - 15) / 10$$

Where Z = OGPA in 10.00 point system of evaluation.
 X = OGPA (maximum = 4.00) in the letter grade system of evaluation.

2.6. Grading system

GP	Grade Point = Total Marks [%] / 10
CP	Credit Point = Grade Point x Credit Hours
GPA	Grade Point Average = Total Credit Point/ Total Credit Hours
OGPA	Overall Grade Point Average [Calculated for all the courses]

CHAPTER- 3

Academic Calendar, Registration and Fees

3.1 Academic calendar

The academic programme of the University shall generally begin from August and end in July. However, under special circumstances the Academic Council may approve commencement of a programme from the beginning of any semester of an academic year. Each academic year is divided into two semesters of about 21 weeks duration. However, for undergraduate batches of Veterinary Sciences and Animal husbandry programme admitted from academic year 2016-17, the Academic year shall have no semester breakup (as per Veterinary Council of India (VCI) 2016). The academic calendar for each academic year shall be issued by Director Education during the second semester of the preceding Academic year.

3.2 Enrolment/ registration for first semester/ professional year

Time and procedure of admission and registration:

3.2.1 Admission to all undergraduate and Master's programmes of the University shall normally be made in the beginning of the first semester of an academic year.

3.2.2 Admission to the Ph.D. degree shall be made in the beginning of the 2nd semester of an academic year. However, in special circumstances, the Director Education in consultation with the Head of the Division concerned and with the approval of the Vice-Chancellor may allow a postgraduate student to register from the beginning of any semester.

3.2.3 Admission to a programme includes selection as per regulations, payment of the prescribed fees, advisement and registration.

3.2.4 A selected candidate shall pay fee for admission and get himself registered by the prescribed date. If a candidate fails to report for admission on the prescribed date, the seat offered to him shall be offered to another candidate or it may lapse.

3.2.5 A candidate shall be enrolled only after he/she has paid all the prescribed fees and other dues and has got himself/herself registered for the courses by the teacher concerned in the prescribed manner. For this purpose, the registration card will be signed by teachers concerned for each prescribed course, by the accounts representative for fees and by the wardens for seats in the hostel. A provisional registration number will be given to the students at the time of first admission to a particular degree programme. However, before allotment of the proper registration number, the student concerned will have to complete all formalities by the end of 1st semester of his/her stay, failing which the student shall not be registered in the subsequent semester.

3.2.6 Admitted student will be required to submit the migration certificate and or eligibility certificate, as the case may be, from the University or Board from which he/she comes, along with all other documents required to be produced in original, at the time of registration.

3.3 Registration for subsequent semesters/ professional years

During subsequent semester if an eligible student happens to be away from the University at the time of registration in connection with his/her duly authorized studies/field work/research, he/she may be allowed to register late without late fee on the recommendations of the advisor/ Head of the Division and approval of the Dean concerned.

3.3.1 In case a continuing student is unable to register on stipulated time, he/she may be permitted to register provided he/she submits duly authenticated reasons with evidence through advisor/ Head of the Division to the Dean concerned who may allow his registration with a late fee of Rs. 200/- per day for a maximum of seven working days from due date of registration. Registration for continuing student will be closed after seven working days. Absentee registration will not be allowed.

The valid reasons for late registration shall be:

- a. Illness of the student certified by Government Medical Officer of the rank of assistant surgeon and above.
- b. Death of father, mother, spouse, brother, sister or child on the due date(s) of the registration, the occurrence being certified by a Class I gazetted officer of the UT government.

- c. In case of natural calamity, the Vice-Chancellor may allow late registration up to next seven working days provided appropriate documentary evidence of the natural calamity from competent authority is submitted.

3.4 Fee structure

The following are prescribed fees for the various programmes of the University. The University may revise the fee structure from time to time; however, such revision shall not be applicable to already admitted students.

3.4.1 Fees at the time of 1st admission

Sl.No.	Items	Undergraduate Programmes	Master's Programmes	Ph.D. Programmes
A. General		Fee in Rupees (Rs.)		
1	Admission fee	5000	6000	8000
2	University registration fee	3000	5000	6000
3	Caution/Security money for Library (refundable)	3000	3000	3000
4	College laboratory development charges	500	1000	1000
5	Semester registration fee	500	800	1000
6	Tuition fee	2000	4000	5000
7	Examination fee	1000	1000	1000
8	Extra-curricular activities fee	500	500	500
9	Medical examination fee	200	200	200
10	Magazine fund (per annum)	200	200	200
11	Identity card	100	100	100
12	Placement and counseling fund	100	Nil	Nil
13	Educational tour	3000	Nil	Nil
Total (A)		19100	21800	26000
B	Hostel charges			
1.	Hostel charges (Room rent) per semester			
i.	Single seated	3500	3500	3500
ii.	Dormitory	2500	2500	2500
iii.	NRI rooms	5000	5000	5000
2.	Hostel security (refundable) for fresh admission	4000	4000	4000
3.	Mess security in case of hostel inmates for fresh admission (refundable)	4000	4000	4000
4.	Hostel maintenance fund per semester	500	500	500
5.	Utensils crockery breakage fund	150	150	150
6.	Common room fund (Hostellers)	300	300	300
7.	Electricity charges per semester	2000	2000	2000
8.	Generator charges per semester per student	3000	3000	3000
Total (B)				
i.	Single seated	17450	17450	17450
ii.	Dormitory	16450	16450	16450
iii.	NRI Rooms	18950	18950	18950
Grand Total (A+B)				
i.	Single seated	36550	39250	43450
ii.	Dormitory	35550	38250	42450
iii.	NRI Rooms	38050	40750	44950

3.4.2 Recurring semester fees

Sl.No.	Particulars	Undergraduate Programmes	Master's Programmes	Ph.D. Programmes
A.		Fee in Rupees (Rs.)		
1.	Semester registration fee	500	800	1000
2.	Tuition fee	3000	6000	8000
3.	Examination fee	1000	1000	1000
4.	Extra-curricular activities fee	1000	1200	1500

5.	Medical examination fund/fee	200	200	200
6.	Magazine fund (per semester)	100	100	100
7.	Amalgamated fund	600	600	600
8.	Library fee	300	300	300
9.	Infrastructure development fund	500	500	500
10.	Student welfare fee	500	500	500
11.	Water charges	100	100	100
Total (A)		7800	11300	13800
B.	Hostel Charges (Room rent)			
1.	Single seated	3500	3500	3500
	Dormitory	2500	2500	2500
	NRI Rooms	5000	5000	5000
2.	Hostel maintenance fund	500	500	500
3.	Utensils crockery breakage fund	150	150	150
4.	Common Room Fund	300	300	300
5.	Electricity charges	2000	2000	2000
6.	Generator charges	3000	3000	3000
Total (B)				
i.	Single seated	9450	9450	9450
ii.	Dormitory	8450	8450	8450
iii.	NRI Rooms	10950	10950	10950
Grand Total (A+B)				
i.	Single seated	17250	20750	23250
ii.	Dormitory	16250	19750	22250
iii.	NRI Rooms	18750	22250	24750

3.4.3 Optional charges (Per semester)

Sl.No.	Particulars	Rs.	Rs.	Rs.
a.	Refrigerator in room	800	800	800
b.	Air cooler	2500	2500	2500
c.	Electric blower	2500	2500	2500
d.	Air conditioner	12000	12000	12000

Note: University shall not provide any of the above-mentioned appliances

3.4.4 Fee structure for self-financing seats in addition to normal semester fees (Rs.)

Sl.No.	Programme	Category	Self- Financing fee
1.	B.Sc. (Hons.)Agriculture	NRI/ NRI Sponsored	30000
		Ward of serving employee of SKUAST-J	18000
		Domicile seats for UTs of J&K and Ladakh	18000
2.	B.Tech/ B.Sc. (Hons.) Biotechnology	Self-Financing	37500
3.	B.V.Sc.&A.H.	NRI/NRI sponsored	100000
		Ward of serving employee of SKUAST-J	75000
		Domicile seats for UTs of J&K and Ladakh	75000
4.	M.Sc. (Ag)/ M.V.Sc.	Self-Financing	30000
5.	M.Sc. (Biotechnology)	Self-Financing	50000
6.	Ph.D. (Biotechnology)	Self-Financing	30000
7.	M.Sc. (Microbiology)	Self-Financing	30000
8.	Ph.D. (Microbiology)	Self- Financing	30000
9.	MBA (ABM)	Self-Financing	30000

3.4.5 Other fees

Sl. No.	Particulars	Fee (Rs.)
1.	Migration fee for the students migrating to SKUAST-J	5000
2.	Inter-University migration	500
3.	Supplementary/Compartment exam fee per paper	1000/600 per course
4.	Make up examination	100 per course for Mid-term 200 per course for End term
5.	Rechecking	500 per course

6.	Registration with late fee for on-roll students (only for maximum of 7 working days from the date of registration)	200 per day
7.	Course addition/ withdrawal fee	200 per course
8.	Special course fee	250 per course
9.	Inter University migration certificate	500
10.	Thesis submission fee	1500 (Masters) 2000 (Ph.D.)
11.	Provisional Degree Certificate (PDC)	300
12.	Duplicate degree certificate	2000
13.	Duplicate migration certificate	1000
14.	Duplicate Library Card	100
15.	Duplicate PDC	1000
16.	Duplicate semester report/Mark sheet	1000
17.	Duplicate other certificate	100
18.	Transcript of academic record	500
19.	Duplicate transcript	1000
20.	Degree in absentia	500 (without folder)/ 1000 (with folder)
21.	Re-admission	2000
22.	Fee for verification of certificates (to be charged from the students from other states at the time of first admission)	500

3.5 Refund of fee before the start of course

If a student withdraws from a course after admission, the fee deposited by the student shall be refunded after deduction of Rs 1000/- (Rupees one thousand) as processing fee provided the candidate withdraws from the programme before the date of next counseling but not later than the start of the course (i.e. registration date), whichever is earlier. After this date no refund is permissible under any circumstances.

3.6 Accidental/group insurance cover of students of SKUAST-J

Sher-e-Kashmir University of Agricultural Sciences and Technology of Jammu shall provide Accidental/group insurance cover to its students (Undergraduate, Masters' and Ph.D. scholars) within the overall framework of the University. To realize this, students shall mandatorily be covered with the Accidental/Group Insurance Plan at their expenses on annual basis.

3.6.1 The accidental/group insurance plan shall cover at least the services given below on annual basis:

- in-patient services and prescription medicine
- accident and emergency treatments
- prescription medicine for chronic disease for outdoor & indoor treatment
- diagnostic and therapeutic services etc.
- accidental insurance

3.6.2 Key features

The Key features for Accidental/group insurance plan shall include:

- medical insurance scheme shall be compulsory for all students of SKUAST-J.
- SKUAST-J students have to pay a regular insurance premium for Health/Medical insurance during the coverage period,
- the Insurer will ensure direct settlement of bills and claims with hospitals and medical service providers,
- the administrative set-up should ensure access to health/medical insurance information and services to all the beneficiaries of SKUAST-J.

3.6.3 Guidelines for accidental/group insurance

- All the enrolled and newly admitted students of the University must be covered with the accidental group insurance of Rs. 150000/- per student.
- Accidental/Health and Medical Insurance for all the foreign national studying in the University is compulsory.
- Health insurance is compulsory for domestic students but if a student is already having health insurance he/she should submit the proof of the same otherwise he/she needs to get insured for medical exigencies under group scheme through the University identified agency.

CHAPTER- 4

Semester/ Professional Year Regulations

The semester system of education is being followed in the University since its inception in 1999. However, for students admitted for B.V.Sc. & A.H. degree programme from Academic year 2016-17, the semester system has been replaced by professional year system.

In semester system, academic activities are spread over a period of about 21 weeks or 110 working days (consisting of 95 instructional days and 15 examination days). This system inculcates the habits of punctuality and hard work among the students, and enhances comprehension of students. A professional year shall comprise of period consisting of minimum 210 instructional days except for fourth professional year which consists of 315 instructional days, excluding time spent for annual examinations in both cases.

The examination, evaluation and the awards of grade points for B.V.Sc. & A.H. programme, shall be in accordance with the Veterinary Council of India Regulations, 2008 or 2016, as applicable. Admissions in B.V.Sc. & A.H. programme from 2016-17 onwards are governed as per the guidelines of “VCI Minimum Standards of Veterinary Education-Degree Course (B.V.Sc. & A.H.) Regulations 2016” and as amended from time to time.

B.Sc. (Hons.) Agriculture and B.Tech. Biotechnology programmes shall be governed as per the regulations of ICAR 5th Deans Committee recommendations and any such recommendations in future.

4.1 Academic/ professional year and semester calendar

The academic year shall ordinarily be from August to July. It shall be divided into two semesters of about 21 weeks each. The semester/ professional year calendar for each academic year shall be issued by the Director Education during the second semester of the preceding academic year/ professional year. In case of professional year as applicable to veterinary undergraduate students admitted from academic year 2016-17, there shall not be bifurcation of academic year into the semesters.

4.2 Advisory system

4.2.1 For undergraduate students:

Six to eight students will be assigned to a teacher, by the Dean of the Faculty concerned, who will serve as their advisor till the completion of their programme. The advisor will assist and guide the students in planning their academic programme and registration therein, and serve as counselor, and be a source of two way communication between the student and the Faculty.

4.2.2 For postgraduate students:

A major advisor shall be assigned to each postgraduate student within one month of admission by the Head of the Division concerned and approved by the Dean of the Faculty concerned. Besides, there shall also be an advisory committee for each student, which shall be appointed by the Dean of the Faculty concerned on the recommendation of the major advisor, through the Head of the Division. The members of the advisory committee shall be chosen from the postgraduate Faculty.

The advisory committee shall guide the student in the choice of courses in the major, minor, and supporting fields, in the selection of a suitable research problem for the thesis and in all other matters relating to his/her academic activities. The details of the programme of the study prepared by the advisory committee shall normally be submitted to the Dean within eight weeks of the first registration of a Postgraduate Student.

For a student pursuing Master’s degree, the advisory committee shall consist of:

- a. Two members of the Faculty representing the major subject. One of them shall be the major advisor who shall also be the chairman of the committee.
- b. The third member shall represent the minor subject. However, the Dean of the Faculty concerned may add one or more members to this committee.
- c. One nominee of the Dean of the Faculty concerned.

For students pursuing Ph.D. degree, the advisory committee shall consist of:

- a. Two members representing major subject, one of them will be major advisor who will also be the chairman of the committee,
- b. At least two members from outside the major discipline with at least one from the minor field and one from supporting field. However, the Dean of the Faculty concerned may add one or more members to this committee.
- c. One nominee of the Dean of the Faculty concerned.

4.3 Graduation requirements

4.3.1 General: The University has prescribed the minimum qualification for admission to various programmes. But there may be students with qualifications similar to but not exactly the same as those mentioned in the minimum qualification but still may be considered by the University to be eligible for admission. There may also be students with pre-admission qualifications higher than the minimum prescribed qualifications. In all such cases the pre-admission qualification shall be evaluated by a committee. In the case of undergraduate programmes, the committee shall consist of the Dean concerned and one professor nominated by Dean. In the case of postgraduate programme, it shall be the student's advisory committee. The committee, after evaluating the deficiencies and/ or additional attainments of the candidates (by holding a proficiency test, if necessary), shall recommend additional courses and/or grant exemption from certain courses.

4.3.1.1 The minimum and maximum residential requirements in respect of various undergraduate programmes shall be as under:

Bachelor's Degree Programme	Minimum Residential Requirement	Maximum Residential Limit
B.Sc. (Hons.) Agriculture	8 Semesters (4 years)	14 (fourteen) Semesters (7 Academic years)
B.Tech./B.Sc. (Hons.) Biotechnology	8 Semesters (4 years)	14 (fourteen) Semesters (7 Academic years)
B.V.Sc. & A.H. (admitted up to academic year 2015-16)	9 Semester + 6 month internship (5 years)	16 (sixteen) Semesters (8 Academic years)
B.V.Sc. & A.H. (admitted from academic year 2016-17)	4 Professional years (first three of one year each and last of 1 and ½ year duration) + internship of 12 months [5 years and six months]	9 (nine) Academic years excluding internship

4.3.1.2 Time limit (Residence) for completion of postgraduate degrees

- For Master's degree programme, the minimum residential requirement shall be 4 semesters for the regular students and 6 semesters for the in-service candidates of the University and maximum permissible duration shall be 8 semesters and 10 semesters, respectively.
- For Ph.D. degree programmes, the minimum residential requirement shall be of 6 semesters for regular students and 8 semesters for in-service candidates of the University and maximum permissible duration shall be 12 semesters & 16 semesters, respectively.
- Both regular and in-service candidates admitted to postgraduate Faculty may require additional residence depending upon the course work and the nature of the research problem as approved by the University.
- The duration shall be counted from the date of registration and semester shall be counted irrespective of whether a student registers it or drops it. In any case the upper limit shall be as prescribed above.
- The women candidates and Persons with Disability (more than 40% disability) be allowed a relaxation of two years for Ph.D. in the maximum duration. In addition, the women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of Ph.D. for up to 240 days.

The minimum and maximum duration for postgraduate degree programme of the University in the Faculty of Postgraduate Studies shall be as follows:

Sl. No.	Name of Degree Programme	General Candidates		In-Service Candidates of the University	
		Minimum Duration	Maximum Duration	Minimum Duration	Maximum Duration
1.	Master's	4 Semesters (2 Academic years)	8 Semesters (4 Academic years)	6 Semesters (3 Academic years)	10 Semesters (5 Academic Years)
2	Ph.D.	6 Semesters (3 Academic years)	12 Semesters (6 Academic years)	8 Semesters (4 Academic years)	16 Semesters (8 Academic years)

4.3.2. Attendance requirements

A student of an undergraduate/postgraduate programme is expected to attend 100 per cent theory lectures and practicals scheduled in each course. However, he/she must attend a minimum 75 per cent of lectures in theory and practicals separately in each of the courses failing which he/she shall not be allowed to appear in the end-term examination in the semester/ final/ annual examination in theory or practicals of the course in which the attendance falls short. Grade point in that course shall be submitted on the basis of the marks obtained by him/her in the course excluding the end term/ final examination of the semester.

In case of students of B.V.Sc. & A.H. admitted from the academic year 2016-17, the minimum requirement of attendance shall not be less than 75% of scheduled theory and practical separately, with relaxation of twenty working days for NCC or NSS, Co-curricular activities and medical ground and for the course of 0+1 credit, the relaxation shall be of only seven days as per VCI regulations, 2016.

4.3.3 Credit requirements for graduation

4.3.3.1 Credit requirements for B.Sc. (Hons.) Agriculture and B.Sc. (Hons.) Biotechnology/ B.Tech. Biotechnology

The normal fulltime programme of work in a semester shall be of 20 credit hours. A maximum of 25 and a minimum of 18 credit hours may be taken by a student.

A. As per IVth Dean's Committee

Semester	Credit Load		
	Theory	Practical	Total
Semester I	14	06	20
Semester II	15	07	22
Semester III	15	08	23
Semester IV	12	08	20
Semester V	13	07	20
Semester VI	11	10	21
Semester VII (RAWE)	0	20	20
Semester VIII (Skill Development)	0	20	20
Total	80	86	166

B. As per Vth Dean's Committee

Semester	Semester Credit Load			
	Theory	Practical	Elective/R*/NC**	Total
Semester I	12	06	03* or 04* and 03**	24/25
Semester II	16	08	-	24
Semester III	14	09	-	23
Semester IV	11	08	03	22
Semester V	12	09	03	24
Semester VI	11	10	03	24
Semester VII (RAWE)	20			20
Semester VIII (Modules for skill development and entrepreneurship)	20			20
Total				183/184
*R: Remedial course; **NC: Non-gradual course				

C. The semester-wise breakup of credit load for the students of B.Sc. (Hons.) Biotechnology shall be as under:

Semester	Theory	Practical	Total
Semester I	15	07	22
Semester II	15	06	21
Semester III	13	08	21
Semester IV	13	08	21
Semester V	14	06	20
Semester VI	14	06	20
Semester VII	14	05	19
Semester VIII (Project work)	0	19	19
Total	98	65	163*

* including 5 non-credit courses.

D. The semester-wise breakup of credit load for the students of B.Tech. (Biotechnology) shall be as under:

Semester	Theory	Practical	Total
Semester I	15	07	22 +1 (NC)=23
Semester II	15	07	22 +1 (NC)=23
Semester III	15	08	23+1 (NC)=24
Semester IV	15	08	23+1 (NC)=24
Semester V	20	04	24
Semester VI	22	02	24
Semester VII	0	20	20+ 2 (NC)=22
Semester VIII (Project work)	0	20	20
Total	98	65	184 (including 6 non credit hours)

4.3.3.2 In case of B.V.Sc. & A.H. students admitted from the Academic Session 2016-17, the minimum requirement of credit load shall be 81 professional year credits (equivalent to 179 credit hrs. as per semester system) for earning degree in the programme and the summary of the distribution of credits is as follows:

Professional Year	Professional Year Credit Load		
	Theory	Practical	Total
I (one year)	12	6	20
II (one year)	15	7	22
III (one year)	15	9	24
IV (one and a half year)	8	9	17
Total	50	31	81*
Internship	12 calendar months		

**(equivalent to 179 credit hrs. as per semester system) (VCI, 2016)*

In case of B.V.Sc. & A.H. students admitted before the Academic Session 2016-17, the semester-wise breakup of the credit load shall be as follows (VCI, 2008):

Professional Year	Semester	Theory	Practical	Total
1 st	I	11	07	18
	II	12	08	20
2 nd	III	12	09	21*
	IV	12	09	21*
3 rd	V	12	07	19
	VI	13	08	21
4 th	VII	10	10	20
	VIII	10	08	18**
5 th	IX	9	10	19
Total		101	76	177

**1 Credit (0+1) each for two courses on Livestock Farm Practice (non credit) included.*

***1 Credit (1+0) for Veterinarian in Society (non credit) included. Other Non-Credit Courses (4 Credits). Tracking Programmes - Two programmes of 2 Credits each = 4 Credits*

4.3.4 Transfer of credits

When a student who has completed his/her degree from SKUAST-Jammu, seeks admission in next degree programme in this University, no migration shall be necessary. However, when a student migrates to this University in the middle of a programme from any other University, he/she shall be required to furnish a certificate regarding transcript of courses and credits taken in the previous University from the Head of the institution in which he/she studied prior to joining this University.

When a student-migrates to this University from another University in the middle of a programme, transfer of credits will be possible. This shall be determined by a committee constituted by the Dean concerned who will examine the courses/subjects already studied by the student, the examinations passed and the syllabi thereof, and also conduct a proficiency test, if considered necessary. It should, however, be noted that while credits may be transferred, grade points shall not be. The overall grade point average of the student shall be determined entirely on the basis of courses undertaken by him/her in the University and the grade points achieved therein. The students seeking migration shall satisfy the following:

- a. The system of education in the parent University from which the student is seeking migration and that of the SKUAST-J should be the same including the medium of instructions.
- b. The student seeking migration must have spent one academic year of study and should not be on scholastic/conduct probation during the study programme.
- c. The student should not have got 'F' grade during the whole course curriculum.
- d. The OGPA of the student should not be less than 6.00/10.00 or equivalent. The migration shall normally be allowed against the seat that might be lying vacant.
- e. If there is more than one student seeking migration, the migration should be allowed strictly on inter-se merit of applicants.
- f. The student may apply for migration at least one month before the start of a semester.
- g. Migration of students in the Veterinary Sciences shall be regulated as per the VCI Regulations, 2008 or 2016, as the case may be.

