

REGULATIONS POST GRADUATE COURSES

1. Short title

These regulations shall be called 'The FCRI PG Regulations, 2020 governing the post graduate studies leading to the award of the Master of Science in Forestry. These regulations shall apply to the students admitted from the academic year 2020-21 and onwards.

2. Definitions

In these regulations, unless the context other-wise required,

2.1. Academic Year

The academic year shall ordinarily be from August to May and shall consist of two semesters.

2.2. Semester

A minimum duration of 110 working days, consisting of 95 instructional days and 15 examination days except during the year of admission.

2.3. Credit Hour

Each credit hour represents one-hour lecture or two to three hours of laboratory or field practical's each week in a semester. It is also known as semester credit or credit.

2.4. Course

A course is a unit of instruction or segment of subject matter (as specified in the course catalogue) to be covered in a semester. It