4.3.4.1 Migration from SKUAST-J in respect of NRI candidates

- a. The status of the student(s) admitted in the NRI category of this University will remain unchanged.
- b. The student(s) admitted in the NRI category in this University will not be allowed to migrate to other Institution/University unless he/she has paid full fees for the entire programme in one installment.
- c. The status of the student(s) from NRI will remain unchanged at the time of migration to this University. Such student(s) will have to pay the fees prescribed for the NRI for the particular programme of this University. He/she will produce a certificate from his/her previous institution regarding the period he/she has studied along with details of fees paid. He/she will also produce 'No due' and 'No objection' certificate along with his/her request for migration to this University. The University will charge fees prescribed for NRI candidates for the subsequent period along with other dues of the University being collected from the students of general category.

4.3.5 Normal, maximum and minimum credit load in a semester

4.3.5.1 For undergraduates

- a. A student on good standing may be allowed to register 1-2 credit hours over and above the maximum prescribed limit for a semester on the recommendations of the advisor and approved by Dean concerned. This facility will be allowed only in the final semester to enable a student to complete his/her programme of study.
- b. Increasing the maximum credit load per semester: To increase the maximum credit limit in a semester from 23 to 25 credit for undergraduate programme as per Vth Dean's Committee report with the consequential amendments at clause 3.5.1 chapter IV RRI of SKUAST-J as per Sub- clause 2 of Clause 15 (power and functions of Academic Council) of Chapter-III (Authorities of the University) of the SKUAST ACT.

4.3.5.2 For postgraduates

- a. In a postgraduate programme, the normal full time programme of work in a semester shall be 15 credit hours. A maximum of 18 and a minimum of 9 credit hours may be taken by a student. A postgraduate student can register for less than 9 credit hours provided that the total remaining credits load of the student (research and course work) as approved in the PG form II is less than 9 credit hours. After completion of residential requirements, credits for course work and research work as approved in PG form II, the postgraduate students can register zero credits for submission of thesis from 5th and 7th semesters for Master's and Ph.D. degree, respectively.
- b. The postgraduate students shall be allowed to deposit his/ her thesis during the semester break, before the commencement of next semester provided that the student has completed his/her residential requirements and credits of course and research work, has delivered his/her thesis seminar on or before the last day of the immediate preceding semester.
- c. A student on good standing may be allowed to register 1-2 credit hours over and above the maximum prescribed limit for a semester on the recommendation of the advisor and approved by the Dean concerned. This facility will be allowed only in the final semester to enable a student to complete his/her programme of study.

4.3.6 Minimum grade point average requirement

4.3.6.1 Requirement of good standing for graduation

The minimum overall grade point average requirement at the undergraduate level shall be 5.50 (out of 10.00) provided that the student must have taken a minimum of 36 and 72 credit hours of courses at the end of 2nd and 4th semester, respectively, wherever applicable. The minimum overall grade point average required at the postgraduate level shall be 6.50 (out of 10.00). A student, who has achieved this minimum requirement, shall be deemed to be on good standing.

4.3.6.2 Scholastic probation

If a student fails at the end of a semester to achieve the minimum standard prescribed under Rule 3.6.1 above, he/she shall be placed on scholastic probation by the Registrar during the immediately following semester.

4.3.6.3 Repeating courses in order to fulfill the minimum requirement

Undergraduate

An undergraduate student having 5.00 to 5.49 grade point in a course may repeat that course with the prior permission of the Dean subject to the following conditions:

- a. The repetition shall be allowed only once.
- b. The repetition shall be permitted only to enable the student to fulfill the minimum grade point average requirement and not for the improvement of his grade point average or for enabling him to qualify for the award of a scholarship/fellowship or for competing for a certificate of merit or for a position in the University.
- c. When a student repeats a course after getting grade “F” or if permitted to repeat a course after getting grade points from 5.00 to 5.49 as the case may be, grades corresponding to that course shall be counted only once for the graduation requirements.
- d. A student on scholastic probation is allowed to repeat a course only once, and the revised grade points shall be mentioned if there is improvement, otherwise the original grade points shall stand. But in the official record of the student maintained in the Registrar’s office, both the earlier and the grade point obtained after repetition, improved or otherwise, shall be mentioned and the fact that he/she repeated the course shall be indicated by the letter ‘R’ written above the grade point which he/she obtained after such repetition. But, till such time as student repeats the course, the original grade point and credits shall be used to compute the overall grade point average. If a student even after repeating a course with grade point 5.00 to 5.49 and after having studied all the courses prescribed for the given programme does not obtain an O.G.P.A. of 5.50 he/she shall be allowed to repeat course(s) in which he/she has obtained grade points 5.00 to 5.49 till he obtains an O.G.P.A of 5.50 to complete his/her degree requirements subject to provision of Clause 4.3.2 and 4.3.2.1.
- e. The restriction contained in clause ‘a’ of this rule shall apply only in case of an undergraduate student who has got grade point of 5.00 to 5.49. An undergraduate or postgraduate student who is on good standing but might get ‘F’ grade in a particular course may be allowed to repeat that course without any such restriction.

Postgraduate/ Ph.D.

The postgraduate students getting grade points ranging from 6.00 to 6.49 may repeat that course with the prior permission of the Director Education, subject to the following conditions:

- a. The repetition shall be allowed only once at the end of the completion of the course work,
- b. The repetition shall be permitted only to enable the student to fulfill the minimum grade point average requirement and not for the improvement of his grade point average or for enabling him/her to qualify for the award of a scholarship/ fellowship/or for competing for certificate of merit or for a position in the University,
- c. When a postgraduate student repeats a course after getting grade ‘F’ or is permitted to repeat the course after getting grade points ranging from 6.00 to 6.49, as the case may be, credits corresponding to that course shall be counted only once for the graduation requirements, and
- d. When a postgraduate student is allowed to repeat a course after obtaining grade points ranging from 6.00 to 6.49, the revised grade point shall be mentioned if there is an improvement in the grade point, otherwise the original grade point shall stand. But in the official record of the student, the word repetition, improved or otherwise, shall be mentioned and the fact that he/ she

repeated the course shall be indicated by the letter 'R' written above the credit points which he/she obtained after such repetition. But till such time as student repeats the course, the original credit points and credits shall be used to compute the overall credit point average.

- e. If a postgraduate student repeating a course having grade points ranging from 6.00 to 6.49 does not obtain an OGPA of 6.50, he/she shall be allowed to repeat the course(s) with 6.00 to 6.49 grade point to complete his/ her degree requirement subject to provision of semester rule 4.3.1.2

4.3.6.4 Dropping a student or extension of the period of scholastic probation

- a. If a student, other than that covered in sub-rule 'b' who remained on scholastic probation during a semester, fails to achieve the minimum required overall grade point average at the end of that semester also, the Registrar shall bring it to the notice of the Dean concerned who shall order whether the student is to be allowed to continue on scholastic probation for one more semester or whether he/she is to be dropped from the University. On receipt of the Dean's decision, the Registrar shall take action accordingly. A student thus dropped shall have the right to petition for readmission.
- b. Those undergraduate students who fail to achieve the overall credit point average specified below and/or fail to take a minimum of 36 and 72 credit hours of courses at the end of two/ four semesters, respectively, where ever applicable, shall be dropped from the University by the Registrar automatically:

- At the end of 2 semesters -4.25 OGPA
- At the end of 4 semesters -4.75 OGPA

Such student shall have the right to petition for fresh admission to the first year class. They will be granted fresh admission subject to the following conditions:

- i. They will be granted exemption from those courses which they have cleared with minimum grade point of 5.50. In order to avail this exemption they shall have to apply to the Dean concerned through Advisor within a week from the re-admission to 1st year class.
- ii. Such students shall register only for those courses (which have been offered to the regular 1st year class in respect of the students readmitted after 2 semesters. For those students who have been re-admitted after 4 semesters can register for only those courses which are offered to regular first year/ second year classes) in which they have obtained 'F' grade or have not been granted exemption. These students shall not be allowed to register for advance courses.
- iii. The condition of minimum 18 credit hours under semester rule 4.3.5.1 shall not be applicable to such re-admitted students.
- iv. The courses for which the students have been granted exemption shall appear in the transcript under his/her previous admission number in which such courses have been cleared and would be included for the calculation of OGPA.
- v. Such students shall be given only one chance for re-admission with new admission number.

Note: A semester which is cancelled on any ground by the University or semester(s) for which a student has been allowed to drop on valid ground etc., or semester(s) for which he/she is rusticated shall not be taken into account for counting two/four semesters for the purpose of automatic dropping. For these eventualities the next semester(s), for which he/she gets registered will be counted.

- c. If a postgraduate student obtains unsatisfactory grade in whole block of research credits for two semesters continuously, he/she shall be dropped from the University by the Registrar automatically. Those postgraduate students, who fail to achieve the overall grade point average specified below at the end of 1st or 2nd semester, shall be dropped from the University by the Registrar automatically:

- At the end of 1st semester -5.50 OGPA
- At the end of 2nd semester -6.00 OGPA

4.3.6.5 Petition for re-admission

A student who is dropped under Clause 4.3.6.4 'a' and 'c' above, may within five days of the passing of such order, file a petition to the Director Education for re-admission. This petition shall be considered by a committee constituted for this purpose, and the decision of the committee shall be final provided, however, that if the committee decides to allow his/her readmission, the student shall continue to be on scholastic probation for another semester. The academic programmes of postgraduate students are prepared for them individually and courses are also prescribed in accordance with their research problems. Therefore, every case of their dropping from the University will be decided on its own merits and cannot be quoted as a precedent.

4.3.6.6 Registration of students readmitted under Clause 4.3.6.5.

A student who is permitted to seek readmission under Rule 4.3.6.5 shall be allowed to register for the semester without any fine for late registration within two days of the passing of the order allowing him/her to be so readmitted and with a late fee for a further period of two days or up to the date for registration with late fee which is generally prescribed for that programme, whichever is later.

4.3.6.7 Re-admission of students: undergraduate programme

- a. A student who leaves the University at the end of a semester with a good standing shall be eligible for re-admission provided he seeks readmission within two years of his leaving the University. This re-admission shall be at the discretion of the Dean concerned.
- b. If a student on good academic standing, for certain compelling reasons, had to leave the college with the permission of the Dean concerned during the currency of the semester, he/she may be re-admitted by the Dean within a period of two years of his/her leaving the college.
- c. If a student on good academic standing leaves the college during the currency of a semester without the permission of the Dean concerned, he/she can be readmitted within a period of two years only with the prior approval of the Vice-Chancellor.
- d. A proposal for re-admission may be considered only if a student seeks re-admission within four semesters of his discontinuation of studies. While seeking re-admission, he/she must give detailed justification for consideration by the competent authority and should apply for re-admission at least one month before the start of the next regular semester, excluding the semester in which the student registered and left.

Note: The currency of semester means the period of semester before the completion of end term examination.

4.3.6.8 Re-admission of dropped students (postgraduate programmes)

A student who is dropped from the postgraduate programme under Clause 4.3.6.4 shall not be re-admitted in the same subject of postgraduate programme.

4.3.6.9 Permission to withdraw from the University for a semester

- a. Permission to withdraw from the University for a semester shall not be granted unless the application is made through the advisor and Dean in case of UG students and or advisor and Head of the Division through Dean to the Director Education in case of PG students, at least fifteen days before the commencement of the final examination of that semester.
- b. In exceptional circumstances, where the Advisor, Head of Division or Dean are satisfied that the application couldn't have been made within the period specified in (a) above, special permission may be granted by the Director Education on the recommendations of the Head of the Division or Dean concerned.
- c. Permission to withdraw from a University for a semester shall be accorded in case:
 - i. a student has been ill (application should be supported by a medical certificate issued by Medical Board, Govt. of Jammu & Kashmir or Head of the Department duly countersigned by Principal Medical College);
 - ii. a student has been disabled temporarily to attend his classes to be supported by medical certificate as at c (i) above; and
 - iii. death of parent/guardian/spouse/child, the occurrence being certified by a class-I gazetted officer of the UT Government.

4.4 Role of Head of Division and Registrar

4.4.1 The Head of the Division concerned shall ensure that each instructor actually completes the entire course that he/she has to teach during the semester and shall send a report to the Dean that he/she has satisfied himself about it.

4.4.2 To ensure that requirements for the award of a degree have been completed by a student, the Registrar shall keep a record of the courses completed by students.

4.5 Unfair means in semester or professional examinations

4.5.1 The Head of the Division/Dean of the Faculty in which the student is registered or Director Education for all centralized examinations shall be responsible for dealing with all cases of use of unfair means in the tests and examinations.

4.5.2 The instructor/invigilator/supervisors through Centre Superintendent concerned shall report to

the Director Education through I/C examination about the cases in centralized examinations and through Head to Dean for non centralized examinations within two working days of occurrence of each case of unfair means, with full detail of the evidence and the explanation of the student concerned, if any.

4.5.3 The Director Education or Head of the Division or Dean, as the case may be, shall take appropriate action after offering full opportunity to the student for his defense and the penalty may be imposed as indicated below:

- a. A student found using unfair means during quiz, mid-term test, internal assessment, or practical shall be deemed to have failed in that particular course(s) during the semester/professional year.
- b. A student found using unfair means during the final examination shall be deemed to have failed in all courses in that semester/professional year.
- c. Repetition of such an offence more than twice during the programme of a student shall disqualify him from being a student of the University and for obtaining the degree of the University.
- d. Intimation of all such cases shall be sent to Director Education and Registrar for record.

4.6 Impersonation in examination

- a. The student who is impersonated shall be deemed to have failed in all courses in the current semester/ professional year, debarred from registration for the next one semester, and placed on conduct probation for two subsequent semesters/ one professional year.
- b. If a person, who impersonates a student in any examination during semester, is a student of any Faculty of the University, he/she shall be:
 - i. deemed to have failed in all the courses in the current semester/ professional year,
 - ii. debarred from registration for the next semester, and
 - iii. placed on conduct probation for two subsequent semesters/ one professional year.
- c. If the person who impersonates is not a student of any Faculty of the University, the case may be registered with the police.
- d. The aggrieved student may prefer appeal before the Vice-Chancellor against the order of the Dean within two weeks from passing of such orders and decision of Vice-Chancellor shall be final.

Note: If a case of impersonation comes to the notice during subsequent semester(s) necessary disciplinary action will be taken in the spirit of the above rule.

4.7 Conduct probation

Any student involved in violation of rules and regulations or act of indiscipline, may be placed on conduct probation by the Dean concerned. Such student shall not represent the Faculty/University in any sports, cultural event. If a student who is on conduct probation or who was on conduct probation on two previous occasions commits an act of indiscipline, he/she shall be dropped from the University.

4.8 Maintenance of discipline

All students are expected to maintain discipline and proper academic atmosphere. The students indulging in acts of indiscipline and misdemeanor, such as taking out processions, holding demonstration in residential area of University and threatening the University officers/ Faculty members, interfering with the functioning of the University, defacing of University buildings by writing slogans, disturbing the classes in session, assaulting teachers and students etc. will be liable for severe disciplinary action. Dean Students Welfare shall monitor acts of indiscipline by the students and shall immediately recommend punishment to Director Education.

4.9 Petition for change of major subject

- a. A postgraduate student may be allowed to change his major subject but only once provided that he/she fulfills the minimum requirement for admission in the subject to which he/she is seeking transfer, if the seat(s) is vacant. Such permission may be accorded by the Director Education in consultation with the Heads of the Divisions concerned.
- b. In case of the change of the major subject after completion of one or two semesters by a student. The already completed semesters shall count towards residential requirements subject to provisions of 4.3.5.2 and has been accepted by his course requirements after change of the major subject.

CHAPTER-5

Postgraduate Degree Programme

Following rules and regulations shall govern the postgraduate programmes.

5.1 Qualification for admission

For admission to various programmes the entry level qualification shall be as under:

- a. For all Master degree programmes, Bachelor degree in respective/ related field/ subject (for details refer Chapter 2 Clause 2.4.4)
- b. For all Ph.D. programmes, Masters degree in respective/ related field/ subject (for details refer Chapter 2 Clause 2.4.5)
- c. Candidates possessing a degree considered equivalent to Master's Degree of an Indian Institution or from a Foreign Educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions, shall be eligible for admission to Ph.D. programmes.
- d. The minimum requirement of OGPA or percentage of marks required for admission to the postgraduate programme may be relaxed in view of the teaching/research experience and/or extension/ development experience in respect of the in-service candidates of the University and the nominees of the Union Territory of J&K and Union Territory of Ladakh by the Academic Council.
- e. The University has prescribed the minimum qualification for admission to various programmes. But there may be candidates desirous of seeking admission with qualifications similar to but not exactly the same as prescribed in the minimum qualification required for admission to the course but may still be considered by the University to be eligible for admission. In all such cases the pre-admission qualification shall be evaluated by the committee comprising of the Head and 2-3 teachers of the Division where student is to be admitted.

5.2 Admission procedure for postgraduate programmes

Admission to postgraduate programmes shall be made on the basis of rank obtained in SKUAST Jammu-CET. The eligible applicant for admission shall be required to appear in the SKUAST Jammu-CET compulsorily. All candidates found eligible to appear in test shall be informed about the date, time and venue through the University web site.

An entrance test for admission to Ph.D. Programme shall be compulsory. A candidate has to score a minimum of 50% marks in the qualifying examination conducted by the University. The syllabus of the entrance test shall consist of 50% of research methodology and 50% shall be subject specific.

5.3 Enrolment and registration

Refer Chapter 3, Clause 3.2 (Enrolment/Registration)

5.4 Requirements for award of postgraduate degree

5.4.1 Residence (Time limit for completion of postgraduate degrees)

Refer Chapter 4 Clause 4.3.1.2

5.4.2 Normal, maximum and minimum credit load in a semester for postgraduates

Refer Chapter 4 Clause 4.3.5.2 'a'

5.4.3 Credit requirements

- a. For Master's degree programme, in Agriculture, Forestry and Basic Sciences the students shall be required to complete successfully a minimum of 35 credit hours of course work and a minimum of 20 credit hours of research work, except in the discipline of statistics and MBA (ABM) where the students shall be required to complete successfully a minimum of 45 credit hours of course work and a minimum of 10 credit hours of research work and compulsory NC courses.
- b. For Master's degree programme in Veterinary Sciences, the students shall be required to complete successfully a minimum of 40 credit hours of course work and a minimum of 20 credit hours of research work and compulsory NC courses.
- c. Graduates from non-agricultural stream with Bachelor degree in 10+2+3 system in Faculty of Agriculture, the residential requirements for Master's programme would be of three years

and student has to register for remedial courses (non-gradual) of minimum 24 credit hours, in addition to the prescribed requirement of credits for Master's programme.

- d. For MBA (ABM) total minimum credit hours requirement for earning the degree shall be minimum 68 credit hours for graduates with professional degree and 78 credit hours for non professional degree holders.
- e. For Ph.D. programme, the student shall have to complete successfully a minimum of 30 credit hours of course work and a minimum of 45 credit hours of research work.

5.4.4 Attendance

- a. A student of postgraduate programme is expected to attend 100 percent lectures and practical classes scheduled in each course. However, he/she must attend at least 75 per cent of lectures and practical classes separately in each of the registered courses to be eligible for appearing in final examination of the course at the end of semester.
- b. Grade point in such course (s) shall be submitted by the teacher on the basis of the marks obtained by a student in the course excluding the end of semester examination.
- c. Every postgraduate student will have to mark his/her signature in the attendance register of the major Division concerned.

5.5 Distribution of course credits

- 5.5.1 The distribution of course and research credits for Master's and Doctoral degree programmes in Agricultural, Forestry and Basic Sciences (except M.Sc. Statistics and MBA (ABM)) would be as under:

Subject	Credit hours	
	Master's programme	Doctoral programme
Major	20	15
Minor	09	08
Supporting	05	05
Seminar	01	02
Research	20	45
Total	55	75
Compulsory Non-credit Courses	PGS-501, 502, 503, 504, 505 and 506	PGS-501, 502, 503, 504, 505 and 506 (Exempted if already studied at Master's level) Research Methodology course of four credit hours which covers areas such as methods, computer applications, research ethics and review of published research in the relevant field, training, field work, etc. be compulsory courses in addition to the defined course work.

5.5.2 Distribution of credits hours for Master's programme in Statistics and MBA (ABM):

- a. The distribution of course and research credits for Master's programme in Statistics would be as under:

Subject	Master's programme
Major	30
Minor	09
Supporting	05
Seminar	01
Research	10
Total	55
Compulsory Non Credit Courses	PGS-501, 502, 503, 504, 505 and 506

- b. Distribution of course and research credits in MBA (ABM) would be as under:

Sl.No.	Type of course	Credit hours
1.	Core courses (including 10 credit hours Project work)	46
2.	Elective course <ul style="list-style-type: none"> ▪ General Elective ▪ Industrial oriented Elective 	12-20 Minimum 6 and Maximum 10 Minimum 6 and Maximum 10
3	Basic Supporting	06
4.	Compulsory PGs courses	03
5.	Seminar	01
6.	Deficiency Courses for students who are not Agriculture Graduates	10

5.5.3 Distribution of course and research credits for Master's and Doctoral degree programmes in the disciplines of Veterinary Sciences would be as follows:

Subject	Credit hours	
	Master's programme	Doctoral programme
Major	28	17
Minor + Supporting (Min. 6 for Minor & 3 for supporting)	11	11
Seminar	01	02
Research	20	45
Total	60	75
Compulsory Non Credit Courses	PGS-501, 502, 503, 506	PGS-501, 502, 503, 504, 505, 506 (Exempted if already studied at Master's level)

Note: Courses PGS-504 and PGS-505 are exempted at Master's level in Veterinary Sciences.

5.5.4 Code numbers for Agriculture Sciences, Biotechnology and Basic Sciences

500-series courses shall pertain to Master's level, and 600-series to Doctoral level. Credit seminar for Master's level is designated by code no. 591, and the two seminars for Doctoral level are coded as 691 and 692, respectively. Codes 599 and 699 have been given for Master's research and Doctoral research, respectively.

5.5.5 Code numbers for Veterinary Sciences

600-series courses shall pertain to Master's level, and 700-series to Doctoral level. Credit seminar for Master's level is designated by code no. 691, and the two seminars for Doctoral level are coded as 791 and 792, respectively. Codes 699 and 799 have been given for Master's research and Doctoral research, respectively.

5.5.6 Compulsory credit load

A Master's student shall have to take 12-15 credit hours of compulsory courses from major subject and for doctoral programme a student shall have to take 9-12 credit hours of compulsory courses from the major subject.

5.5.7 Credit load for in-service candidates of the University:

An in-service candidate of the University, while performing their routine duties, shall not take more than 09 credit hours of course work and/or research work.

5.5.7.1 Condensation of semester

In case a student has less than 09 residual credit hours of research as shortfall to earn his/her PG/Ph.D. degree and if such a student registers a semester, over and above the minimum required to earn a degree, the duration of that semester can be condensed for him/her and 10 working days shall be equated to a credit load of one hour in condensed form.

5.5.8 Seminar

Seminar is compulsory for all the Postgraduate students and each student should register and present 2 seminars, with 1+0 credit for each, for Ph.D. and one seminar with 1+0 credit for M.Sc. /M.Sc.(Ag)/M.V.Sc. A student has to register only one seminar in a semester in case of Ph.D. Only after successful completion of the first registered seminar the student is permitted to register another seminar.

5.5.8.1 Seminar topic

- The seminar topic should be only from the major field and should not be related to the area of the thesis research.
- The topics of seminar shall be assigned to the students at the beginning of the semester in which he/she registers seminar credit(s). The seminar topic shall be finalized by seminar in-charge of the Division in consultation with Head of the Division and Major Advisor of the student and the progress made by the student in preparation of the seminar should be monitored.

5.5.8.2 Evaluation of Seminar:

The performance of the student in the credit seminar has to be evaluated for 100 marks by at least three senior members of Faculty as per the following format.

Review of literature: 20
Organization of Topic: 10
Preparation of Audio Visual Aids: 20
Presentation, Capacity to discussion and response to questions: 40
Write up: 10
(Refer Annexure-II for result submission pro forma)

5.6 Programme of study

5.6.1. Course work

- a. The programme of course of study of a Postgraduate student shall be drawn by the Major Advisor in consultation with the students' advisory committee (PG Form II) and submitted to Dean concerned before completion of eight weeks of the first semester of the student's registration for approval.
- b. Programme of study shall be drawn taking into consideration previous background of the student so as to provide core courses in the field of the student's major specialization, and a secondary group of courses in the minor fields related to major discipline. The student's advisory committee shall be given due latitude in making the choice of the course for a student in the major and minor fields.
- c. In the programme of studies, the student may be required to take special problems to cover specific assignments like reviews, techniques etc. related to the course/thesis work. For such credits the students shall be required to maintain a regular record of the work done and shall be required to write a report at the end of the course so taken. On the basis of work done and the report furnished, the student(s) shall be graded 'S' (satisfactory) or 'US' (unsatisfactory). Such special credits allotted to student shall not be more than two.
- d. Programme of study approved by Director Education for a student shall be followed by the student without change except where the programme of study is altered by the advisory committee during the course of studies of a student for reasons of changed scholastic circumstances. However, the programme shall not be altered to suit the convenience of a student or to relieve him/her from what he/she may consider difficult among the courses listed in his/her originally approved programme of study. Any alterations shall be made only with the approval of Dean of the Faculty concerned.
- e. Ph.D. students shall not be allowed to repeat the courses already offered by them in Master's degree programme.

5.6.2 Research work

The synopsis of research programme (PG Form III) for the student shall be drawn by the members of the advisory committee and shall be sent for approval to Dean concerned through the Head of the Division in the prescribed manner not later than the beginning of mid-term examination of 2nd semester of his/her first academic year. Before sending the synopsis for approval postgraduate student shall deliver a synopsis seminar before the Faculty members. It shall be the responsibility of the advisory committee to incorporate the suggestions made during the seminar.

5.7 Grade requirements

5.7.1 Requirement of good standing for post-graduation

The minimum Overall Grade Point Average (OGPA) required at the postgraduate level shall be 6.50 (out of 10.00). A student, who has achieved this minimum requirement, shall be deemed to be on good standing.

5.7.2 For continuance as postgraduate student

For continuance in the PG programme of the University to which a student has been admitted, he/she should have good standing at the end of the first semester of his registration and shall be required to maintain good standing throughout his studies at the University. A student who fails to obtain an OGPA of 6.50 on 10.0 point scale at the end of each semester, and obtains instead an OGPA of less than 6.50 on 10.0 scale, he/she may be placed on scholastic probation for the next semester. In case, he/she fails to obtain the required OGPA even at the end of probationary semester, he/she may be given an extension maximum of one semester provided his/her OGPA is not below 6.00/10.00

- a. The PG student shall secure a minimum of 6.00/10.00 grade point in a course(s) for passing.
- b. If a PG student gets 'F' grade in a particular course, he/she shall be considered to have failed in that course and shall be allowed to repeat the course in subsequent semester, when the Division in which the course falls, normally offers that course.
- c. The credit corresponding to a course(s) in which a student gets 'F' grade, shall not count for the degree but the grade shall be taken into account for computing the OGPA. The revised grade shall not be substituted for 'F' grade but shall count on cumulative basis for calculation of GPA and OGPA.
- d. Refer Chapter 4, Clause 4.3.6.3 & 4.3.6.4
- e. A PG student who is on good standing and might get 'F' Grade in a particular course may be allowed to repeat without any such restriction as mentioned in Chapter 4; Clause 4.3.5.2 'c'.

5.8 Petition for re-admission

Refer Chapter 4, Clause 4.3.6.5

5.9 Registration of readmitted students

Refer Chapter 4, Clause 4.3.6.6

5.10 Readmission of dropped students

Refer Chapter 4, Clause 4.3.6.9

5.11 Readmission of students other than dropped students

Refer Chapter 4, Clause 4.3.6.7

5.12 Permission to withdraw from the University for a semester

Refer Chapter 4, Clause 4.3.6.9

5.13 Change/addition/withdrawal of courses

Refer Chapter 6, Clause 6.4.4.5

5.14 Role of Head of Division and registrar

Refer Chapter 4, Clause 4.4

5.15 Conduct probation

Refer Chapter 4, Clause 4.7

5.16 Constitution of advisory committee (PG Form I)

Minimum members of an advisory committee shall be as under:

Sl.No.	Discipline	Number of Members	
		Master's Programme	Doctorate Programme
1.	Major	02*	02*
2.	Minor	01	01
3.	Supporting	-	01
4.	Dean's Nominee	01	01

* Please see Clause 5.16.4 of this Chapter and Clause 4.2.2 of Chapter 4

5.16.1 Constitution of Advisory Committee

- a. In case of newly admitted students of postgraduate programme of a Division, the Head of Division concerned shall function as *de facto* chairman to all the newly admitted student (s) for all purposes till the approval of appointment of advisor (s) to the student(s) by the Dean of the Faculty concerned on prescribed format.
- b. The major advisor to each postgraduate student shall be assigned by the Head of the Division within four weeks of registration of the student for the programme. The assigning of the advisor to a student shall be as envisaged in 5.16.1(a) below.
- c. The major advisor should be the member of postgraduate Faculty of major discipline of the student.
- d. The major advisor shall be the Chairman of the advisory committee and shall propose the names of other members to the committee to the Dean of Faculty concerned for approval in prescribed format (PG Form I), through the Head of the Division. The deadline of submission of advisory committee shall be last working day of the 8th week from the date of registration by the student in the 1st semester.
- e. The member of the advisory committee with specialization in the programme of major subject of the student shall act chairman of the student's advisory committee in case the existing chairman is not available due to any reasons.

- f. Members of advisory committee from other universities/institutes/organizations: While constituting the advisory committee of a student, if chairman of the committee feels the requirement of involving a member from any other University, institute or organization, the chairman may send the proposal to Director Education through Dean of the Faculty concerned with full justifications of necessity of inclusion of the proposed member. If the inclusion is justified such member may be allowed to be on advisory committee of the student.

5.16.1.1 Allotment of Major Advisor

- a. For allotment of Major Advisors to Master's and Doctoral students, a roster based on seniority of Faculty members shall be prepared by the Head of the Division. Newly inducted Faculty member during the year shall be kept at the bottom of the roster maintained in the Division.
- b. On the date of registration of the new students in an Academic year, Head of concerned Division concerned shall prepare an updated seniority list of eligible teachers working in the Division and outside the Division, separately. In first round of allotment these lists shall operate in tandem, however, the list of outside Division members of PG Faculty shall be re-operated after 3 additional cycles of student allotment made to Divisional Faculty members. In case of newly inducted out station Faculty to PG programme he/she should be included in the allotment cycle immediately, without waiting for exhaustion of three cycles.
- c. The outstation advisor of a student shall have to plan the conduct of trials /experiments of student research, except lab work, preferable at station where he/she is posted.
- d. The Head of the Division in consultation with PG Faculty members of the Division shall prepare the list of the eligible guides for a particular academic year and the number of major advisors should be equal to number of students to be allotted (both Master's and Ph.D., separately) (Annexure-III). Allotment should be based on the choice of the student. Students having higher rank in the entrance test should be given first choice to choose among the eligible guides for a given academic year. ICAR nominee shall be placed first in rank followed by students selected through SKUAST- J CET. The in-service scholars shall be placed after ranking of scholar admitted through SKUAST-J CET, on the basis of marks/grade point obtained in qualifying examinations.

5.16.2 The advisory committee of Master's student shall consist of at least two members of the postgraduate Faculty representing the major discipline of the student's study and one member of the postgraduate Faculty representing minor field of the study. The Dean, of Faculty concerned shall add one member to represent him on this committee.

5.16.3 The advisory committee of Ph.D. student shall consist of at least two members of the postgraduate Faculty representing the major discipline of the student's study, one member each of the postgraduate Faculty representing minor and supporting field of the study. The Dean of Faculty concerned shall add one member to represent him on this committee

5.16.4 However, if it is not possible to have two members representing the major discipline, the fact shall be brought to the notice of the Dean of the Faculty concerned who may approve the constitution of the Advisory Committee with only one advisor from the major discipline of the student's study and a second member from a related discipline. The decision of Dean shall be final in such cases.

5.17 Accreditation of teachers to PG Faculty

The PG Faculty shall consist of:

- a. All Assistant Professor-cum-Junior Scientists with Master's degree in the subject/ discipline concerned with a minimum of 2 years of teaching/research experience in the rank and in the subject concerned or holding a Ph.D. degree in the subject/discipline concerned.
- b. All Associate Professor-cum-Senior Scientists, all Professor-cum-Chief Scientists, Deans, Directors and equivalent (as approved by the Academic Council of the University) holding postgraduate degree in the subject concerned and experience of teaching/research.
- c. A teacher possessing a degree or diploma which may be recognized by the equivalence committee of the University, as equivalent to Master's and Ph.D. degree, shall be recognized as a teacher on the postgraduate Faculty and shall be eligible to be a Major Advisor for the programme concerned, if he/she fulfills the other requirements.
- d. After ascertaining his/her eligibility, a teacher should apply for accreditation to PG Faculty on

the prescribed form (Annexure-IV). In case of the support Faculty (Faculty outside main Division) the application should be routed through controlling officer concerned to the Head of the Division concerned. The Dean shall place the application before the University Accreditation Committee comprising of Director Education, Dean of the Faculty concerned and Head of the Division concerned. The committee will examine the case and forward its recommendations to the Vice- Chancellor for approval. The Approval shall be placed for ratification before Academic Council thereafter.

- e. An Assistant Professor who is on probation shall not be considered for accreditation to PG Faculty.
- f. An Associate Professor and above, who holds Ph.D. degree, shall be considered for induction to PG Faculty immediately on joining the University.

5.17.1 Withdrawal of accreditation as PG Faculty or relieve from the duties of major advisor/ advisor of a student

- a. In the manner given in clause 5.17 'd' above, the accreditation granted can be withdrawn by the Academic Council, if at any stage it is found that the teacher concerned has not been found worthy of task entrusted to him/her due to any reason (technical or moral).
- b. If the Head of the Division and Dean of the Faculty concerned find or have reasons to believe that a teacher accredited for postgraduate teaching/research is not performing duties of the Major Advisor, or as a member of advisory committee of a postgraduate student satisfactorily, the case shall be referred along with recommendations to the Vice-Chancellor through Director Education for final decision on the recommendations. Before referring the matter, the Head of the Division and Dean of the Faculty concerned shall provide opportunity to the teacher concerned to explain his/her position and defend himself/herself against the charges.

5.18 Completion of thesis work

- a. Each postgraduate student shall be required to submit a thesis based on the research work conducted by him or her, as a partial requirement for the award of the degree. The thesis shall be as per the approved of the research of the student.
- b. A regular student shall normally be allowed to take up thesis work after he/she has successfully completed the course work. However, depending upon the nature of the problem, a student may be allowed to take up thesis work from the second semester of his/her registration, but not before the approval of research synopsis by the competent authority.
- c. The thesis writing should be approved only after a seminar is delivered by the student presenting all the research data, its analysis and inferences. After the satisfaction of the advisory committee regarding the quantum of work done in line with approved research synopsis, the thesis writing shall be taken up by the student.
- d. The reliability and authenticity of experimental results of thesis projects shall be the responsibility of the student and the major advisor exclusively.
- e. The advisory committee of the student should meet at least once in a semester and evaluate the student's overall progress
- f. Any difference of opinion among members of advisory committee regarding quality and quantum of research work shall be settled through mutual discussion at the time of final seminar before allowing the student to prepare the rough (draft) of the thesis. All the genuine technical objections on the experimental techniques and quality of research along with suggested changes during the currency of research project shall be listed and appropriately reflected in the student's progress report for each semester. Any member of the advisory committee, after having signed the research progress report of individual semester as satisfactory, shall have no right to question the quality of same research work at a later stage. In the event of some dispute, the majority decision of the advisory committee shall be referred by the major advisor, to the Dean of the Faculty concerned, whose decision would be final and binding to all the concerned.
- g. Each postgraduate student shall be required to submit 5 copies (Master's) / 6 copies (Ph.D.) of thesis along with 10 copies of the abstract (not exceeding 300 words excluding the title) to the Head of the Division concerned through the major advisor.
- h. A Ph.D. student shall not submit his/her thesis earlier than two years of the approval of synopsis of the thesis.

- i. A Ph.D. scholar must publish at least one research paper in refereed journal and make two paper presentations in conferences/seminars before submission of the dissertation/thesis for adjudication, and produce evidence for the same in the form of presentation certificates and/or reprints.
- j. The Ph.D. thesis submitted by a research scholar shall be evaluated by his/her Research Supervisor and at least two external examiners, who are not in employment of the Institution/College, of whom one examiner may be from outside the country.

5.19 Criteria for selection of major advisor

5.19.1 Master's Programme

A PG Faculty teacher eligible to guide Master's student as major advisor should be:

- a. a teacher of rank of Assistant Professor and above or its equivalent. He /she should be with Master's degree in the discipline/subject concerned with at least 2 years PG teaching and/or research experience (as evidenced by publications and other related work) in the subject/ discipline concerned. He/she should have at least 3 research papers published in journals with NAAS rating > 4.0. or
a teacher of PG Faculty of the Division with Ph.D. in subject/discipline concerned.
- b. The Faculty members who are due to retire within 2 years from the date of admission of a student to whom advisors are to be allotted shall not be considered as eligible guides for such Master's students.

5.19.2 Ph.D. Programme

A PG Faculty teacher eligible to guide Ph.D. student as major advisor should:

- a. not be below the rank of Assistant Professor or equivalent with a Ph.D. degree in the subject/ discipline concerned.
- b. have guided two (2) master degree students in the capacity of major advisor and must have got at least one (1) research paper published in a journal with NAAS rating >4.0 out of the master's theses guided by him/her.
or
at least have 10 research papers published in journals with NAAS rating >4.0 in the year (s) of the publication (s).
- c. The Faculty members who are due to retire within three years from the date of admission of a student to whom advisors are to be allotted shall not be considered as eligible guides for such Doctoral students.

5.19.3 Limit of number of advisee

- a. An Assistant Professor shall not be allowed to guide more than three (3) Master's/Ph.D. scholars at any given time.
- b. An Associate Professor shall not be allowed to guide more than four (4) Master's/Ph.D. scholars at any given time.
- c. A Professor shall not be allowed to guide more than five (5) Master's/Ph.D. scholars at any given time.
- d. The load of students of each major advisor shall be determined on the date of registration of a 1st semester of an academic year and in case a Faculty member has already in hand the prescribed number of students, he/she will not be allotted the student. However, in a discipline where there is shortage of Faculty, the limit given above may be relaxed by the Dean of Faculty concerned on recommendations of Head of the Division concerned.
- e. If a PG student leaves the programme halfway he/she should immediately be dropped from the count of advisee of a teacher and teacher shall be included in seniority list of guides to be allotted to the students for a given academic year.

5.20 Change in advisory committee

- a. The proposal for a change in the advisory committee initiated by major advisor of the student should be sent by the Head concerned to the Dean of Faculty concerned for consideration and approval (PG Form XI). Such proposal shall be initiated only if such changes are absolutely necessary. The reason for such change should be indicated. The change may be effected immediately when the existing member is transferred elsewhere or he/she has resigned or retired. If the change involves major advisor, the Head of the Division shall propose the

- appointment of senior most teacher in the advisory committee from major discipline as major advisor provided the synopsis of the student is approved. In case the synopsis is not approved, the allotment shall be made afresh as per the prescribed rules of roster.
- b. If the chairman/ major advisor or advisor goes abroad or within India for more than 6 months, to attend any training or avails leave of more than six months, the chairman/major advisor or the advisor has to be changed immediately.
 - c. In case any advisor retires or quits the institutes for any reason, or any irresolvable disagreement arises between the student and the major advisor (at later stage of degree programme), the second senior most member of major discipline of the student's committee should be appointed as major advisor of the student by the Dean concerned on the recommendations of Head of the Division concerned. If the second member of the advisory committee belonging to major discipline is not in a position to act as major advisor, a new advisor from the list of eligible advisors for that academic year should be appointed as advisor.
 - d. If a major advisor leaves the University or retires after submission of thesis of the student, he/she shall be permitted to continue as advisor till completion of formalities for award of degree to the student.

5.21 Absence of member during qualifying/final viva voce examination

Under extra-ordinary circumstances, if the qualifying/ final viva voce examination of postgraduate student has to be conducted in the absence of one or two advisory committee members, permission to conduct the examination by co-opting another member in such contingencies should be obtained in advance from the Dean of the Faculty concerned.

5.22 Duties and responsibilities of the major advisor and advisory committee

- a. Drawing the student's academic plan for postgraduate programme
- b. Guidance throughout the study programme of the student
- c. Guiding the student in selecting a topic for thesis research
- d. Continuous monitoring of thesis research
- e. Evaluation of research
- f. Correction and finalization of thesis draft
- g. The members should meet together along with the student for all the above purposes and sign the appropriate documents
- h. The major advisors should meet their students frequently and keep in touch with their progress.
- i. Major advisors should ensure that a student registers for two (2) credit hours for preparing synopsis and the student should not register for any more research credit hours until the submission of synopsis.
- j. Major advisor should note that the title of thesis when submitted should be the same as of the approved synopsis. If any changes are required to be made this should be done with the permission of Dean of Faculty concerned well before the submission of the thesis.

5.23 Procedure for evaluating research credits

After completion of 75% attendance for research and on or before the last day of the semester, the advisory committee should evaluate the progress of research work as per the approved programme and award 'Satisfactory' or 'Un-Satisfactory' depending upon quantity and quality of work done by the student during the semester (Annexure-V & Annexure-VI). The procedure for evaluating research credits under different situations is explained hereunder:

- a. if the student has completed the research credits as per the approved programme and awarded 'Satisfactory' by the advisory committee. Under the said situation the student can be permitted to register fresh research credits in the subsequent semester. If the student is awarded 'Un-Satisfactory' he/she has to re-register the same block of research credits,
- b. if the student has not secured the minimum attendance of 75 percent (i.e. absent for more than 27 working days), or
- c. if the student could not complete the research as per the approved programme of work for reasons beyond his/her control such as,
 - i. failure of crop
 - ii. non-occurrence of pests or disease or lack of such necessary experimental conditions.
 - iii. non-availability of treatment materials like planting materials chemicals, etc.

- iv. any other impeding/unfavorable situation for satisfying the advisory committee.
As per 5.23a and 5.23b the Grade 'I' should be awarded. The student has to reregister the same block of research credits for which 'I' grade was awarded in the following semester with prior permission from Director Education in the remarks column of the registration card, 'second time' has to be mentioned for these reregistered credits, and
- d. When the student fails to complete the work even in the 'second time' registration, the student will be awarded 'un-satisfactory'.

5.24 Academic integrity and prevention of plagiarism in higher education

The thesis/dissertation /synopsis shall compulsorily be submitted after check through plagiarism software and in this regard a certificate in the dissertation/thesis w.r.t. providing undertaking from the research scholar as well as the Major Advisor shall be recorded certifying that the originality of the work with an additional statement that there is no plagiarism and the work reported in the dissertation/thesis has not been submitted for award of any other degree/diploma of the same institution (Certificate-I). (for details refer Chapter-9)

5.25 Collaboration of PG Research with other Universities/Institutes

5.25.1 Extending research facilities to students of other Universities/Institutions

Permission shall be granted to extend research facilities to students of only those Universities/Institutes which have Memorandum of Understanding with SKUAST-J.

5.25.2 Acting of faculty of the University as co-advisor in PG research of other Universities/Institutes

- a. Permission may be granted to teachers/ scientists to act as co-advisors/ supervisors for students of only those Universities/ Institutes which have Memorandum of Understanding with SKUAST-Jammu.
- b. However, if students from other Universities/ Institutes approach the teachers/scientists of SKUAST-J, then those Universities or Institutes have to first enter into Memorandum of Understanding with SKUAST-Jammu.

5.26 Disposal of the copies of the thesis submitted to the University

5.26.1 Before the announcement of successful completion of Ph.D. degree an electronic copy of the thesis should be sent to INFLIBENT for hosting it to make available to all institutions/ colleges.

5.26.2 One copy each of the thesis submitted by PG student shall be deposited, after the student has been declared fit for the award of the degree, with:

- a. the University library
- b. the Division/Faculty/Regional Research Station library
- c. the Director Education
- d. the Major Advisor

5.26.3 Copies of the thesis deposited with the University shall not be issued on loan, nor shall these be made available to any person for a period of two (2) years from the date of submission.

5.26.4 The thesis submitted by a student shall be property of the University and whenever an abstract or research paper is published from the work contained in the thesis, a proper acknowledgement shall be made to the effect that the paper/abstract is based on the thesis submitted to the Sher-e-Kashmir University of Agricultural Sciences & Technology, Jammu, as a partial fulfillment to earn the degree concerned.

5.27 Certificate of Ph.D. degree as per UGC regulations

On successful completion of the requirements by a student for award of Ph.D. degree, the University shall issue a provisional certificate to the effect that the degree has been awarded in accordance with the provision of the UGC regulations.

5.28 Relieving of student before the submission of thesis

Student who applies to get relieved from the University after completion of all the course requirements and research work, except the submission of thesis, for accepting employment or for resuming his/her duty, he/she may be permitted to do so on the specific recommendations of the Major Advisor and the Head of the Division concerned. Such a student may be permitted to submit his/her thesis at a later date on payment of prescribed fee provided that he/she shall not be permitted to submit thesis beyond the maximum time limit prescribed in these Regulations for a programme of postgraduate studies.

CHAPTER-6

Evaluation and Examination

All the examinations midterm, end term/final semester and professional examination in all the faculties shall be held centrally and the Director Education shall be the Head of the Examination system for all the Faculties. All the examinations except quizzes shall be conducted at a centralized place during a specified period as shall be notified by the Examination Cell from time to time as per the Academic Calendar.

6.1 Evaluation of course work (undergraduate and postgraduate programmes)

The evaluation of a student's achievement in a course shall be based on his/her performance in various tests, laboratory and library assignments, special problems, seminars and other types of exercises. Every teacher in addition to the course outline for teaching should also prepare scheme for quiz examinations.

6.1.1 Quiz

This is written test of 30 minutes duration, which may consist of questions requiring very brief answers. The date of the test and the subject matter to be covered in the test shall be announced at least one week in advance. There shall be two such quizzes, normally one in the 6th week and other in 15th week of the semester, where ever applicable.

6.1.2 Mid-term examination

During the 11th week of each semester, there shall be an examination in each course which shall last for at least one hour. Examination Cell shall schedule this examination during each semester. Dates for holding this examination will be announced in the Academic Calendar.

6.1.2.1 Procedure to conduct mid-term examinations

- a. The paper setting and evaluation of answer sheet(s) shall be done by the Course Instructor concerned.
- b. The Course Instructor will set two papers for each course and forward them in separate envelopes, under seal, to the Director Education, at least one week before the scheduled date of examination.
- c. Director Education will select one paper out of the two and get the required photocopies of the question paper prepared from the Examination Cell. The same shall be put in an envelope under seal bearing the signatures of the Course Instructor concerned and the I/C Examination Cell.
- d. The sealed envelope of the question paper will be opened at the time of the examination in presence of the Course Instructor or any other teacher nominated by the Head of the Division concerned.
- e. The answer sheet(s), as per the requirement, shall be provided by the Examination Cell.

6.1.2.2 Evaluation of mid-term Examination

- a. After the examination, the Examination Cell will hand over the answer sheet(s) to the Course Teacher concerned for evaluation.
- b. The Course Teacher shall submit the results of mid-term along with the 1st quiz to the I/C Examination Cell through the Head of the Division concerned and Dean.
The classes will remain suspended during the Mid-term examinations.

6.1.3 End-term/professional year examination

Towards the end of a semester/professional year, there shall be one examination in each course which shall last for at least three hours and shall cover the entire subject matter of the course.

6.1.3.1 Procedure for conducting end-term/professional year examination

This examination shall be scheduled by the Examination Cell keeping in view that:

- a. No student shall have to appear in more than two such examinations on one day.
- b. The paper for end-term theory examination of undergraduate programme shall be set and evaluated by experts from outside the University.
- c. There shall be centralized table evaluation system of the answer books.
- d. In case the External Examiner is not available for evaluation, the answer sheets will be evaluated by a teacher of the discipline concerned, but other than the Course Instructor, who shall be nominated by the Director Education.

6.1.3.2 The examination system for B.V.Sc. &A.H. degree programme not covered here in the centralized examination regulations shall be conducted in accordance with the regulations of the Veterinary Council of India (VCI) issued and approved by Academic council from time to time

6.2 Make-up Examination

If a student misses an examination (other than a quiz) on account of some valid reasons, he/she may submit a petition along with the prescribed fee (Rs. 100/- for mid-term and Rs. 200/- for end-term examination per course) for permission to appear in the make-up examination through the course instructor, advisor and the Head of the Division to the Dean concerned within three days of the completion of the examination. If the Dean is satisfied that the student was not able to appear in the examination for valid reasons, he may direct the teacher to hold a special make-up examination of the student and endorse a copy of the order to the Examination Cell and Registrar for being recorded in the student's personal file in the University.

A student may be given make up examination under the following circumstances:

- In case he/she has taken leave on account of the death of close relative (father, mother, sister, brother, spouse, child or grand-parent), the occurrence being certified by a class-I gazetted officer of the UT Government,
- In case he is sent to represent the University in the games or co-curricular activities, as authenticated by the Dean concerned, subject to provisions of rules related to attendance and provided that such student shall be exempted from payment of fee for makeup examination,
- Results of make-up examination will count along with the previous performance of the student during the semester for awarding the final grade in the course concerned. It will be the responsibility of the student to get in touch with his teacher and ascertain the dates of the make-up examination,
- In case of a mid-term examination, the student will be required to take the make-up examination within 15 days of the date of the examination so missed. Only one such examination will be conducted for each course and if a student fails to appear on that date, he/she will forfeit the claim for the make-up examination, and
- In case of the final examination, the make-up examination will be taken by the student within 20 days from the date of the commencement of the next semester. Only one such examination will be held for each course. However, if a student fails to appear in such examination, he will forfeit the claim for the make-up examination.

6.3 Examination fee

Examination fee	Graduate (Rs)	Master's (Rs)	Doctorate (Rs)
1 st admission	1000	1000	1000
Subsequent admissions	1000	1000	1000
Rechecking fee	Rs 500 per paper		
Supplementary*/ Compartment**	Rs1000/600 per paper		

* Undergraduate, Faculty of Agriculture;

** Undergraduate, Faculty of Veterinary Sciences & Animal Husbandry

6.4 Weightage to various types of examinations

6.4.1 Weightage will be given on the following basis to the course of B.Sc. (Hons.) Agriculture offered before Academic Session 2016-17 and B.Sc. Biotechnology programme offered before Academic Session 2017-18.

Type of Examination	Courses with Practical	Courses without Practical	Courses with only Practical
Quiz 1	5	10	10
Mid-term	20	30	30
Quiz 2/assignment	5	10	10
End term	50 (T)+20(P)	50(T)	50 (P)

6.4.2 The weightage in examination for course of B.Sc. (Hons.) Agriculture offered from Academic year 2016-17.

Type of Examination	Courses with Practical	Courses without Practical	Courses with only Practical
Midterm (internal assessment)	30	40	40
Assignment (internal assessment)	05	10	10
End term	50 (T)+15 (P)	50(T)	50 (P)

6.4.3 The weightage in examination for course of B.Tech. (Biotechnology) offered from Academic year 2018-19.

Type of Examination	Courses with Practical	Courses without Practical	Courses with only Practical
Midterm (internal assessment)	30	40	40
Assignment (internal assessment)	05	10	10
End term	50 (T)+15 (P)	50(T)	50 (P)

6.4.4 The weightage in examinations for course of Bachelor of Veterinary Sciences and Animal Husbandry shall consist of internal assessment and annual assessment from the Academic year 2016-17.

Assessment/ Examination	Course coverage	Marks	Weightage in Transcript
Internal Assessment			
▪ 1 st	30%	Max 40	10
▪ 2 nd	60%	Max. 40	10
▪ 3 rd	90%	Max. 40	10
Annual examination (Theory)	Paper-I	Max. 100	20
	Paper-II	Max. 100	20
Annual Examination (Practical)	Paper-I	Max. 60	20
	Paper-II	Max. 60	20

There shall be four professional examinations- one each after 1st, 2nd, and 3rd year, and the fourth after one and half year and these professional examinations shall have only the theory component with external system and the practical component shall be dealt internally.

For students admitted before Academic Year 2016-17, VCI Regulations of 2008 shall be applicable.

6.4.5 Change/ addition/ withdrawal of courses

- An application for change of course, including any addition or withdrawal, shall be made in the prescribed Pro forma (Annexure-VII) along with a fee of Rs.200/-. Fee may be exempted by the Dean concerned when the change of course is necessitated on administrative considerations.
- The last date for adding a course shall be a working day immediately following the expiry of 10 working days from the date the course work started in a semester.
- The last date for withdrawal from a course shall be the working day immediately following the expiry of ten days from the date of mid-term examination of that particular course.
- If a student has not withdrawn but failed to attend the course after the date prescribed in the academic calendar, he will be deemed to have failed in the course and shall be awarded 'F' grade.

6.5 Compartmental/ supplementary examination

6.5.1 Undergraduate programmes

6.5.1.1 Supplementary examination for undergraduates other than B.V.Sc. & A.H. (Semester Supplementary)

The supplementary examination shall be allowed to B.Sc. (Hons.) Agriculture and B.Tech. (Biotechnology) only.

Conditions under which the supplementary examination shall be allowed are:

- The Student must have appeared in all the examination registered by him/her in the given semester.
- The student should not be short of minimum prescribed attendance i.e., 75% in theory and practical separately.
- Supplementary exam shall be allowed to student failing maximum in two courses; if a student fails in more than two courses, he/she shall not be permitted to take supplementary examination.

- d. Students interested to avail opportunity of the supplementary examination shall apply for it through advisor, Head of the Division where course is taught and Dean of the Faculty concerned within three working days of declaration of result.
- e. The Student has to pay a fee of Rs.1000/- per course and the amount is to be deposited in account of Examination Cell.
- f. Supplementary examination shall be held within 15 days of the notification of the result from examination cell.

The distribution of marks in supplementary examination shall be as under:

Type of course	External (%)	Internal (%)
Course with practical	75	25
Course without practical	100	Nil
Course with practical only	nil	100

- Student who fails to obtain prescribed grade/credit points in supplementary examination shall have to register for the same course(s) with regular batch when course(s) are offered.
- All the formalities regarding conducting of supplementary examination shall be observed by the examination cell, on the pattern of the End Term Final Examination.

6.5.1.2 Compartmental examination (for B.V.Sc. & A.H. only)

- a. For students admitted from Academic Year 2016-17
 - i. A student failing in a maximum of two subjects only may be allowed to appear in compartmental examination for those subject(s) and the compartment examination shall comprise of the annual component of both the theory and practical of the failed subject which shall constitute 40% weightage each. And the marks obtained in the internal assessment of theory shall be considered for evaluation of compartment examination.
 - ii. The compartment examination shall be conducted within twenty calendar days of subsequent registration and if the student fails in the compartmental examination, he/she shall be reverted back to the original class. The result of such compartment examination shall be declared within ten days after the examination is conducted.
 - iii. For further details see relevant Regulations of VCI (2016).
- b. For students admitted before Academic Year 2016-17 the rules of compartment examination as envisaged in the Regulations of VCI (2008) shall be applicable.

6.6 Award of grades

- a. At the end of each semester/professional year students in each course shall be graded on the basis of the cumulative results of different kinds of tests and examinations and on the basis of performance in the laboratory and the library assignments, special problems, seminars and other types of exercises.
- b. The grades earned by a student in each course shall be sent in the prescribed pro forma to the Registrar. (Annexure-VIII)
- c. The sum of the marks awarded to each student in a course shall be rounded off to two decimal points by the instructor. For rounding, the last digit which is ≥ 5 shall be rounded off to the next digit for calculating grade point.

Sl.No.	Percentage of marks obtained in a particular course	Corresponding grade points
1.	100.00	10.00
2.	86.64	8.66
3.	78.88	7.89
4.	96.50	9.65
5.	76.73	7.67
6.	76.75	7.68
7.	45.50	4.55
8.	<50	Fail
9.	Shortage of attendance (<75%)	Fail

- d. From grade points for different courses taken by a student in a semester/ professional year, the grade point average (GPA) of the semester/ professional year shall be calculated taking into

consideration the credit hours of different courses. Similarly, the overall grade point average (OGPA) of the student shall be calculated by taking into account the cumulative credit hours and the cumulative credit points.

- e. If an undergraduate student obtains less than 50.0 percent marks in a particular course he/she shall be awarded 'F' grade.
- f. Similarly, if a postgraduate student obtains less than 60.0 per cent marks in a particular course, he shall be awarded 'F' grade.
- g. No credit points shall be awarded for a course in which the student obtains 'F' grade. The student shall be required to repeat all the courses in which he/she has obtained 'F' grade for successful completion of the degree programme.
- h. The Head of the Division shall send the marks obtained by students in different examinations to the Dean who shall forward it to I/C Examination Cell through Director Education, where from the grades obtained by a student shall be forwarded to Registrar.
- i. If the result of course(s) is/are not received by the Registrar in respect of a student up to the end of the subsequent semester, the student shall be automatically awarded 'F' grade in that/those course(s) and the result declared accordingly, unless intimation is received within this period from the Dean concerned that a particular result has been withheld for reasons to be specified in the communication.

6.7 Significance of grades

In addition to the grade points, the significance of the various grades shall be as follows:

F- Fail

I- Incomplete

S- Satisfactory

US- Unsatisfactory

W- Withdrawn

NC- Non-Credit Course

'R' Superscript - Repeated course

- a. In order to complete a course and earn the grade point corresponding to the course, a student is required to get a minimum of 5.00 (10.00 basis) grade points in case of undergraduate students and 6.00 (10.00 basis) grade points in the case of postgraduate students.
- b. A student, who has failed in a particular course but has attended the requisite number of classes, may register for the same course when it is offered regularly to the next class. It will be compulsory for such students to meet attendance requirements in theory as well as in practical along with regular classes in this repeat course. They will be required to appear in all the examinations/assignments etc. along with regular class. These courses will be designated as special courses. If a student taking a special course again fails, he/she will have to take it subsequently whenever offered as a regular course, and will have to meet all the requirements including attendance in theory and practical as well as the examinations. The students may be allowed to register for special courses in a semester, within the maximum prescribed limit of credit load. The students on good standing may be allowed to register for one additional special course in addition to the maximum credit load.
- c. When a student gets grade "F" in a course, the grade points corresponding to that course shall not count for graduation requirements but the credits and grade points shall be taken into account for computing the grade point average subject to the provision of Chapter 4, Clause 4.3.5.3 for undergraduates and Chapter 5, Clause 5.7.2 for postgraduates.
- d. An instructor shall award 'W' in his/her course only to a student who has been permitted to withdraw from a course under Chapter 6, Clause 6.4.5
- e. Research work done at the postgraduate level may extend to two or more semesters. The progress made during each semester shall be graded as 'S' or 'US'. If a student does not put in the required effort for the credits for which he was registered, the Major Advisor may either award him 'US' grade for the entire credits for which he/she was registered or may give 'S' grade for the reduced number of credits. Credits corresponding to research for the semester shall count towards graduation requirement only if the student gets 'S' grade for research during the semester. 'S' and 'US' grades shall also be awarded to indicate:

- i. that a postgraduate student has passed (S)/failed (US) in the written comprehensive examination
- ii. that a Ph.D. student has passed (S)/failed (US) in the preliminary oral examination
- iii. that a student has passed (S)/failed (US) in non-credit courses

6.8 Incomplete Grade

- a. When a student can't complete final examination on account of some valid reason with the permission as mentioned under the regulations for make-up examination, he may be awarded grade 'I' provided that she/he is satisfied that the student's progress in the studies, his attendance and his performance in the other tests and assignments have been satisfactory as per the regulations. When 'I' grade is awarded in a course, the Registrar shall declare the result of the student without taking into account that course. The result in that course shall be kept in abeyance till such time make-up test is held and the final grade submitted in accordance with the provision of these regulations.
- b. On receipt of the final grade as indicated above, the Registrar shall issue the revised semester report in respect of the student.

6.9 Answer books

Answer books of all the tests and examinations except that of end-of-semester examination shall be shown by the instructor(s) to the students for their satisfaction. The teachers concerned shall keep the answer-books for one semester/professional year following the semester/professional year in which examination was conducted. After that period, the teacher/ examination cell may dispose of the answer-books.

6.10 Representation for rechecking

- a. Re-evaluation of end-term answer books will not be allowed to the student.
- b. Re-checking of end term and annual term (B.V.Sc.&A.H.) on the request of student concerned, after paying Rs. 500/- per paper can be allowed.

The student can represent to seek re-checking of the grade within 3 days of announcement of result to Director Education through the Head of Division/Section and Dean concerned. Director Education after going through all documents and after getting satisfied about that there has been a genuine mistake shall make necessary rectification with the recording of the circumstances of error. The Registrar shall, thereupon, issue a revised semester report. Such corrections shall normally be reported to the Registrar within seven (7) days of the declaration of the result.

6.11 Evaluation of internship (B.V.Sc. & A.H.)

The assessment of each intern shall be based upon the evaluation of log book or project report, his/her performance reports from all the minimum prescribed training postings, entrepreneurial output, clinical case reports and their presentation, viva and comprehensive examination in core competence in veterinary skills through a written test by an Evaluation Committee comprising of the Faculty representing the departments concerned appointed by the Dean for this purpose. The distribution of marks for various components of assessment shall be as under;

Sl.No.	Particulars	Marks
1	Log book or Project Report	10
2	Performance in different postings	20
3	Entrepreneurial output	20
4	Case Reports or presentation	10
5	Written test	30
6	Viva voce	10
	Total	100

The minimum pass marks in internship assessment shall be 50 out of 100.

6.12 Other examinations of postgraduate programmes

6.12.1 Examinations for course-work

- a. All PG students shall take examinations in the various courses included in the approved programme of study in the major, minor and supporting fields and shall be required to obtain acceptable grade as prescribed in these regulations.

- b. The teacher(s) conducting a course of study shall be responsible for judging and guiding the students' performance in the subject concerned through quiz examination, special assignments, midterm examination and the end term (final) examination.

6.12.2 Written comprehensive examination (For PG students)

- a. No postgraduate student shall be admitted to written comprehensive as the case may be, unless he/she has completed at least 75% of the prescribed course in major and minor disciplines separately.
- b. For Master's and Doctoral programmes, the students shall be required to pass a comprehensive examination covering the course offered in the major and minor disciplines of the study. The comprehensive examination shall be arranged by the Examination Cell. The comprehensive examination shall be conducted only once in a particular semester.
- c. For Master's programme there shall be one written paper for courses covering major discipline and one paper for courses covering minor discipline of the study. Each paper shall carry 100 marks.
- d. For Doctoral programme there shall be two written papers for courses covering major discipline and one paper for courses covering minor discipline of the study. Each paper shall carry 100 marks.
- e. The examinations shall be conducted in 1st fortnight of every semester for Major courses and 2nd fortnight of every semester for Minor courses. A Master's or Doctoral student has to appear for these examinations in same semester.
- f. To obtain a pass in the comprehensive examination, the student shall be required to obtain at least a grade point of 6.00/10.00
- g. A Master's student has to successfully complete the written comprehensive examination before the submission of the thesis. The viva voce of comprehensive examination for Masters' students shall be conducted along with the viva voce examination of the thesis by the advisory committee with an additional expert from outside the University appointed by Director Education.

6.12.3 Preliminary oral comprehensive examination (for Ph.D. students)

- a. All students in Ph.D. programme shall be required to pass a preliminary oral examination to testify to the knowledge gained in the major and minor disciplines of the study. The preliminary oral examination shall cover both major and the minor disciplines of the approved programme of the study.
- b. The preliminary oral examination shall be conducted by the Advisory Committee with an additional expert from outside the University to be appointed by the Director Education. The external member shall be specialist in the major discipline of the student's programme of study. Result to be submitted in PG Form VI.
- c. A Ph.D. student after passing written comprehensive examination can appear for oral comprehensive examination in the same semester.
- d. A student failing in the preliminary examination may be allowed to re-appear at the subsequent examination to be held, in the manner prescribed, but not earlier than 3 months from the date of the first examination. If a student fails for the second time he shall not be allowed to continue as student in the University nor shall he/she qualify for award of Ph.D. degree.

Note: For doctoral programme the preliminary oral examination shall not be held before qualifying written comprehensive examination.

6.12.4 Procedure for conductance of comprehensive examinations

a. Written comprehensive examination

The comprehensive examination shall be conducted as under:

- i. The written comprehensive examinations shall be conducted at a centralized place by the Examination Cell.
- ii. The paper setting and the evaluation of the answer sheet(s) shall be done by the External Examiner(s).
- iii. At the beginning of each academic session, the Dean concerned shall obtain a panel of 10-15 External Examiners, along with their fields of specialization, from the Head of

- the Division concerned.
- iv. Out of the panel the Dean will short list three names and forward to the Director Education for final selection of the External Examiner. Director Education will select the External Examiner from within the panel for setting the paper and evaluation of the answer sheet(s).
- b. Oral comprehensive examination and thesis viva voce**
- Procedure for conducting oral comprehensive examination and Thesis viva voce shall be as under:
- i. At the start of the each academic year, the Dean concerned, shall obtain a panel of 10-15 External Examiners, along with their field of specialization and their contact details, from each Head of the Division. The oral comprehensive panel shall be constituted from these 10 to 15 experts by the Head in consultation with Advisor (PG Form V).
 - ii. The Dean will select three names out of the panel and the same shall be forwarded to the Director Education for selecting the External Examiner from within the panel for conducting the oral comprehensive of the Ph.D. students,
 - iii. Similarly, in case of the thesis viva voce, at the start of the academic year the Dean concerned will obtain a panel of 10-15 External Examiners, along with their field of specialization, from each Head of the Division and their contact details. The viva voce panel shall be constituted from these 10 to 15 experts by the Head in consultation with Advisor (PG Form VII).
 - iv. The Dean will select three names out of the panel and the same along with the thesis/theses shall be forwarded to the Director Education.
 - v. Director Education will select the External Examiner(s) from within the panel for conducting the thesis viva voce of the students.
 - vi. Director Education through the Examination Cell will take up further correspondence with external examiner for getting their acceptance to act as External Examiner. Date of oral comprehensive examination shall be finalized by the Director Education in consultation with the external examiner and intimated to the Dean concerned so that the Advisory Committee and the student are intimated well in time.
 - vii. At the time of the submission of the thesis (paper bound), the thesis will neither contain the name of the student nor the names of the Advisory Committee members. Therefore, the Acknowledgement page, Certificate I, II, III, etc., will not be attached with the thesis. Instead, coded name of the student and the Major Advisor shall be mentioned on the thesis by the Director Education while sending the thesis for evaluations.
 - viii. The oral comprehensive examination and the thesis viva voce examinations (except Ph.D. programme) shall be conducted in a designated room in each Faculty, having the CCTV and audio recording facilities. For Ph.D., refer Clause 6.14.2 'c' of this Chapter.
 - ix. Examination Cell will make all the arrangements regarding the conduct of the oral comprehensive and thesis viva voce examinations, including arranging the transportation and the stay of the External Examiner.

6.13 Sending of thesis to and evaluation by External Examiner(s)

6.13.1 Master's programme

- a. The thesis submitted by a student shall be sent to one External Examiner for evaluation who shall be appointed by the Director Education from a panel of at least 3 names recommended by the Dean out of 10-15 recommended by Head of the Division concerned in consultation with major advisor (PG Form VII).
- b. The external examiner will submit a report in the prescribed pro forma (PG Form VIII) commenting on the thesis and recommending its acceptance or rejection. If the thesis is rejected by the external examiner, the case will be submitted by the major advisor to the advisory committee of the student for decision. If the advisory committee agrees with the external examiner, the thesis shall be rejected. In case, the advisory committee does not agree with the recommendations of the external examiner, the thesis shall be sent to another external examiner and the comments of such external examiner shall be final.

6.13.2 Ph.D. programme

- a. The thesis submitted by a student shall be sent to two External Examiners for evaluation who shall be appointed by the Director Education from a panel of at least 3 names recommended by the Dean out of 10-15 recommended by Head of the Division concerned in consultation with major advisor (PG Form VII).
- b. The External Examiners will submit their reports in the prescribed pro forma (PG Form VIII) commenting on the thesis and recommending its acceptance or rejection. The External Examiner shall send their reports on the thesis to the Director Education.
- c. In case both the original External Examiners reject a thesis, the thesis shall be rejected for award of the degree and the student shall be dropped from the University without any right to re-admission.
- d. In case, one of the external examiners rejects the thesis for award of the degree, the thesis shall be sent to third expert out of already recommended original panel for the thesis for scrutiny and independent evaluation.
- e. In case, the third additional member recommends the thesis for award of degree, her/his recommendation shall be accepted. If the third additional member also rejects the thesis, the thesis shall not be accepted and the student may be permitted to continue the work and/or re-write the thesis and submit the same after a lapse of at least of one semester. However, if the thesis is again rejected after resubmission the student shall not be permitted to submit the thesis at third time.

6.13.3 No postgraduate thesis shall be sent for evaluation unless

- a. It has been computer typed and bound as specified.
- b. Is accompanied by a certificate from Major Advisor that the work reported in the thesis is the original research work of the student and has been conducted under direct supervision of the major advisor.
- c. Provision as envisaged under Clauses 5.18(h) & 5.18 (i) of Chapter-5 are met.

6.14 Thesis viva voce/final examination

6.14.1 Master's programme

- a. On receiving a satisfactory report on a thesis for Master's programme from the external examiner, the student shall be admitted to thesis viva voce and oral comprehensive examination within 4 weeks of the recommendation of the external examiner.
- b. The viva voce examination of the thesis and oral comprehensive examination shall be conducted by the student's Advisory Committee and one external examiner to be appointed by the Director Education, in consultation with the Dean and major advisor of the student. The external examiner shall be a specialist in the student's major discipline of study. Result to be submitted in PG Form IX.

6.14.2 Ph.D. programme

- a. When the thesis submitted by a student is accepted for award of the degree on the unanimous recommendations of the examination committee, the student shall be admitted to final viva voce examination, within 4 weeks of the receipt of the unanimous recommendation of the thesis.
- b. The final viva voce examination shall be conducted by the student's advisory committee and one of the additional members who has examined and read the thesis of the student.
- c. An open thesis viva voce examination, based among other things, on the critiques given in the evaluation report, shall be conducted in the Division of major subject by the Major Advisor and at least one of the two External Examiners who have evaluated the thesis and shall be open to be attended by Members of the Research Advisory Committee, all Faculty members, other research scholars and other interested experts /researchers. Result to be submitted in PG Form IX.

6.15 Award of degree

A PG student shall be considered fit for the award of the particular degree after he/she has successfully completed course work, his/her thesis has been accepted for the degree, and after the examination committee sends a satisfactory report on his/her performance in the thesis viva voce examination. A student failing in any of these requirements shall not be entitled to the award of the particular degree.

CHAPTER - 7

Scholarship and Gold Medals

7.1 Scholarships

7.1.1 Award of merit scholarship

The merit scholarships shall be awarded to the bonafide students of She-e-Kashmir University of Agricultural Science & Technology of Jammu in UG and PG programmes every year.

7.1.2 Eligibility

- a. The merit scholarship shall be awarded to the UG/PG students after admission of the students from the beginning of academic year on the basis of marks obtained in SKUAST-J CET, on basis of which admission was made. Students who do not get admission through SKUAST-J CET shall not be eligible for scholarship in first academic year. However, to be considered for scholarship the student should have obtained at least 50% marks in the SKUAST-J CET. For subsequent academic years of a programme merit obtained by the students in previous academic year shall be considered for award of scholarship. Overall Grade point obtained in preceding academic year in case of UG and PG students should be 7.00 /10.00 and 7.5/10.00, or above, respectively, for consideration of scholarship.
- b. In case two or more students have the same OGPA and are competing for the same scholarship, the youngest in age shall be considered for the award of scholarship.
- c. In case scholarship is surrendered by any student at any time due to any reason, it shall be awarded to the next eligible registered student with immediate effect or from the date of its surrender.

7.1.3 Number and value of merit scholarships

Programme	Value of Scholarships per month	Number of Scholarships
B.Sc. (Hons.) Agriculture & B.Sc. (Hons.) Biotechnology/ B.Tech. Biotechnology (4 years programme)	Rs. 800	One scholarship in each batch/class for the first 10 students and one additional scholarship for every 10 additional students or part thereof.
B.V.Sc. & A.H. (5½ year programmes)	Rs. 800	One scholarship in each batch/class for the first 10 students and one additional scholarship for every 10 additional students or a part thereof.
M.Sc./ M.V.Sc./ M.Tech./ MBA (2 years programme)	Rs. 1200	One scholarship in each batch/class in each Division for the first 10 students and one additional scholarship for every 10 additional students or a part thereof.
Ph.D. (3 years programme)	Rs. 1200	One scholarship in each batch/class in each Division for the first 10 students and one additional scholarship for every 10 additional students or a part thereof.

7.1.4 Duration of scholarship

- a. The duration of scholarship for undergraduate or postgraduate batches shall be for prescribed minimum duration of the programme, subject to fulfillment of other prescribed conditions. However, the scholarship shall not be paid to any student during internship/RAWE or any such programme where stipend is provided.
- b. In case of PG programmes the merit scholarship shall be for 2 and 3 academic years from the date of admission/1st registration to Master's and Ph.D. programmes, respectively, subject to fulfillment of the conditions laid down for award of scholarship. In no case, the payment of scholarship shall be made in UG/PG programmes beyond the prescribed period.

7.1.5 General conditions

- a. In case a student who is already in receipt of some financial assistance (including pay or stipend) /scholarship from the University, Government or any other agency, gets selected for merit scholarship, he/she will have to opt for any one of them.
- b. A UG student must have completed all the prescribed credit as well as non-credit courses in the previous Academic year in the first attempt
- c. A PG student must have completed 24 credit hours of course works excluding non-credit

courses and deficiency courses or research work, if any. Further, the student must not have earned 'F'/'US'/'ZERO' grade in any course including deficiency courses or in comprehensive examination or in research work in an Academic year for qualifying for scholarship.

Note: The candidate having improved grade points through supplementary examination/repetition of course will not be considered for the award of scholarship.

- d. A student who leaves the University on any ground/withdraws the semester or is dropped from a programme, and seeks re-admission will not be eligible for the award of the University Merit Scholarship in the same programme in which he/she was registered before dropping or leaving the programme.
- e. No scholarship shall be paid to the students for:
 - i. Their willful absence from the classes or going on strike and for absenting from classes/examination.
 - ii. Closing of the University/College as a consequence of indiscipline.
 - iii. Punishment under Clause 13.6 & 13.7.1 'c' of Chapter-13.
- f. A student who is placed on Conduct Probation shall be ineligible for the award from the date on which he/she was placed on Conduct Probation. Such students shall be ineligible for award of scholarship in that academic year and the scholarship shall be awarded to the next eligible registered student with immediate effect. If the student ceases to be on conduct probation and restores the merit position, he/she shall be eligible for award of such scholarship in the following academic year.

7.1.6 Selection of scholars: Registrar office will provide merit list to respective Dean and the Deans at their level will decide the merit scholarship and communicate to Registrar. The whole process should be completed within 15 days. The student will have to give an undertaking that he/she is not receiving any financial assistance from any other source.

7.1.7 Final authority: In case of any petition by student for the revision of the award of Merit Scholarship, the decision of the Vice-Chancellor shall be final

7.1.8 Refund: When a student receives a scholarship/fellowship from a back date, scholar shall have to refund the merit scholarship amount from the date of receipt of the said scholarship/fellowship

7.1.9 Removal of difficulties: In all matters not provided for in these regulations, the decision of the Vice-chancellor shall be final.

7.2 Gold Medal

7.2.1 Gold Medals in academics:

a. **University Gold Medal:** University Gold Medal shall be awarded to the students of undergraduate programme B.Sc. (Hons.) Agriculture, B.V.Sc. & A.H., B.Sc. (Hons.) Biotechnology/ B.Tech. Biotechnology and other UG programmes as and when introduced in the University. The medal shall be awarded to the students securing the highest OGPA in the respective programme.

b. Other than University Gold Medal

Other than University Gold Medals shall be institutionalized after the proposal is sent to Registrar. The Donor of the medal shall be required to deposit a sufficient amount in favour of Comptroller, SKUAST-J, which will form the Corpus funds so that the annual interest accruing there from shall cover the cost of medals. Gold Medals shall be awarded annually at the time of convocation of the University.

Professor Arun Gupta Memorial Gold Medal in the discipline of Vegetable sciences shall be awarded to one M.Sc. Agriculture (Vegetable Sciences) student who obtains the highest OGPA in the discipline of Vegetable Sciences.

7.2.2 General rules

- a. The medals will be awarded on successful completion of the respective programme for which the medals are meant.
- b. In order to be eligible, the student must have completed the entire programme at this University and should be in continuous residence for the specified period of residential requirements.

- c. In order to be eligible for the gold medal, the undergraduate students of B.Sc. (Hons.) Agriculture, B.Sc. (Hons.) Biotechnology/B.Tech. Biotechnology must have completed the degree in 8 semesters. However, in case of students of B.V.Sc. & A.H. programmes student must have completed the degree in regular 5½ and must have obtained OGPA not less than 7.5 (10.00 basis) and for postgraduate students the OGP of 8.0 and above out of 10.00 is mandatory for receiving the Gold Medal provided they have completed their degree programme within the normal duration as laid down in RRI of this University, if they submits his/her thesis within 04 semesters in case of Master's programme and 06 semesters in case of Doctoral programme.
 - d. All those students who have passed a particular programme of the University in a particular year will be considered for the award of Gold Medal for that year.
 - e. A student who has been on scholastic/conduct probation or who had been either rusticated or expelled or who has failed in any of the course of a programme will not be entitled for the award.
 - f. In case two or more students have obtained the same OGPA, the inter-se-merit will be determined in order of preference as under:
 - i. Marks in 10+2
 - ii. Marks in Matriculation
 - g. A competent committee comprising of Deans of Faculties, Director Education and Registrar will identify the name of the awardee(s) and invite objections and after considering objections if any, the committee will recommend the name(s) to Vice-chancellor for further necessary action.
 - h. The committee on approval of the Vice-chancellor shall declare the list of awardees.
 - i. Each Medal will consist of yellow metal (other than Gold) with gold polish.
 - j. The provisional certificate for award of Gold Medal may be issued by the Registrar but the actual citation & medals shall be awarded at the time of convocation of the University.
 - k. The student who improves the OGPA through supplementary examination or through any other means shall not be considered to be eligible for award of Gold Medals.
- 7.3** In case of any dispute or difference in opinion, the decision of the Vice-chancellor shall be final.

CHAPTER-8

Guidelines for Typing Synopsis and Thesis Writing

8.1 Guidelines for typing

8.1.1 Paper size and quality

The original thesis as well as the photocopies should be prepared on a good quality bond paper cut to 21.0 x 29.7 cm (8.27" x 11.69") A4 size. The paper used should be of bright white colour. The paper should weigh 80 GSM (grams per square meter) or more.

8.1.2 Typing

The thesis must be computer typed and printed on both sides of the page.

8.1.3 Margins

A margin of 1.5 inches or more on the binding side, and a margin of 1 inch on all the other sides should be provided. Nothing should appear in these margins, including page numbers, running Head, etc. The page number should be on the top, near the outer edge of the paper, one inch from both top and the outer edge of the paper. The text at the top of the page should, therefore, begin at about 1.5 inches from the top edge of the paper.

8.1.4 Font

Font size of the thesis title on cover page should be 14 point, bold typeface and all letters capitalized, except scientific names which should be in italics as shown in specimen.

The Chapter title should be font size 14 point and bold typeface. Capitalize the first letters of every word, except for prepositions, articles and conjunctions. Chapter number should be in Arabic numbers. For example Chapter 1.

Section headings should be 12 font size and bold typeface with first letters of every word in caps, except prepositions, articles and conjunctions. Section numbering 1.1, first Arabic number denotes chapter and second denotes heading. Subsection heading should be 12 font size, bold type face and sentence case.

The general text should be typed using 12 point font with Times New Roman. Captions for tables and figures can be in smaller fonts, but not smaller than 10 point. The figure captions should contain enough information to understand the result presented therein, without having need to read the text.

8.1.5 Text width

The text width should not exceed 6 inches for the thesis size paper.

8.1.6 Line spacing

The line spacing used for general text of the manuscript should be the same throughout the document, and should be one and a half. Under no circumstances should it be less than one and a half. The tables/long quotations/foot notes/abstract should be in single space.

8.1.7 Pagination

Certificates of approval, title page, acknowledgements, abstract and table of contents should not be given any page number. For text, Arabic numerals should be used beginning with the first page of the text and continued throughout the rest of the thesis including the references. Suppress the page number in first page of each chapter.

The pages on which the corrections have been suggested by the external examiner will have to be retyped. It may happen in a few cases that the external examiner suggests adding new material. This would disturb the paging of the thesis and is, therefore, required to be corrected accordingly. Numbering pages like 15a, 15b, 15c etc. is not permitted.

8.2 Guidelines for preparing synopsis

The postgraduate student shall prepare a synopsis of his/her problem suggested by the major advisor. The selection of PG Research problem shall as far as possible be related to the:

- a. Research priorities of the Division
- b. Area of specialization of the major advisor

Before writing synopsis, the student shall review the relevant literature, up to date on the pertinent research problem, identify the knowledge gaps and submit the draft of the review to the

major advisor before the end-term examination of first semester. The semester break shall be utilized by the student for developing the synopsis in consultation with the major advisor.

The submission of synopsis (PG Form III) by PG students shall be preceded by the synopsis seminar to be delivered in his/her Division. The synopsis seminar shall be organized within four weeks of the second semester. The student shall submit the synopsis (5 copies) along with certificate of synopsis seminar through major advisor to the Head of the Division who will forward the same through Dean to the Director Education before the mid-term examination of the second semester of the study for approval.

8.2.1 Components of the synopsis

8.2.1.1 Title

The title should be given in capital letters, bold typeface and 12 font size. It should be concise, specific and reflect the proposed research programme. Scientific names in the title, if any, must be in Latin binomial or trinomial nomenclature along with the authority.

8.2.1.2 Introduction

The introduction should establish the context of research being conducted by summarizing current understanding and background information about the topic, stating the purpose in the form research problem (research question), the hypotheses and explaining rationale, highlighting the potential outcomes, scope and limitations of the study.

8.2.1.3 Review of Literature (up-to-date)

Importance, scope and nature of the work proposed for research should be well presented. Pertinent references should be included in the introduction to show that there is a gap in knowledge/science about the proposed research.

8.2.1.4 Objectives

The objectives of the proposed research problem should be identified on the basis of gap(s) in scientific knowledge/literature about the problem.

8.2.1.5 Technical programme

The experiments should be planned in accordance with the objectives under the following sub heads:

- a. Name of the experiment/study
- b. Location: Field / Lab
- c. Research methodology/Experimental design
- d. Observations to be recorded
- e. Statistical analysis

8.2.1.5 Schedule work-flow diagram and milestones should be indicated

8.2.1.6 Collaboration, if any

The consent of the Head of the collaborating Division should be taken and nature of the collaboration be specified.

8.2.1.7 References

See under guidelines for preparing thesis

8.3 Guidelines for preparing thesis

A postgraduate/Ph.D. student can submit his/her thesis on any date during the semester after having completed the course requirements and the required number of research credits not before minimum residential requirements. The following steps should be followed for the preparation and submission of the thesis.

8.3.1 Presentation of thesis seminar

Before the student prepares of the thesis, a seminar should be delivered by him/her presenting all the data with statistical analysis before the advisory committee, Faculty members and postgraduate students in the Division.

8.3.2 Submission of draft of the thesis

Draft of the thesis complete in all respects should be submitted to the members of the advisory committee before its final submission. The pro forma for submitting draft thesis to the advisory committee is given in Annexure-IX. Besides the student shall submit a declaration about originality of his/her research work as per the pro forma (Annexure X).

8.3.4 Submission of the thesis for external evaluation

Members of the advisory committee shall return the draft of the thesis along with the

suggestions within two weeks. The major advisor should ensure that the suggested changes, if any, have been incorporated. One copy of the thesis (rough bound) for Master's and two copies for Ph.D. should be submitted to the Head of the Division through major advisor. The Head of Division shall send the same to the Director Education through Dean along with checklist for further necessary action. Five copies of hard cover bound thesis should be submitted after the oral examination incorporating the suggestions of External Examiner(s) or rectifications of the errors and appending (Certificate IV).

Each student while submitting the rough bound thesis for award of Master's or Ph.D. degree must also submit ten copies of the one page abstract separately.

8.4 Components of thesis

8.4.1 Thesis writing

8.4.1.1 The preliminary pages should be arranged in the following sequence:

- a. Title page (see specimen of title page)
- b. Certificates I, II & III (see specimen)
- c. Acknowledgements
- d. Thesis Abstract
- e. Table of Contents
- f. List of Tables
- g. List of Figures
- h. List of Plates
- i. List of Abbreviations

8.4.1.2 Main text (Content)

8.4.1.3 Chapters

1. Introduction
2. Review of Literature
3. Materials and Methods
4. Results
5. Discussion
6. Summary and Conclusions

References

Certificate IV (only in hard bound thesis) (see specimen)

Vita

8.4.1.4 Title page

The title page should be printed exactly in accordance with the sample. Font size of the thesis title on cover page should be 14 point, bold typeface and all letters capitalized, except scientific names which should be in italics as shown in specimen. The date appearing on the title page must be the year in which the thesis is submitted along with the copyright for IPR (Intellectual Property Rights).

8.4.1.5 Preliminary pages

The preliminary pages must include the title page, certificates of completion of work (certificate I) and approval of the thesis by the examining committee (certificate II), acknowledgements, abstract and table of contents, list of tables, list of figures, list of abbreviations and declaration of students. Dedications should not be given.

8.4.1.6 Acknowledgements

Acknowledgements mean giving thanks, expressing indebtedness to the person or institution concerned. It is indicative of the quality and repute of persons and institutes the researcher has consulted. While acknowledging, indicate the nature of help sought by you from a respective source. Acknowledgements should be direct for example not – I would like to thank – but I am thankful to – and so on. A good acknowledgement adds to the quality of a thesis. It should be in the present tense. Acknowledgements should be brief (not more than 200 words). Care should be taken to avoid the social obligations in this section. All those who rendered the help in technical matters should be acknowledged. Acknowledging the assistance and guidance received from various persons and institution(s) is mandatory to the researcher. Acknowledgements should be recorded in the following sequence.

- a. Chairman of the advisory committee
- b. Members of the advisory committee
- c. Head of the Division
- d. Other important persons and institutions those who have helped in conducting research / helped during the work.

8.4.1.7 Abstract

One page abstract, not exceeding 300 words should be included as per the given format. Abstract is the smallest most concise and concentrated scientific report. It usually contains information on topic of study, objectives, methodology, important findings and conclusions. All these aspects are covered in short.

8.4.1.8 Table of contents

Except the title page, certificates, acknowledgements and abstract, all other major Divisions of the thesis should be listed in the table of contents. These Divisions and sub-Divisions, if any, must agree in wording and style of the text.

8.4.1.9 Main body of the thesis

The detailed organization of the text will vary with theses in different subjects, but a consistent style must be followed. In general, the text is divided into: (i) Introduction, (ii) Review of Literature, (iii) Materials and Methods (iv) Results (v) Discussion, (vi) Summary and conclusions (vii) References.

The text of the thesis may also include certain materials such as illustrations, tables, photographs, chemical and mathematical formulae and footnotes.

8.5 Introduction

Introduction is the first and the important chapter in a thesis. As compared to other chapters, introduction requires more thinking and careful organization of relevant information.

8.5.1 Format of introduction

- a. Background information substantiated with relevant review of literature
- b. Importance and need of the study
- c. Objectives of the study
- d. Hypothesis or assumptions
- e. Scope and limitations of the study

8.5.2 Background information

It contains information about meanings, definitions, concepts and contexts to the subject under study, evidences supported by statistical data, past research findings and so on. It must be remembered that the quantum and depth of information required should depend on the scope of the investigation and will differ from subject to subject.

8.5.3 Importance of study

In context to the background the writer should be able to make, elaborate statement of the importance of study. Importance has some definite context. The answer to the question, why? of the study is expected here. Why the study has been undertaken needs to be justified. The researcher has to give strong justification for conducting research on a particular topic. The importance may be for the cause of science itself, for target audience in solving their need based problems, for increasing productivity, efficiency of a system or may be for solving complex scientific problems. The ultimate value of investigation is clear through strongly based statement of importance.

8.5.4 Objectives of study

There are two types of objectives

- a. Broad objectives and
- b. Specific objectives

Objectives give specific directions to the investigation hence they must be well defined. The statements of objective should be clear and self explanatory. As the objectives of the study are already set before the study is conducted, the same are to be stated in the thesis. The statement of objective should always begin with "To".

Examples of objectives:

- a. To study the interpersonal relationship of agricultural scientists.
- b. To assess the work effectiveness of scientists.

8.5.5 Hypothesis

Hypothesis is an assumption or scientific proposition which can be put to test for its validity. It is derived from the logical thinking based on the scientist's knowledge of the subject and the review of literature. Hypothesis looks forward and projects assumption, subject to empirical testing.

8.5.6 Scope and limitations

Scope indicates the length and breadth of the study, research design, the areas, variables, respondents covered, in brief and the scope of methodology and the location of study. Limitations indicate the reasons and causal factors responsible for limiting the scope, objectives and the methodology of the research study.

8.6 Review of literature

It is the second chapter in a thesis. Review of literature is a continuous process and starts even before the finalization of the research topic. Review of literature means identification, reading, comprehension and understanding, subsequently taking notes and use of literature, relevant to the aspects to be dealt in the research study.

8.6.1 Review of literature is useful in the following ways

- a. Identification of areas of research already covered in a particular field of science. It helps in avoiding duplication and repetition of research.
- b. Understanding the depth of research that has been reached in the past.
- c. Understanding the methodology available or used by other researchers in the past.
- d. The finding or observations of past researchers with regard to a particular field of science, to be used for discussion of the findings.

8.6.2 Review of literature involves following aspects

- a. Identification of the sources of literature and reading
- b. Using CD-ROM facilities
- c. Writing review of literature
- d. Citing references in the text at appropriate places (citation)
- e. Preparing the references.

8.6.3 Writing review of literature/theoretical frame work

Following plan is useful for writing an effective and meaningful review of literature.

- a. Preamble: The preamble is a small but a relevant introduction to review of literature chapter, indicating its importance and layout. It indicates the main heads and subheads, if any, under which the references have been cited and discussed.
- b. Citing references according to different parameters of study and discussing the references. The references should be reviewed under a particular Head. The old references should be cited first. If there is more than one reference of the same author and of the same year suffix a, b, c and so on immediately after the year to indicate differences in the cited references. The references should be related to topic of the study and in line with the objectives of the study.
- c. Drawing assumptions on the basis of references discussed: After completing review of a group of references on a particular topic, discuss and summarize them and draw assumptions. Summarizing the review of literature at the end of the chapter is also necessary. It helps to understand the present status of problem and observations of various researchers in general about various parameters under study.

8.6.4 Citation

Citation means use of references in the body or text of the report. The references are not only in chapter, review of literature but are also cited at various places in the text i.e. from introduction to results and discussions. It consists mainly of author's last name and year of publication. If directly quoted page number(s) is to be given.

Example of citations

Singh (1991) has reported that the survival rate of broilers fed Zycox was significantly better.

or

The survival rate of broilers fed Zycox was significantly better (Singh, 1991).

Shrivastava (1985) stated that all women irrespective of land status of the family provide 14 to 18 hours of productive physical work.

or

All women irrespective of land status of the family provide 14 to 18 hours of productive physical work (Shrivastava, 1985).

or (If directly quoted)

“Never in history of entomology has a chemical (DDT) been discovered that offers such a promise.....” (Perkins, 1982, p10).

All the references cited in the text must be listed with complete reference list at the end of thesis

8.7 Materials and Methods

Materials and Methods is the third chapter in a thesis. It is one of the most important sections in a thesis and is written in past tense. The detail and correct information related to the materials and the methods used for research is given in this section. Use of wrong methods and use of sub-standard material produce wrong results. Correct explanation about materials and methods is also necessary; otherwise it may create misunderstanding and confusion in the mind of a reader. The value and usefulness of the results or findings depend on appropriate methodology and hence adequate care should be taken while writing this chapter. Materials and methods used will depend on the topic and objectives of the study undertaken.

8.7.1 Methods Adopted

While describing the methods, details related to the different methods, procedures, techniques and design used for the study should be given in a logical sequence. It usually includes the following aspects.

- a. Research design used.
- b. Locale of study or relevant description of situation may be agroclimatic, socio-economic, demographic, geographic, in which investigations are carried out.
- c. Variables, their definitions, measurement and scoring procedures adopted and categorization of variables.
- d. The standard procedures, techniques and conditions used for investigation or experimentation and methods of analysis.
- e. Sampling procedure, sample, techniques of data collection used. If standard procedures or methods developed by other scientists are used, details may not be given in the main text. If necessary, such additional information may be given in the appendix. The modification made while using the existing methods should be mentioned at appropriate places.

It is suggested to describe the control adequately, if an experiment is based on various treatments.

8.7.2 Materials used

The adequate information about materials on the following aspects is necessary.

- a. Inputs used for research such as chemicals, culture, media, seeds, fertilizers, insecticides, reagents, medicines, plants, microorganism and animals etc.
- b. Machines, equipments, instruments, data correction tools etc., used.

The qualitative and quantitative details of these aspects should be given in logical sequence. The information related to chemicals namely chemical names, sources, composition, concentration, doses and information about purity and structure is necessary. It is necessary to use recognized standard, generic and chemical names and not proprietary/trade names. Experimental animals, plants and microorganism should be identified accurately usually by genus, species and strain designations. In short, use of scientific and standard terminology is absolutely necessary.

8.7.3 Statistical methods

8.7.4 Place / duration / seasons of experiments

8.8 Results

Result is a statement of facts based on the systematically analyzed and tabulated data. The results provide factual statement of observations supported by statistics, tables and graphs derived from the analysis of the data recorded during the experimentation. The results are to be presented in logical order in light of the objectives of the study.

For proper communication and understanding of the observations the results should be preferably presented in three ways, viz.

- a. Tabulated data
- b. Interpretation of the tabulated data or text and
- c. Graphical presentation

Thus the observations are presented in three forms.

8.8.1 Tabulation

Tabulation means systematic analysis and presentation of the data in a logical sequence in adequate number of rows and columns. The object of tabulation is organizing the scattered and unorganized data in suitable classes or categories so as to facilitate adequate and relevant interpretation of the data. Tables should be self-explanatory. Headings and the column/row entries should be clearly related. Tables less than half a page should be preceded or followed by the text. All tables should be numbered with Arabic numerals, with chapter number followed by table number for eg. In Chapter 3, Table 1 will be numbered as Table 3.1. title of the table is placed at the top of the table.

8.8.2 Graphical Presentation

Another way of data presentation is graphical. The data in tables should be presented in the form of diagrams and graphs wherever necessary. Format and components of a diagram should be as follows:

8.8.3 Important guidelines for the presentation of figures/graphs

- a. The title of figure should clearly describe the nature of data presented.
- b. Figure should be simple, convey clear idea, should be understandable without the help of the text.
- c. Numerical data on which figure is based should be presented in accompanying table.
- d. Data should be presented carefully and accurately. Over simplification and distortion should be avoided.
- e. Figure should follow and not precede the related textual discussion.
- f. Figures are referred by numbers. Not figure above or figure below.
- g. Figures are numbered in Arabic and not in Roman numerical.
- h. Title of figure is placed below the figure. For example, In Chapter 3 figure 1 will be numbered as Figure 3.1
- i. There are different types of diagrams hence student should select appropriate diagram suiting to his data.

8.8.4 Photographs

Photomicrographs and other photographs should be numbered as Plate 1, Plate 2 and so on. All copies of the photographs, when used should be reproduced from the original source. Photocopies of the photographs are not to be used.

8.8.5 Formulae

Mathematical and chemical formulae should be carefully made out by computer. Complex mathematical formulae of two or more lines should not be included in text lines, but should be placed in the proper position in the centre of the page between lines of text.

8.8.6 Scientific names

Give generic names in full at the first mention along with authority, e.g. *Myzus persicae* (Sulzer). Thereafter abbreviate them in the text, e.g. *M. persicae*.

8.9 Discussion

Discussion in other words means finding the justification, probable scientific reason to the observed results and supporting it with reviewed literature. Discussion mainly answers the question why? of the findings. It is, therefore, thoughtfully written and requires in-depth knowledge, experiences, observations and study of past literature related to the subject of study. Remember that discussion is not repetition of the findings. The primary function of the discussion is to show relationship among observed facts. Following points should therefore be considered while discussing the results.

- a. Try to present the relationships and generalization shown by the results. You have to discuss and not to reproduce results.

- b. Point out exceptions or unsettled aspects.
- c. Show how the results agree or disagree with the previous published research findings.
- d. Write discussion after a long thought about your own and other researcher's findings.
- e. Discuss the significance of the results.
- f. Remember to use simplest statements. Verbose language and fancy technical words convey shallow thoughts and hence should be avoided.

8.10 Summary and conclusions

Summary is an abridged form of the main report. A small preamble which includes the title of the project, its importance and objectives of the study, is written at the beginning. It is followed by highlights of methodology. In line with the objectives of the study, the major findings are chronologically stated under major heads, in short. At the end of each statement of findings, relevant and principal conclusions are given.

Conclusion is not repetition of the results. The statement of conclusion is accompanied by the indication of their range of validity.

Tables and figures are not included in the summary of the report. The summary is to be written avoiding all the lengthy exposition of detailed knowledge. And usually it should not exceed 900 to 1000 words in case of a thesis. Summary is written in past tense and in third person.

8.11 Appendices

Appendices should be avoided as far as possible. Any material like test forms; blank record forms, apparatus, etc., may be included under materials and methods.

8.12 Vita

The vita should be given at the end of the thesis on a separate page.

8.13 Style of writing references

References in the text should be cited in chronological order, however, when the year is same, then follow alphabetical order. For example

Gupta (2005) and Shankar *et al.* (2007) reported or the results have been reported by several workers (Rai *et al.*, 2008; Srivastava, 2008).

- a. The reference in bibliography should be arranged in ascending alphabetical order.
- b. When there more than one references of a single author, arrange them in chronological order.
- c. In case, the references have two or more authors with same first author, see the second author and arrange references alphabetically. When first and second authors are same then see the third author and arrange references alphabetically.

Koul, O. 2008. Phytochemicals and insect control: An antifeedant approach. *Critical Reviews in Plant Science*, **27**: 1-24.

Sachan, J.N. and Gangwar, S.K. 1990. Seasonal incidence of insect pests of cabbage. *Indian Journal of Entomology*, **52**:111-124.

Shankar, U., Kaul, V. and Rai, S. 2007. New record of anar fruit borer, *Deudorix isocrates* (Fabricius) on aonla (*Phyllanthus emblica*) in Jammu. *Journal of Research SKUAST-J*, **6**(2): 292-295.

Gupta, S., Kaul, V., Shankar, U. and Rai, S. 2008. Efficacy of local isolate of *Steinernema carpocapsae* against *Plutella xylostella* (L.). *Vegetable Science*, **35**(2): 148-151.

Rai, S., Shankar, U., Bhagat, R.M. and Gupta, S.P. 2008. Population dynamics and succession of fruit fly on sub-tropical fruits under rainfed condition in Jammu region. *Indian Journal of Entomology*, **70**(1): 12-15.

References by the same author(s) in the same year

Stem, R.A. and Gazit, S. 1996a. Lychee pollination by honey bee. *Journal of American Society of Horticulture Science*, **57**:121-152.

Stem, R.A. and Gazit, S. 1996b. Anatomical structure of two day old litchi ovules in relation to fruit set and yield. *Journal of American Society of Horticulture Science*, **71**: 661-71.

Abstracts

Sharma, R.M., Kher, R., Dogra, J., Sood, M., Shankar, U. and Verma, V.S. 2008. Sustainable strawberry production in North Indian Plains. *3rd Indian Horticulture Congress*, November 6-9, Bhubneswar. pp. 168-169. Abstract.

Journal article

Hirth, E.J., King, K. and Lock, S. 1988. Uniform requirements for manuscripts submitted to biomedical Journals. *British Medical Journal*, **296**(4):401-405.

Special supplements of journals

Miller, J.E., Famandez, J.M., Barras, S.R. and Hoover, D.T. 1997. Comparison of gastrointestinal nematode infection in four breeds of sheep. *Journal of Animal Science*, **75**(supple 1): 30-40.

Online journals

Kniss, A.R. and Coburn, C.W. 2015. Quantative evaluation of environmental impact quotient (EIQ) for comparing herbicides. *PLOS ONE* 10(6):e0131200. Accessed on 12 June, 2020.

Online first articles (Journal articles published ahead of print)

Abdelhay, A. and Abunaser, S.G. 2020. Modeling and economic analysis of greywater treatment in rural areas in Jordan using a novel vertical-flow constructed wetland. *Environmental Management*. Epublished ahead of print 27 August, 2020. <https://doi.org/10.1007/s00267-020-01349-7>. Accessed on 12 September, 2020.

Newspaper/magazine articles

Salam, Z.U. 2020. Ordinaces anti-farmer. Frontline, July 17, 2020.

Secondary source (original not available)

Bashir, R., Norman, R.J., Bacon, R.K. and Wells, B.R. 1997. Accumulation and redistribution of fertilizer nitrogen-15 in soft red winter wheat. *Soil Science Society of America Journal*, **61**:1387-92 (Original not seen. Abstract in Biological Abstracts, 104: Entry No. 166249, 1997).

Brown, W. and Nicolai, T. 1993. Dynamic properties of polymer solutions. pp. 272-319. In: Brown, W. (Ed) *Dynamic Light Scattering- the Methods and Some Applications*. Clarendon Press, Oxford (Original not seen. Cited by Bellow Perez, L.A., Colnna, P., Roger, P. and Parades Lopez, O. 1998. *Cereal Chemistry*, **75**: 395-402).

Publications by organizations

SKUAST 2007. *Package of Practices for Rabi Crops.*, Sher-e-Kashmir University of Agricultural Sciences and Technology (SKUAST) of Jammu, Jammu. p 40.

Books

Elliot, W.H. and Elliot, D.C. 1997. *Biochemistry and Molecular Biology*, Oxford University Press Inc, New York. p 279.

Books in series

White, B.A. 1997. *Methods in Molecular Biology*, Vol. 67, Humana Press, New Jersey, USA. p 470.

Edited books

Amsterdam, D., Cunningham, R.K. and Van Oss, C.J. (Eds.). 1996. *Immunological and Molecular Diagnosis of Infections Diseases*. Marcel Dekker Inc, New York, USA. p 530.

Peshin, R. and Dhawan, A.K. (Eds.). 2009. *Integrated Pest Management: Innovation Development Process* Vol. 1. Springer Verlag, Dordrecht, the Netherlands. p 689.

Chapter in an edited

Close, W.H. 1998. The role of trace mineral proteinates in pig nutrition. In: Lyons, T.P. and Jacques, K.A. (Eds.). *Biotechnology in the Feed Industry*. Nottingham University Press, Loughborough, Leies, U.K. pp 469-84.

Yucan, Y.V. and Kitts, D.D. 1997. Endogenous antioxidants: Role of antioxidant enzymes in biological system. In: Shaihids, F. (Ed.). *Natural Antioxidants: Chemistry, Health Effects and Applications*, AOCS Press, Champaign, Illinois, USA. pp. 258-270.

Kaul, V., Shankar, U. and Khushu, M.K. 2009. Bio-intensive integrated pest management in fruit crop ecosystem. In: Peshin, R. and Dhawan, A.K. (Eds.). *Integrated Pest Management: Innovation Development Process* Vol. 1. Springer Dordrecht, the Nethernads. pp. 631-666.

Symposium/Conference proceedings

Domon, E. 1996. Polymorphisms within waxy gene in indigenous barley cultivars revealed by the polymerase chain reaction. In: *Proceedings of Barley Genetics Symposium*. University of Saskatchewan, Saskatoon. pp 60-61.

Khush, G.S. 1997. Challenges and opportunities for sustainable agriculture. In: Bajwa, M.S., Dhillon, J.S., Dilawari, V.K. and Chahal, S.S. (Eds.) *Proceeding of 3rd Agricultural Science Congress*. Vol. 1. Punjab Agricultural University, Ludhiana, India. pp 1-9.

Technical bulletins and theses

Sen, K.C. and Ray, S.N. 1987. *Nutritive Value of Indian Cattle Feeds and Feeding of Animals*. Technical Bulletin 25, 6th edition. Indian Council of Agricultural Research, New Delhi. pp 1-133.

Sharma, N. 1997. *Effect of Exogenous Growth Regulators on Carbohydrate Metabolism in Potato*. Ph.D. Thesis, Punjab Agricultural University, Ludhiana, India.

Bhardwaj, S. 1998. *Biochemical Constraints in Synthesis and Accumulation of Sucrose in Sugarcane under Subtropical Conditions*. M.Sc. Thesis, Punjab Agricultural University, Ludhiana, India.

Patents

Hagner, M.B. and Wondt, K.L. 1977. Methods of sorting seeds. U.K. Patent, 1470133.

Website

NCPC. 2002. Factors affecting organizational climate and retention. National Centre for Professional Certification (NCPC). Available at: www.cwla.org/programmes/triechmann/2002fbwfiles. Accessed on 10 July, 2010.

CHAPTER- 9

Promotion of Academic Integrity and Prevention of Plagiarism

SKUAST-Jammu adopted the UGC notification regarding Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions Regulations, 2018 as detailed below:

9.1 Short title, application and commencement

- a. **Short title:** These regulations shall be called as “SKUAST-Jammu - Promotion of Academic Integrity and Prevention of Plagiarism 2019” (adopted from University Grants Commission Promotion of Academic Integrity and Prevention of Plagiarism, Regulations, 2018).
- b. **Application:** They shall apply to the students, Faculty, researchers and staff of all Higher Educational Institutions in the country.
- c. **Communication:** These regulations have come into force from the date of their notification by the University.

9.2 Objectives

- a. To create awareness about responsible conduct of research, thesis, dissertation, promotion of academic integrity and prevention of misconduct including plagiarism in academic writing among student, Faculty, researcher and staff.
- b. To establish institutional mechanism through education and training to facilitate responsible conduct of research, thesis, dissertation, promotion of academic integrity and deterrence from plagiarism.
- c. To develop systems to detect plagiarism and to set up mechanisms to prevent plagiarism and punish a student, Faculty, researcher or staff of HEI committing the act of plagiarism.

9.3 Duties of the University

The University shall establish the mechanism as prescribed in these regulations, to enhance awareness about responsible conduct of research and academic activities, to promote academic integrity and to prevent plagiarism.

9.4 Awareness programs and trainings

- a. The University shall instruct students, Faculty, researcher and staff about proper attribution, seeking permission of the author, wherever necessary, acknowledgement of source compatible with the needs and specificities of disciplines and in accordance with rules, international conventions and regulations governing the source.
- b. The University, through Directorate of Education, shall conduct sensitization seminars/ awareness programs every semester on responsible conduct of research, thesis, dissertation, promotion of academic integrity and ethics in education for students, Faculty, researcher and staff.
- c. University shall:
 - i. Include the cardinal principles of academic integrity in the curricula of Undergraduate (UG)/Postgraduate (PG)/Master’s degree etc. as a compulsory course work/module.
 - ii. Include elements of responsible conduct of research and publication ethics as a compulsory course work/module for Master’s and Research Scholars.
 - iii. Include elements of responsible conduct of research and publication ethics in Orientation and Refresher Courses organized for Faculty and staff members of the HEI.
 - iv. Train student, Faculty, researcher and staff for using plagiarism detection tools and reference management tools.
 - v. Establish facility equipped with modern technologies for detection of plagiarism.
 - vi. Encourage student, Faculty, researcher and staff to register on international researcher's Registry systems.

9.5 Curbing plagiarism

- a. University shall declare and implement the technology based mechanism using appropriate software so as to ensure that documents such as thesis, dissertation, publications or any other such documents are free of plagiarism at the time of their submission.
- b. The mechanism as defined at (a) above shall be made accessible to all engaged in research

- work including student, Faculty, researcher and staff etc.
- c. Every student submitting a thesis, dissertation, or any other such document to the University shall submit an undertaking indicating that the document has been prepared by him/her and that the document is his/her original work and free of any plagiarism (Certificate-I).
 - d. The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by the University.
 - e. University shall develop a policy on plagiarism and get it approved by its relevant statutory bodies/authorities. The approved policy shall be placed on the homepage of the University website.
 - f. Each supervisor shall submit a certificate indicating that the work done by the researcher under him/her is plagiarism free (Certificate-1).
 - g. University shall submit to INFLIBNET soft copies of all Masters, Research program's dissertations and thesis within a month after the award of degrees for hosting in the digital repository under the "Shodh Ganga e-repository".
 - h. University shall create Institutional Repository on institute website which shall include dissertation / thesis / paper / publication and other in-house publications.

9.6 Similarity checks for exclusion from plagiarism

The similarity checks for plagiarism shall exclude the following:

- a. All quoted work reproduced with all necessary permission and/or attribution.
- b. All references, bibliography, table of content, preface and acknowledgements.
- c. All generic terms, laws, standard symbols and standards equations.

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

9.7 Levels of plagiarism

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

- a. Level 0: Similarities up to 10%
- b. Level 1: Similarities above 10% to 40%
- c. Level 2: Similarities above 40% to 60%
- d. Level 3: Similarities above 60%

9.8 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/she shall report it to the Departmental Academic Integrity Panel (DAIP). Upon receipt of such a complaint or allegation, the DAIP shall investigate the matter and submit its recommendations to the Institutional Academic Integrity Panel (IAIP) of the University.

The authorities of University can also take *suomotu* notice of an act of plagiarism and initiate proceedings under these regulations. Similarly, proceedings can also be initiated by the University on the basis of findings of an examiner. All such cases will be investigated by the IAIP.

9.9 Departmental academic integrity (DAIP)

- a. All Departments in University shall notify a DAIP whose composition shall be as given below:
 - i. Chairman- Head of the Department
 - ii. Member- Senior academician from outside the Division, to be nominated by the Vice-Chancellor
 - iii. Member- A person well versed with anti plagiarism tools, to be nominated by the Head of the Department.

The tenure of the members in respect of points 'b' and 'c' shall be two years. The quorum for the meetings shall be 2 out of 3 members (including Chairman).

- b. The DAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, Faculty, researcher and staff.
- c. The DAIP shall have the power to assess the level of plagiarism and recommend penalty(ies) accordingly.

- d. The DAIP after investigation shall submit its report with the recommendation on penalties to be imposed to the IAIP within a period of 45 days from the date of receipt of complaint / initiation of the proceedings.

9.10 Institutional academic integrity panel (IAIP)

- a. University shall notify a IAIP whose composition shall be as given below:
 - i. Chairman-Director Education
 - ii. Member-Dean of the Faculty concerned
 - iii. Member-One member nominated by Vice- Chancellor from outside the University
 - iv. Member-A person well versed with anti-plagiarism tools, to be nominated by Vice-Chancellor.
The Chairman of DAIP and IAIP shall not be the same. The tenure of the Committee members including Chairman shall be three years. The quorum for the meetings shall be 3 out of 4 members (including Chairman).
- b. The IAIP shall consider the recommendations of DAIP.
- c. The IAIP shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.
- d. The IAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, Faculty, researcher and staff of University.
- e. The IAIP shall have the power to review the recommendations of DAIP including penalties with due justification.
- f. The IAIP shall send the report after investigation and the recommendation on penalties to be imposed to the Head of the University within a period of 45 days from the date of receipt of recommendation of DAIP/ complaint / initiation of the proceedings.
- g. The IAIP shall provide a copy of the report to the person(s) against whom inquiry report is submitted.

9.11 Penalties

Penalties in the cases of plagiarism shall be imposed on students pursuing studies at the level of Master's and Research programs and on researcher, Faculty & staff of the University only after academic misconduct on the part of the individual has been established without doubt, when all avenues of appeal have been exhausted and individual in question has been provided enough opportunity to defend himself or herself in a fair or transparent manner.

9.11.1 Level of plagiarism in submission of thesis/dissertations and penalties

Institutional Academic Integrity Panel (IAIP) shall impose penalty considering the severity of the Plagiarism.

- a. Level 0: Similarities up to 10% - Minor similarities, no penalty.
- b. Level 1: Similarities above 10% to 40% - Such student shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.
- c. Level 2: Similarities above 40% to 60% - Such student shall be debarred from submitting a revised script for a period of one year.
- d. Level 3: Similarities above 60% -Such student's registration for that programme shall be cancelled.

Note 1: Penalty on repeated plagiarism- Such student shall be punished for the plagiarism of one level higher than the previous level committed by him/her. In case where plagiarism 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 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 IAIP and approved by the Head of the Institution.

9.11.2 Penalties in case of plagiarism in academic and research publications

- a. Level 0: Similarities up to 10% - Minor similarities, no penalty.
- b. Level 1: Similarities above 10% to 40%
 - i. Shall be asked to withdraw manuscript.
- c. Level 2: Similarities above 40% to 60%
 - i. Shall be asked to withdraw manuscript.

- ii. Shall be denied a right to one annual increment.
- iii. Shall not be allowed to be a supervisor to any new Master's or Ph.D. Student/ scholar for a period of two years.
- d. Level 3: Similarities above 60%
 - i. Shall be asked to withdraw manuscript.
 - ii. Shall be denied a right to two successive annual increments.
 - iii. Shall not be allowed to be a supervisor to any new Master's and Ph.D. Student/ scholar for a period of three years.

Note 1: Penalty on repeated plagiarism: Shall be asked to withdraw manuscript and shall be punished for the plagiarism of one level higher than the lower level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative. In case level 3 offence is repeated then the disciplinary action including suspension/termination as per service rules shall be taken by the University.

Note 2: Penalty in case where the benefit or credit has already been obtained: If plagiarism is proved on a date later than the date of benefit or credit obtained as the case may be then his/her benefit or credit shall be put in abeyance for a period recommended by IAIP and approved by Vice-Chancellor.

Note 3: University shall create a mechanism so as to ensure that each of the paper publication/thesis/dissertation by the student, Faculty, researcher or staff of the University is checked for plagiarism at the time of forwarding/submission.

Note 4: If there is any complaint of plagiarism against Vice-Chancellor, a suitable action, in line with these regulations, shall be taken by the Chancellor.

Note 5: If there is any complaint of plagiarism against the Head of Division/Authorities at the institutional level, a suitable action, in line with these regulations, shall be recommended by the IAIP and approved by Vice-Chancellor.

Note 6: If there is any complaint of plagiarism against any member of DAIP or IAIP, then such member shall excuse himself/herself from the meeting(s) where his/her case is being discussed/investigated.

Note 7: The regulations mentioned above in this chapter will come into operation from the date the University makes Plagiarism Detection Software functional.

CHAPTER – 10

Norms for Institutionalization of Short Term Certificate Courses

10.1 Purpose of certificate

- a. Rural youth unable to pursue higher education, school and college drop outs, women in agriculture, small & marginal farmers, and landless labourers who have no facilities of higher education can easily be provided skills and oriented towards agriculture vocation as per their traditional occupations. This will lead not only to total transformation in rural areas, but also will provide gainful employment.
- b. Skill programmes tend to be a short courses, consisting of either one or more unit standards, which when added together can eventually lead to a skill qualification. It will expand the opportunities for off-farm employment and decrease dependence on agriculture resources for livelihood.

10.2 Criteria for credit certificate programmes

- a. The skill training programme shall be of minimum 200 hours duration. 16 hrs in case of re-skilling training programme and minimum 32 hrs for training agriculture extension training personals.
- b. The instructions programme shall contain the weightage of 70% practical and 30% theory, the instructions programme shall be of 3 hours duration with an emphasis on hands on training activities.
- c. The training shall be specifically based on assessment plan/process depending concerning to learning objectives.
- d. The minimum 20 & maximum 40 participants per course shall be the requirement for conducting the session.
- e. KVKs/other centres/schemes within the University, where the requisite training capabilities/requisite Faculty and resource facilities are available, will be authorized to conduct such trainings.

10.3 Process for development of credit

Certificate programmes

- a. The Head of the Division/unit Head in concurrence with Dean of Faculties shall initiate to conduct such trainings
- b. Proposals must be prepared in the University approved format (refer Clause 10.8).
- c. Proposals must be recommended by the appropriate Board of Studies/ Faculties before it is submitted for approval by the Academic Council for institutionalization of the course along with the syllabus, fee structure etc. of the course.
- d. Such course shall commence either on self sustainable basis or through specified source of funding /schemes.
- e. After approval from the statutory bodies concerned, the Registrar shall issue the advertisement notice and initiate the process of admission as in vogue for other degree programmes of the University.
- f. Dean and Course Coordinator shall monitor the conduct of classes and attendance regularly. Minimum 90% attendance is essential for passing the module.

10.4 Examination and certification

- a. In order to facilitate continuous evaluation for each module, Theory and On-Job Training Examinations should be conducted at the end of first, second and third module as per evaluation process.
- b. The Instructor associated with the course should assess the students in terms of their competency achieved.
- c. At the end of the module, examination will be conducted at institution level under the supervision and control of the Examination Cell of the University as per the guidelines prescribed as under:

10.5 Evaluation procedure

Particulars	Weightage %
i) Monthly Evaluation Through	
a) Written/objective test etc	10%
b) Lab./field performance	10%
c) Oral/group discussion	20%
ii) Final (at the end of term programme)	
a) Comprehensive written exam	20%
b) Final field/lab. work project report in which the skill is obtained	30%
c) Viva voce	10%

10.6 Scheme of instructions/week

Sl. No.	Course contents Module wise	Theory (hrs.)	Practical (hrs.)	Total (hrs.)
Single Module		6	15	21

The following system of grade points shall be adopted for the purpose of performance appraisal of the students at the end of each module based on the continuous evaluation duly giving 30% weightage on performance in theory and 70% weightage on performance in On Job Training [OJT].

10.7 Award of grades points

Marks Range	Sub Ranges	Grade Points
90-100	95-100	10.00
	90-94	9.00
70-89	85-89	8.50
	80-84	8.00
	75-79	7.50
	70-74	7.00
50-69	65-69	6.50
	60-64	6.00
	55-59	5.50
	50-54	5.00
40-49	45-49	4.50
	40-44	4.00
30-39	35-39	3.50
	30-34	3.00
0-20	25-29	2.50
	0-24	2.00

Grade Card will be issued for each module after clearing the Theory and On Job Training [OJT] with 4.5 or above grade points in the module. Those getting less than 4.5 grade point will not be considered as pass in the module and they will have to repeat the module after taking fresh admission and only those passing in the initial module will be eligible to join the next module.

10.8 Format For Skill Development Programme

01. Division/Station/Faculty : _____
02. Proposed Title of Certificate Programme : _____
03. Rationale of the Proposal : _____
04. Objective : _____
05. Duration : _____
06. Course Fee : _____
07. Intake Capacity : _____
08. Eligibility : _____
09. Syllabus with lecture breakup : _____
10. Total Credits of the Course : _____
11. Infrastructure Available : _____
12. Resource persons availability : _____

13. Collaboration with the other _____ : _____
Division/Units of the University

14

Scheme of instructions/week				
S.No.	Course contents module wise	Theory (hrs.)	Practical (hrs.)	Total (hrs.)
A.	First Module			
B.	Second Module			
C.	Third Module			

15. Financial viability : _____

16. Name of the possible establishment for providing on the job Training:

(i) _____

(ii) _____

(iii) _____

CHAPTER-11

Best Teacher Award (SKUAST-Jammu)

11.1 Guidelines for best teacher award (SKUAST-Jammu)

- a. **Name of the Award:** SKUAST-J Best Teacher Award in (Name of Faculty)
- b. **Academic year**
- c. **Sponsor of the award:** Sher-e-Kashmir University of Agricultural Sciences & Technology of Jammu (J&K)
- d. **Objective of the award:**
 - i. To provide recognition to outstanding teachers
 - ii. Promote excellence in teaching
- e. **Nature of award:** These awards are meant for individual teachers offering a course independently or as a part of an integrated course. An individual award will consist of Rs.20,000 to promote innovation in teaching along with a citation in the following faculties:

1.	Faculty of Agriculture	01
2.	Faculty of Veterinary Sciences & Animal Husbandry	01
3.	Faculty of Basic Sciences	01
	Total	03

11.2 Frequency & number of awards: Every Year (If no qualifying application is received, no award shall be given for that year). The number of awards shall be one in each Faculty. To be eligible for award the minimum score to be obtained by a teacher should be 60% as per the prescribed score card.

11.3 Eligibility criteria: All teachers who have taught on an annual average at least 96 lectures at undergraduate/postgraduate level (including practicals) independently or as a part of integrated course, and have continuous teaching experience for a minimum period of five academic years. The teaching work undertaken during the five years preceding the year of the award shall be considered for award.

Other criteria are:

Only teachers (Professor/ Associate Professor/Assistant Professor/equivalents) are eligible. Deans/ Directors are not eligible for awards applicant is expected to be a role model teacher with high values and must not have been penalized or there should not be any enquiry pending against him/her.

11.4 Administration of the award: The award will be administered by the SKUAST-J through Directorate of Education.

11.5 Procedure: Director Education shall call for applications for the award on the prescribed application form available with Dean's Office, in the month of April-May every year. The applications shall be received by the Dean of respective Faculty. Application must be routed through proper channel. The applications will be scrutinized by the judging committee.

11.6 Composition of judging committee (Faculty-wise)

1.	Dean of the Faculty concerned	Chairman
2.	Two senior Faculty members from each Faculty (to be nominated by respective Dean)	Two Members
3.	Representative of Director Education	One Member
4.	Member Secretary (to be nominated by the respective Dean)	Member

The judging committee shall make its recommendations and forward the same to the Director Education under sealed cover for further processing & acceptance by the competent authority (HVC). The decision of the committee with approval of HVC shall be final without provision of any appeal. If no outstanding teacher for a particular year is identified no award shall be given.

11.7 Presentation: The declaration and Presentation of award along with citation will be made on the Foundation Day (20th September) of the University every year.

University Best Teacher Award: Application Form
(To be filled by the applicant with supporting documents)

Part - I

1. Name of the Faculty:
2. Academic Year :
3. Name of the teacher :
4. Father's/Husband's name:
5. Designation of the teacher :
6. Academic Qualification: (starting with graduate level)

Degree	Subject	University	Year	Division/Grade

7. Teaching/Research/Extension Experience (for last five years):

Position	University	Period	Years/months

8. Mobile No.: E-mail:
9. Total length of teaching (UG/PG) experience (years & months): (Applicant with immediate 5 years of teaching experience shall be eligible for the award)
10. When the last B.T.A received:

PART-II

Achievements

1. List of courses taught independently/ jointly and no. of lectures actually delivered during the preceding 5 years: (10 marks)

Acad. Year	Semester	Course Taught (credit hrs.) UG/PG	Independently (I)/ Jointly (J)	If Jointly, No. of teachers involved in teaching	Actual No. of lectures delivered by the applicant (T+P)*

**One credit hr/week of theory/practical/field work/clinical work shall weigh one lecture.
For eligibility, average annual lectures delivered should be ≥ 96*

2. Students guided as Major Advisor (PG Level) (last five years) (10 marks)

a. Master's Level:

Sl. No.	Acad. Year	Name of the student (Admn. No.)	Thesis Title	Date of Thesis-viva held
Total				

b. Doctoral level:

Acad. Year	Sr. No.	Name of the student (Regd. No.)	Thesis Title	Date of Thesis-viva held
Total				

3. Placement of the guided PG students in last 5 years: (10 marks)*

Name of the Student	Year of completion of PG Degree	Placed in	Year of Placement

* Placement include employed as well as admitted for higher studies.

4. National level award won by Postgraduate students guided by the applicant in last five years (10 marks)

Sl. No.	Name of Student (Adm. No.)	M.Sc./MV.Sc/Ph.D.	Name of Award	Year of Award	Awarding agency

5. Publications (only 5 best papers) in last five years out of students' theses (10 marks)

Sl. No.	Authors	Title of Research paper	Journal / vol/pages	Year of Publication	NAAS rating (current Year)

6. Laboratory manuals/ new courses designed and developed

a. Laboratory manuals: (designed/completed) (5 marks)

Sl.No.	Authors	Title of Manual	Year of Publication

b. New courses developed

Sl.No.	Name of the course	Date of Approval of the course by Academic Council	Credit Load

7. Notable achievements in Teaching: (5 marks)

Particulars of teaching innovations & achievements made

- Specific efforts and innovation introduced to improve teaching.
- Design, development and use of quality instructional materials, manuals/ audio/e-learning.
- Instructional material developed and put online (give details & address of the portal).

8. Co-curricular activities of the teacher (5 marks)

(Personality development efforts/ soft skill development efforts/ group discussions (Faculty/ University level)/ Debates organized (Faculty/University level). Provide detailed list.

9. Research (achievements/activities) (last five years) (05 marks)

a. Externally Funded project (as PI)

Sl. No.	Name of Project	Year of sanction/ completion	Budget	Status (completed /ongoing)	Funding Agency

b. Research Papers: (out of research projects as first author; not from student's thesis work).

Sl. No.	Authors	Title of paper	Journal (Vol &Pages)	Thesis title with name/ class of student	NAAS rating

c. Patent(s) if any _____

10. Extension Activities in last 5 years only (5 Marks)

a. Trainings conducted as Coordinator/Director (last 5 years only)

Sl. No.	Name of Training	Coordinator/ Director	Name of participants	Date of Training

** 1.0 mark for each training*

b. Organization of Farmers' fare/ On-Farm trails etc.

Sl. No.	Name of Activity	Place & Date	No. participants/ No. of Trails

11. Awards/ Recognitions: (5 Marks) in last 5 years only

Sl. No.	Name of Award	Agency of the Award	Status of the Agency (State/ National/International)

12. Contribution towards institutional development (3 Marks) in last 5 years only

Sl. No.	Name of the Institutional Development Activity

13. Membership of Professional Societies: (2 Marks) in last 5 years only

Sl. No.	Name of the Professional Society	Member since

14. Write-up of teacher to his/her claim for award (max. 500 words) (5 Marks)

Note: The application form may include only the essentially required facts and should not contain unnecessary details about the individual achievements etc. All details be given along-with authentic proof.

Certificate

Certified that the information given in the application (under Part-I and Part-II) is correct to the best of my knowledge and belief

(Signature of the applicant with date)

Name:

Designation:

Division:

Verified, recommended and forwarded to the Dean, Faculty of

(Head of the Division)
with signature, seal and date

15. Students' Feedback*: Information to be supplied by the Dean of Faculty concerned
(Max Marks 10)

*(*for detail regarding response of the students, see appendix-I.)*

Average Score: _____

Signature of the Dean
(with date)

Evaluation by the Students (Appendix-I)

- (1) Year of Award:.....
- (2) Name of Teacher:.....
- (3) Evaluating Class (UG/PG/Ph.D.):.....

Particulars	Poor (2)	Avg. (4)	Good (6)	Very Good (8)	Excellent (10)
1. Punctuality of teacher in the class					
2. Method of teaching (T&P)					
3. Course Content Covered					
4. Interaction with students in the class					
5. Attitude					
Total					
G. Total:					

Procedure for the evaluation of the applicant (Teacher) by the students:

- a. Final year UG/M.Sc./M.V.Sc./Ph.D. students shall evaluate the teacher
- b. Dean along with a team of two senior colleagues shall monitor the whole process of evaluation.
- c. All assessing students shall be invited to a common place/exam hall to fill-up Evaluation Performa for each applicant.
- d. One Evaluation Performa at a time shall be distributed to the students for evaluation.
- e. Students shall fill up each Performa by ticking the appropriate box according to their assessment.
- f. Students need not to put their signatures/names on the evaluation sheet.
- g. The Competent Committee constituted by the Dean shall compile evaluation sheets for each teacher separately.
- h. The evaluation sheets shall remain in the custody of respective Deans

CHAPTER- 12

SKUAST-Jammu Inter-Varsity Rolling Silver Trophy

12.1 Name of the trophy: SKUAST Jammu Rolling Silver Trophy

I. **Frequency of rolling:** Annual

II. **Type of event:** Declamation contest

III. **Patron and organizing committee**

- a. **Patron:** Hon'ble Vice-Chancellor.
- b. **Management committee:**
 - i. Director Education - Chairman
 - ii. Deans' of Faculties - Members
 - iii. In-charge Placement and counseling cell Member Secretary
- c. **Organizing Committee: (for each event separately)**
- d. **Faculty Members**

Five members to be nominated by Management committee of each event separately.
- e. **Students Committee:**
 - i. Four (4) students from F.V.Sc. & A.H.
 - ii. Four (4) students from FoA
 - iii. Two (2) students from F.B.Sc.

12.2 About trophy and its purpose: The Institution of Silver Rolling Trophy is with a purpose to sensitize and orient the students about emergent socio-economic and general issues of importance for society and UT and to promote appreciation, critical thinking, analytic behavior, and path finding attitude towards the issues. Under this there will be Declamation contest among Universities. The Declamation Contest shall be organized in first week of April every year by SKUAST-Jammu on a selected topic. It is pertinent to mention that the initiative and inspiration behind the institution of the trophy is of Shri. N.N. Vohra, Hon'ble Governor of erstwhile J&K State & Chancellor of SKUAST-Jammu and the Rolling Trophy has been donated by him.

12.3 Participation: Through nomination. The entries of the students nominated by the invited Universities and Deemed to be universities shall be entertained.

12.4 Theme: Every year a theme of great importance or significance relating to socio-economic or any other general issues of the society shall be identified by the University and circulated about two months before the date of declamation. The identified theme shall be circulated to the Universities and deemed to be universities with invitations for participation in the event.

12.5 Guidelines:

- a. A team of three students (speakers) shall be nominated by each University/Autonomous College/Institutions of Higher Learning for participation in the event. All the students should be bonafide regular students (no correspondence students etc.) of UG/PG programme of the sponsoring University/institute/ autonomous college.
- b. The medium of speech will be English/ Hindi/Urdu. Reference to some saying or great ideas from other languages is admissible only if relevant to theme and contextually unavoidable.
- c. The maximum time allowed shall be of ten (10) minutes to each participant. The warning bell shall be first rung at 8 minutes and last on completion of time of each participant.
- d. The reading from any paper /chit/laptop/mobile etc. shall not be allowed and any participant found doing so shall automatically get disqualified.
- e. The decision of the judges will be final and binding upon all.
- f. There shall be five judges for each event and all shall be minimum of Professor or equivalent rank. These judges shall be selected by the management committee for each event separately.
- g. If the name of a participant is announced for his /her presentation from the stage he/she must be ready to make his presentation within one minute, failing which he/she shall get disqualified.
- h. Any act of indiscipline on the part of participant during the contest shall result into his/her disqualification from the competition.
- i. The participants will have to abide by any other suitable instructions given by the organizers during the course of event.

12.6 Criteria for Judgementing (100 Marks):

- a. **Contents:** Relevance of the matter to the chosen theme (50 Marks)
- b. **Language:** Pronunciation, variety voice & voice variations (20 Marks)
- c. **Stage Attitude:** Gestures, postures & expression supporting the spoken content (15 marks)
- d. **Presentation:** Overall effectiveness and articulation (15 marks)

Silver Rolling Trophy will be awarded to the winning team with the highest marks. However, the original trophy shall have to be returned to SKUAST- Jammu, with replacement with half size replica of it, one month before the fixed date event after 2nd year onwards.

The runners up shall be given consolation prizes. The top three speakers shall be awarded certificate and trophy by the University and all the participants shall be provided certificate of participation.

12.7 Facilities: The participants / teacher in charge or any accompanist shall not be provided any TA. However, local transport on the day of event and hospitality (while at University) shall be extended by the SKUAST-Jammu.

12.8 How to participate: All the nominated participants are required to fill the registration form which should reach through e-mail, to Organizing Committee, 21 days before the date of competition. Mailed registration form should also have attached letter with details of the participant/travel plan duly attested by the officer concerned of the participating University or Deemed to be University.

12.9. Funds: The expenditure for organizing the event shall be debited to Extra-curricular Activities budget of the Directorate of Education.

CHAPTER- 13

Regulations on Curbing the Menace of Ragging, 2016

13.1 Title, commencement and applicability

13.1.1 These regulations shall be called the “SKUAST, Jammu Regulations on Curbing the Menace of Ragging, 2016”.

13.1.2 They shall come into force immediately.

13.1.3 They shall apply to all elements of the University, including its departments, constituent units and all the premises, whether being academic, residential, playgrounds, canteen, or other such premises of the University, whether located within the campus or outside, and to all means of transportation of students, whether public or private, accessed by students for the pursuit of studies.

13.2 Objectives

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

13.3 What constitutes ragging?

Ragging constitutes one or more of any of the following acts:

- a. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- b. Indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- c. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- d. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- e. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- g. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h. Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student ;
- i. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, and
- j. Any act of physical or mental abuse (including bullying and exclusion) targets at another student (fresher or otherwise) on grounds of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origin, linguistic identity, place of birth, place of residence or economic background.

13.4 Definitions

In these regulations unless the context otherwise requires:

- a. "Academic year" means the period from the commencement of admission of students in any course of study in the University up to the completion of academic requirements for that particular year.
- b. "Anti-Ragging Helpline" means the Helpline established by University Grants Commission.
- c. "Head of the institution" means the Vice-Chancellor.
- d. "Fresher" means a student who has been admitted to an institution and who is undergoing his/her first year of study in such institution.

13.5 Measures for prohibition of ragging

- a. The University or any part of it thereof, including its elements, including, but not limited to, the departments, constituent units, colleges, centres of studies and all its premises, whether academic, residential, playgrounds, or canteen, whether located within the campus or outside, and in all means of transportation of students, whether public or private, accessed by students for the pursuit of studies, shall not permit or condone any reported incident of ragging in any form; and shall take all necessary and required measures, including but not limited to the provisions of these Regulations, to achieve the objective of eliminating ragging, within the University or outside.
- b. The University shall take action in accordance with these Regulations against those found guilty of ragging and/or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

13.6 Action to be taken by the Head of the institution

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

- a. Abetment to ragging
- b. Criminal conspiracy to rag
- c. Unlawful assembly and rioting while ragging
- d. Public nuisance created during ragging
- e. Violation of decency and morals through ragging
- f. Injury to body, causing hurt or grievous hurt
- g. Wrongful restraint
- h. Wrongful confinement
- i. Use of criminal force
- j. Assault as well as sexual offences or unnatural offences
- k. Extortion
- l. Criminal trespass
- m. Offences against property
- n. Criminal intimidation
- o. Attempts to commit any or all of the above mentioned offences against the victim(s)
- p. Threat to commit any or all of the above mentioned offences against the victim(s)
- q. Physical or psychological humiliation and
- r. All other offences following from the definition of "Ragging"

Provided further that the University shall also continue with its own enquiry initiated under clause 7 of these Regulations and other measures without waiting for action on the part of the police/local authorities; and such remedial action shall be initiated and completed immediately and in no case later than a period of seven days of the reported occurrence of the incident of ragging.

13.7 Administrative action in the event of ragging

13.7.1 The University shall punish a student found guilty of ragging after following the procedure and in the manner prescribed herein under:

- a. The anti ragging committee of the University shall be headed by Vice-Chancellor with Director

Education and Registrar as members. Each Faculty shall have an anti ragging squad and shall have the following members:

- i. Deans of faculties
 - ii. Dean Student's welfare
 - iii. Associate Deans of faculties
 - iv. Wardens of the Hostels
 - v. At least two Faculty members each from FOA and F.V.Sc.&A.H residing in campus
 - vi. Student representatives, both freshers and seniors
- b. The Anti-Ragging Committee of the University shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.
- c. The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;
- i. Suspension from attending classes and academic privileges
 - ii. Withholding/ withdrawing scholarship/ fellowship and other benefits
 - iii. Debarring from appearing in any test/ examination or other evaluation process,
 - iv. Withholding results
 - v. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
 - vi. Suspension/ expulsion from the hostel
 - vii. Cancellation of admission
 - viii. Rustication from the institution for period ranging from one to four semesters
 - ix. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- Provided that where the persons committing or abetting the act of ragging are not identified, the University will punish the students involved collectively.
- d. An appeal against the order of punishment by the Anti-Ragging Committee shall lie with Vice-Chancellor of the University.

Affidavit by the student (Annexure XI) and by Parent/Guardian (Annexure XII) shall be obtained at the time of 1st registration in the University.

24x7 Anti Ragging Helpline of UGC - 1800 180 5522
E-mail: helpline@antiragging.net

PRO FORMAS

- **Thesis cover page**
- **Certificates I to IV**
- **Abstract**
- **Table of contents**
- **Vita**
- **PG Forms I-XI**
- **Annexures I-XI**
- **Check list for thesis submission**

Light blue colour

MANAGEMENT OF *Pieris brassicae* Linnaeus INFESTING CABBAGE

by
Ram Kumar
(Registration No.)

A Thesis submitted to
Faculty of _____
in partial fulfillment of the requirements
for the degree of

MASTER OF SCIENCE IN AGRICULTURE ENTOMOLOGY



Division of Entomology

Sher-e-Kashmir University of Agricultural Sciences & Technology of Jammu
Main Campus, Chatha, Jammu-180009

2020

Light blue colour

EVALUATION OF PROPOFOL AND KETAMINE ANAESTHESIA IN BUTORPHANOL-DIAZEPAM PREMEDICATED GERIATRIC DOGS

by
Akshi Arora
(Registration No.)

Thesis submitted to
Faculty of _____
in partial fulfillment of the requirements
for the degree of

MASTER OF VETERINARY SCIENCE IN VETERINARY SURGERY AND RADIOLOGY



Division of Veterinary Surgery and Radiology
Sher-e-Kashmir University of Agricultural Sciences & Technology of Jammu
Main Campus, Chatha, Jammu-180009

2020

Light pink colour

MANAGEMENT OF *Pieris brassicae* Linnaeus INFESTING CABBAGE

by
Ram Kumar
(Registration No.)

Thesis submitted to
Faculty of _____
in partial fulfillment of the requirements
for the degree of

DOCTOR OF PHILOSOPHY
IN
(Subject)



Division of Entomology
Sher-e-Kashmir University of Agricultural Sciences & Technology of Jammu
Main Campus, Chatha, Jammu 180009

2020

CERTIFICATE-I

This is to certify that the thesis entitled “ _____
_____ ” submitted in partial fulfillment of the requirements for the degree of _____, in _____ to the Faculty of _____ Sher-e-Kashmir University of Agricultural Sciences and Technology of Jammu, is original work and has similarities with published work not more than minor similarities as per UGC norms of 2018 adopted by the University. Further the level of minor similarities has been declared after checking the manuscript with _____ software provided by the University.

The work has been carried out by Mr. / Miss _____ under my supervision and guidance. No part of the thesis has been submitted for any other degree of diploma. It is further certified that help and assistance received during the course of thesis investigation have been duly acknowledged.

(Major Advisor)

Place:

Date:

Dean

Head of the Division

CERTIFICATE-II

We, the members of Advisory committee of Mr./Ms. _____
Registration No. _____, a candidate for the degree of _____ in
_____, have gone through the manuscript of the thesis entitled
“ _____ ” and
recommend that it may be submitted by the student in partial fulfillment of the requirements for
the degree.

**Major Advisor &
Chairman Advisory Committee**

Place: _____

Date: _____

Advisory Committee Members

1. Member _____
2. Member _____
3. Member _____
4. Dean's Nominee _____

CERTIFICATE-III

This is to certify that the thesis entitled “ _____
_____”, submitted by
Mr./Ms. _____,
Registration No. _____, to the Faculty of _____, Sher-e-
Kashmir University of Agricultural Sciences and Technology, Jammu, in partial fulfillment of the
requirements for the degree of _____ in _____, was
examined and approved by the advisory committee and external examiner(s) on
_____.

External Examiner

**Major Advisor
Head of the Division
Dean**

CERTIFICATE-IV

Certified that all necessary corrections as suggested by the external examiner and advisory committee have been duly incorporated in the thesis entitled “ _____
_____ ”, submitted by
Mr./Ms. _____, Registration
No. _____.

Major Advisor

Place: _____

Date: _____

Head of the Division

ABSTRACT

Title of the Thesis:

Name of the Student:

and Registration No.

Major Subject:

Name and Designation of:

Major Advisor

Degree to be awarded:

Year of award of Degree:

Name of University:

ABSTRACT

(Not exceeding 250 words)

Keywords:

Signature of Major Advisor

Signature of the Student

TABLE OF CONTENTS

Chapter	Topic	Page
I	INTRODUCTION	
II	REVIEW OF LITERATURE	
III	MATERIALS AND METHODS	
IV	RESULTS	
V	DISCUSSION	
VI	SUMMARY AND CONCLUSIONS	
	REFERENCES	
	VITA	

Sub Division/Sub-topics, if any, should also be given under each chapter.

VITA

Name of the student :

Father's name :

Mother's name :

Nationality :

Date of birth :

Permanent home address :

EDUCATIONAL QUALIFICATION

For Master's degree students

Bachelor degree
University and year of award
OGPA / % marks
Master's degree OGPA

For Ph.D. students

Bachelor degree
University and year of award
OGPA / % marks
Master's degree
University and year of award
OGPA/ % marks
Ph.D. OGPA
Title of Master's Thesis:
Awards/Distinctions/Fellowships/Scholarship



Sher-e-Kashmir
University of Agricultural Sciences & Technology, Jammu
Faculty of _____

APPOINTMENT OF ADVISORY COMMITTEE FOR
POSTGRADUATE STUDENTS

The following members of the Postgraduate Faculty are suggested to constitute the Advisory Committee to guide the Postgraduate Studies of Mr./Ms,
 Registration No....., who has been admitted todegree programme in
 the Division of..... His/Her first registration date in
 the University was..... His/her field of study is
 (Major specialization)

Name, Designation and Division of Advisory Committee Members

1. Major Advisor
2. Member from major subject
3. Member from minor subject
4. Member from supporting subject (Ph.D. only)

Major Advisor (Signature).....dated.....

No.:..... dated.....

Recommended and forwarded (5 copies) to Dean for approval

Head of Division.....

..... Dean's Nominee (to be
 nominated by Dean)

(Dean)

Approved

(Approved copy to be sent to Director Education for information)

Note: This is to be submitted (5 copies) within 4 weeks of the first registration of a Postgraduate Student.



Sher-e-Kashmir
University of Agricultural Sciences & Technology, Jammu
Faculty of _____

PROGRAMME OF COURSE WORK FOR POSTGRADUATE STUDIES

The advisory committee of Mr./Ms..... Registration No..... admitted todegree programme in the Division of.....is submitting the following recommendation for his/her course work.

1. The meeting of advisory committee members and student was held on:.....
2. The proposed field of research for his/her thesis:.....

ACADEMIC QUALIFICATIONS PRIOR TO JOINING THE UNIVERSITY

Degree	Year of passing	Division	Aggregate% /OGPA	Institution/ University	Major subjects

N.B: Entries to be authenticated by Major Advisor on all pages

Note: This is to be submitted (5 copies) within 8 weeks of the first registration of a Postgraduate Student.

Undergraduate courses/preparation, related to Major and Supporting Fields

Sl. No.	Course No.	Course title	Credit hr.

Postgraduate courses/preparation, related to Major, Minor and Supporting Fields

Sl. No.	Course No.	Course title	Credit hr.

Recommended courses for current post graduation programme of Master's/Doctoral degree

Subjects	Course No.	Course title	Credit hrs.
Major (compulsory courses)			
Major (optional courses)			
Minor			
Supporting			
Common			
Deficiency, if any			

Name and Signature of Student:

Name and Signature of Advisor:

(Copy to Director Education for information and record)

Certificate

This is certified that, we advisory committee members have thoroughly checked the requirements of student, in respect of course no., course title and credit hours as per RRI of the University.

Sr. No.	Name, Designation and Division	Signature with Date
1.		
2.		
3.		
4.		
5.		

Major Advisor: Dated:

Forwarded (5 copies) to Dean for approval.

No.: Dated:

Head of the Division:

Remarks of the Dean

No.: Dated:

Approved

Dean

(Copy to Director Education for information and record)



Sher-e-Kashmir
University of Agricultural Sciences & Technology, Jammu
Faculty of _____

CERTIFICATE OF SYNOPSIS SEMINAR

Certified that the synopsis seminar of Mr./Ms. _____
Registration No. _____ Division of _____
entitled _____ has been
conducted on _____ before the advisory committee and Faculty members of the
Division and his programme of research is recommended for approval.

Major Advisor (with date)

Members of advisory committee

Name & Designation Signature with Date

- 1.....
- 2.....
- 3.....
- 4.....

Forwarded (5 copies of synopsis) to Dean for approval

No:.....Date:

Head of the Division:

Remarks of the Dean.....

Dean

No:.....Date:

Approved



Sher-e-Kashmir
University of Agricultural Sciences & Technology, Jammu
Faculty of _____

SYNOPSIS OF THESIS PROBLEM OF POSTGRADUATE STUDENT

1. Postgraduate Degree Programme:
2. Division:
3. Name of the student:
4. Registration No.:
5. Major Subject:
6. Major Advisor:
7. Title of Research Problem:
8. Introduction:
9. Review of Literature:
10. Objectives:
11. Technical programme:
12. Schedule work-flow diagram and milestones:
13. Collaboration, if any:
14. References:
15. No. & date of letter/order vide which advisory committee was approved by Director Education
.....
16. Date of synopsis seminar:
17. Signature of student with date
18. Signature of Major advisor with date.....

Name, designation & signature of advisory committee members

- i.
- ii.
- iii.
- iv.
- v.

Note: This is to be submitted (5 copies) before midterm examination of 2nd semester of study of the student

(Copy to Director Education for information and record)



Sher-e-Kashmir
University of Agricultural Sciences & Technology, Jammu
Faculty of _____

RESULT OF WRITTEN COMPREHENSIVE EXAMINATION

This is to certify that Mr./Ms. _____,
 Registration No. _____ student of M.Sc.(Ag)/M.Sc. / M.Tech./ M.V.Sc./Ph.D. in the
 Division of _____ was evaluated in written
 comprehensive examination. The performance of student is given below:

Examination	Date	Total marks	Marks obtained	Overall performance satisfactory/ unsatisfactory
Major Subject				
Minor and Supporting Subjects				

Number and date vide which he/she was allowed to appear in written comprehensive examination

.....

Major Advisor:

Head of the Division:

No.:Dated:

Submitted to Dean

Approved

Dean

Forwarded to the Registrar for necessary action.

(Copy to Director Education for information and record)



Sher-e-Kashmir
University of Agricultural Sciences & Technology of Jammu
Faculty of _____

PANEL OF EXAMINERS FOR ORAL COMPREHENSIVE EXAMINATION OF Ph.D. STUDENT

1. Name of the student.....Regd. No.
2. Programme: Ph.D. in the subject of
3. Nature of examination: Oral comprehensive
4. Title of thesis as approved:
5. Name of members of the Advisory Committee:
 - i.
 - ii.
 - iii.
 - iv.
 - v.
6. Name & addresses of the external examiners proposed:

Sl.No.	Name & Designation	Contact Address	Phone No. / E-mail
1.			
2.			
3.			
4.			
5.			

Note 1: 10-15 names of external examiners need to be proposed

2: The external examiners should be same as submitted to Dean at the start of academic year.

7. Suggested dates for holding the examination (while suggesting the dates kindly keep in view that it may take about one month in processing the communication, sending them and receipt of their report from examiner after submission of thesis).
8. Certified that during the dates suggested for this, barring unforeseen circumstances, all the members of the advisory committee will be available for examination.
9. Certified that the student has successfully completed written comprehensive examination, approved courses, credit hours as per University Regulations.

Major Advisor

Recommended and forwarded, in duplicate, to Dean
 Head of the Division

No:Date:.....

From the above panel, the examiners at Sl.No.....,..... and.....are recommended for kind approval of Director Education

Dean

No:..... Dated.....

Sl.No..... (Name)

(One for Master's and two for Ph.D. programme)

Approved

Director Education

No:..... Dated.....



Sher-e-Kashmir
University of Agricultural Sciences & Technology of Jammu
Faculty of _____

**RESULT OF ORAL COMPREHENSIVE EXAMINATION FOR
Ph.D. STUDENT**

This is to certify that Mr./Ms.
S/o/D/o.....
Registration No student of Ph.D. in the Division
of, Sher-e-Kashmir University of Agricultural Sciences &
Technology of Jammu was examined by us on His/her performance in the
oral comprehensive examination has been found satisfactory/un-satisfactory.

Name & Signature of External Examiner

Major Advisor _____

Advisor _____ Advisor _____

Advisor _____ Advisor _____

Head of the Division

No. Dated:.....

Forwarded, in duplicate, to the Dean

Result Accepted

Dean

No. Dated:.....

Forwarded to the Registrar for necessary action.

(Copy to Director Education for information and record)



Sher-e-Kashmir
University of Agricultural Sciences & Technology of Jammu
Faculty of _____

PANEL OF EXAMINERS FOR THESIS EVALUATION/VIVA VOCE EXAMINATION

1. Name of the student..... Regd. No.
2. Programme:
3. Nature of examination: Thesis Evaluation/ Viva Voce
4. Division
5. Title of thesis (as approved)

6. Name of members of the Advisory Committee:
 - a.(Major Advisor)
 - b.(Member from major subject)
 - c.(Member from minor subject)
 - d.(Member from supporting subject)
 - e.(Director Education)

7. Name & addresses of the external examiners proposed:

Sl.No.	Name & Designation	Contact Address	Phone No. / E-mail
1.			
2.			
3.			
4.			
5.			

Note: i) 10-15 names need to be proposed

ii) The panel shall be same as submitted at the start of academic year

1. Suggested dates for holding the examination (while suggesting the dates kindly keep in mind that it may take about 15-20 days in processing the communication)
2. Certified that during the suggested dates all the members of the advisory committee will be available for examination.
3. Certified that the student has delivered thesis seminar on.....and has been approved by the Advisory Committee to submit the thesis.
4. Certified that the draft of the thesis has been submitted to all advisory committee members and their suggestions have been incorporated.
5. Certified that the student has completed the approved courses, credit hours, minimum residence & other requirements as per University RRI
6. Certified that the thesis has been checked by plagiarism detection software

Name and Signature of Major Advisor

Date:.....

Recommended and forwarded, in duplicate, to the Dean

Head of Division

No: _____ Dated: _____
From the above panel the examiners at S. No.....,, &.....are
recommended for kind approval of Director Education.

Dean

No:..... Dated.....
Approved Serial No. _____ (Name) _____

Director Education

No: Dated:.....



Sher-e-Kashmir University
University of Agricultural Sciences & Technology of Jammu
Faculty of _____

THESIS EVALUATION REPORT

1. Title of the thesis.....
.....
2. Name of the candidate.....
Registration No Major subject
Programme:
Division of.....
3. Name, designation and complete address of the external examiner with Tel. No. /Fax No. /e-mail address

Report (summary)

- (i) Whether the thesis is
 - a) Accepted and considered enough for conducting the oral examination
 - b) Rejected
 - c) Required to be re-submitted after revision in the light of the detailed report after the expiry of one semester.
- (ii) If the thesis is recommended for acceptance whether
 - a) It is fit for publication by the candidate in its original form or in any modified form
 - b) The thesis is of such outstanding merit that the University would be justified in publishing it at its own cost.

Signature of the External Examiner Name & Designation

Dated:.....

(For detailed critical report please use a separate sheet)



Sher-e-Kashmir
University of Agricultural Sciences & Technology of Jammu
Faculty of _____

CERTIFICATE OF THESIS VIVA-VOCE EXAMINATION

This is to certify that the thesis entitled “.....”
”
 submitted by Mr./Ms.
 S/o/D/o..... Registration No....., to Sher-
 e-Kashmir University of Agricultural Sciences & Technology of Jammu in partial fulfillment of the
 requirement of degree in the Division of has been
 examined by us on..... We recommend /do not recommend the acceptance of the thesis. His/Her
 performance in the oral examination has been found satisfactory/un-satisfactory.

Name & Signature of the External Examiner

Major Advisor _____

Advisor _____ Advisor _____

Advisor _____ Advisor _____

Forwarded, in duplicate, to the Dean

No.....Dated.....

Head

Results accepted

Dean

No.....Dated.....

Forwarded to the Registrar for necessary action.

(Copy to Director Education for information and record)



Sher-e-Kashmir University
University of Agricultural Sciences & Technology of Jammu
Faculty of _____

CERTIFICATE FROM HEAD OF DIVISION TO DEAN
TO ACCOMPANY EXAMINING COMMITTEE REPORT ON THE FINAL ORAL
EXAMINATION OF A POSTGRADUATE STUDENT

1. Name of the student (in block letters)
2. Father's name (in block letters)
3. Registration No.
4. Date of admission
5. Programme
6. Date of approval of synopsis.....
7. Major subject
8. Supporting subject
9. Field of specialization
10. Title of thesis (in block letters)
-
11. Was there any change of subject? If so give details
 - i) New subject
 - ii) Major subject.....
 - iii) Minor subject.....
 - iv) Supporting Subject
 - v) Field of specialization
 - vi) Title of thesis in block letters).....
12. Name of members of the Advisory Committee (as approved by Dean)
 - i) Major Advisor.....
 - ii) Advisor
 - iii) Advisor
 - iv) Advisor.....
 - v) Dean's Nominee.....
13. Course work and credit hours completed and OGPA
14. Preliminary written examination in major courses held on
- Result/grade /%age of marks
15. Preliminary written examination in minor and supporting courses held on.....
- Result/grade /%age of marks
16. Preliminary Oral Examination held on
17. Draft thesis submitted to advisory committee on.....(date)
18. Thesis submitted for external evaluation.....(date)
19. Final Oral examination held on(date)
20. Thesis submitted after incorporating suggestion/changes suggested by the external examiner on.....(date).

Major Advisor _____
Advisor _____ Advisor _____
Advisor _____ Advisor _____

Forwarded, in duplicate, to the Dean

Head of the Division

No.....Dated.....

Results accepted

Dean

No.....Dated.....

Forwarded to the Registrar for necessary action

(Copy to Director Education for information and record)



Sher-e-Kashmir
University of Agricultural Sciences & Technology of Jammu
Faculty of _____

RECOMMENDATIONS OF ADVISOR AND HEAD OF THE DIVISION FOR CHANGE
IN ADVISORY COMMITTEE

Change(s) in the membership of advisory committee, if any, with reasons

Original Member	Proposed New Member	Reason for change

Major Advisor

Forwarded, in duplicate, to the Dean

Head

No:.....Dated

Approved

Dean

No:.....Dated

Note: This change must be proposed within 10 days of Retirement/ leaving of University of any member of Advisory Committee.

(Copy to Director Education for information and record)

LIST OF DIFFERENT CATEGORIES OF RESERVATION

Category	Percentage
Open Merit (OM)	50
Scheduled Caste (SC)	8
Scheduled Tribe (ST)	10
Weak and under privileged classes (Social Caste)	4
Resident of area adjoining Actual Line of Control/International Border (IB)	4
Resident of Backward Area (RBA)	10
Pahari Speaking People	4
Economically Weaker Section (EWSs)	10
Physically Challenged Persons	4 (Horizontal)
Children of Defence Personnel	3
Candidates possessing outstanding in sports	2
Children of Para Military Forces and State Police Personnel	1



Sher-e-Kashmir
University of Agricultural Sciences & Technology of Jammu
Faculty of _____

END TERM REPORT OF STUDENTS IN RESPECT OF SEMINAR

(To be submitted in Triplicate)

Faculty: Course No:

Course Title:Credit Hrs:

Division: Seminar Incharge:

Sl.No.	Admission / Regd. No.	Name of the Student	Grade Point
1.			
2.			
3.			
4.			
5.			

Seminar Incharge

Head

No:Dated:
Forwarded to the Dean

Dean

No:Dated:
Forwarded to the Registrar



Sher-e-Kashmir
University of Agricultural Sciences & Technology of Jammu
Faculty of _____

Division _____

Subject: _____

No. of newly admitted student(s):

Statement showing the status of Allotment in respect of PG and Postgraduate students

Sl. No.	Name of the Faculty member	Designation	Eligibility as per RRI		No. of Existing Advises		Allotment Proposed		Name of Student allotted	Remarks
			Master's	Ph.D.	Master's	Ph.D.	Master's	Ph.D.		
1.										
2.										
3.										
4.										
5.										
6.										

*E= Eligible

N*= Not Eligible

No:Dated:

Forwarded to the Dean

Head

Approved

Dean

No:Dated:

(Copy to Director Education for information and record)



Sher-e-Kashmir University
University of Agricultural Sciences & Technology of Jammu
Faculty of _____

Application for Accreditation for Postgraduate Teaching/Research

1. Name:
2. Designation:
3. Place of Posting:
4. Faculty:
5. Educational Qualifications (from bachelor's degree onwards)

Name of University	Examination Passed	Year of passing	OGPA/ Percentage	Remarks

6. Professional Experience

Post held	Institute	Pay Scale	Period	Nature of Work

7. Period of deputation, if any

Period	Deputation	Status of Period	Remarks

8. PG student guided (if any)

Sl.No.	Name of student	Discipline	Title of thesis	Name of institute
1.				
2.				

9. Discipline for which accreditation is sought:
10. Research Publications related to discipline of accreditation:
(Enclose reprints of publications: at least three publications with NAAS rating >4.0 for M Sc and two publications with NAAS rating >5.0 out of Master's theses guided for Ph. D)
11. Have you worked as approved guide in any other University before joining SKUAST Jammu
 - Yes or No
 - If yes give details
12. Postgraduate Teaching Experience
13. Any other information

Signature of Applicant

Recommendation of the Head of Division
Recommendation of the Dean concerned
Remarks / recommendation of the Director Education
Approved / Not approved

Hon'ble Vice-Chancellor



Sher-e-Kashmir
University of Agricultural Sciences & Technology of Jammu
Faculty of _____

END TERM REPORT OF POSTGRADUATE STUDENT ADVISORY COMMITTEE IN
RESPECT OF RESEARCH CREDITS

1. Faculty:
2. Division
3. Semester:
4. Name of the Student:
5. Registration No.:
6. Total credit hrs already completed (Research + Course work):
7. Credit hrs registered in current semester (Research+ Course work):
8. Research progress made by the student during the current semester:
.....
9. Date of meeting of Advisory Committee to assess the progress of the student.
10. Name, Designation, Division and Signature of the Students Advisory Committee
 1. _____
 2. _____
 3. _____
 4. _____
 5. _____

Head

No. _____ Dated _____

Forwarded to the Dean of the Faculty concerned

Dean



Sher-e-Kashmir
University of Agricultural Sciences & Technology of Jammu
 Faculty of _____

**END TERM EXAMINATION REPORT OF POSTGRADUATE STUDENTS IN
 RESPECT OF RESEARCH CREDITS**
(To be submitted in Triplicate)

Faculty :

Division :

Course Title :

Course No :

Credit Hrs :

Degree Programme :

Academic Year :

Semester :

S. No	Reg. No.	Name of the student	No. of Credits	Result for No. of Credits			Name of the Major Advisor	Signature of the Major Advisor/ Chairman of the Advisory Committee
				S	US	I		

S= Satisfactory
 US = Unsatisfactory
 I= Incomplete

Head

No:Dated:

Forwarded to the Dean

Dean

No:Dated:

Forwarded to the Registrar



Sher-e-Kashmir University
University of Agricultural Sciences & Technology of Jammu
Faculty of _____

COURSE ADDITION / REPETITION/ WITHDRAWAL

1. Name of the student
2. Admission No. / Registration No.
3. Programme
4. Semester No.
5. Academic Year

(A) Addition / Repetition of the courses

Course Title	Course No.	Credit Hrs.	Signature of Course Instructor

(B) Withdrawal of the Course:

Course Title	Course No.	Credit Hrs.	Signature of Course Instructor

Credit hours already taken

Credit hours adding / repeating / withdrawing

Total credit hours after adding/repetition/withdrawal

Sig. of Student

Major Advisor

Asstt. Registrar

Accounts Officer

Date

Date

Date

Date

Head

No:Dated:

Forwarded to the Dean

Dean

No:Dated:

Forwarded to the Registrar



Sher-e-Kashmir
University of Agricultural Sciences & Technology of Jammu
Faculty of _____

INSTRUCTORS REPORT AT THE END OF SEMESTER (PG/Ph.D.)
(To be submitted in Triplicate)

Faculty: _____ Division: _____ Course Title: _____
 Course No: _____ Credit Hrs: _____ Degree Programme: _____
 Academic Year: _____ Semester: _____ Name of the
 Instructor(s): _____

Sl. No.	Regd. No.	Name of Student	Grade Point	Quiz-I	Mid Term	Quiz-II	Practical	End Term	Total	Remarks
1.				5	20	5	25	45	100	With practical
2.				10	25	10	-	55	100	Without Practical
3.				10	25	10	55	-	100	Practical only

Certificate: Certified that the student mentioned above at S.No..... has attended the required percentage of lectures/ practical

Signature with date

Instructors **I/C Academics of the Division** **Head of the Division** **Dean** **Director Education** **Registrar**



Sher-e-Kashmir University
University of Agricultural Sciences & Technology of Jammu
Faculty of _____

Pro forma for submission of the draft of the thesis

This is to certify that the draft of the thesis/dissertation entitled:
.....
.....was
submitted by Mr./Ms., registration no., a
Master's/Ph.D. student in the Division of for the
comments and corrections. We will return this within 15 days from the date of the receipt.

ADVISORY COMMITTEE

S.No.	Name Signature with date	Division
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____

It is certified that the above mentioned student has completed all the course/ research requirements for the award of Master's/Ph.D. degree.

Major Advisor

(Copy to Director Education for information and record)

Declaration of the student*

This is to certify that the draft thesis entitled “_____”
_____” submitted by me to the advisor and the advisory committee is original work
and has not more than minor similarities with published work as per UGC norms of 2018 adopted by the
University. Further the level of minor similarities has been declared after checking the manuscript with
_____ software provided by the University.

Signature with date

Name of the student

Regd. No.

**This declaration shall be mandatorily submitted by the student when the plagiarism detection software is made operational in the University*

AFFIDAVIT BY THE STUDENT

1. I, (full name of student with admission/registration/enrolment number) s/o d/o Mr./Mrs./Ms. _____, having been admitted to (name of the institution), have received a copy of the Regulations on Curbing the Menace of Ragging, 2016, (hereinafter called the “Regulations”) carefully read and fully understood the provisions contained in the said Regulations.
2. I have, in particular, perused clause 13.3 of the Regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 13.6 and clause 13.7.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that
 - a. I will not indulge in any behaviour or act that may be constituted as ragging under clause 13.3 of the Regulations.
 - b. I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 13.3 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 13.7.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this ___ day of _____ month of _____ year.

Signature of deponent
Name:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.
Verified at (place) on this (day) of (month), (year).

Signature of deponent
Solemnly affirmed and signed in my presence on this the (day) of (month), (year) after reading the contents of this affidavit.

OATH COMMISSIONER

AFFIDAVIT BY PARENT/GUARDIAN

1. I, Mr./Mrs./Ms. _____ (full name of parent/guardian) father/mother/guardian of _____ (full name of student with admission/registration/enrolment number), having been admitted to _____ (name of the institution), have received a copy of the Regulations on Curbing the Menace of Ragging, 2016, (hereinafter called the “Regulations”), carefully read and fully understood the provisions contained in the said Regulations.
2. I have, in particular, perused clause 13.3 of the Regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 13.6 and clause 13.7.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that
 - a. My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 13.3 of the Regulations.
 - b. My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 13.3 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 13.7.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
6. I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of abetting or being part of a conspiracy to promote ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this ___ day of _____ month of _____ year.

Signature of deponent

Name:

Address:

Telephone/ Mobile No.:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at (place) on this (day) of (month), (year).

Signature of deponent

Solemnly affirmed and signed in my presence on this the (day) of (month) (year) after reading the contents of this affidavit.

OATH COMMISSIONER

Check list of documents to be submitted alongwith thesis for external evaluation

(Not to be bound with thesis)

- 1 Photocopy of the signed certificates I & II as per the details
- 2 Copy of the certificate of draft thesis given to the advisory committee (annexure IX)
- 3 Ten copies of abstract signed by the student and major advisor
- 4 PG form-VII (in duplicate)
- 5 Proof of the research paper published /accepted (Ph.D.)

Regulations on Resident Instructions-2020

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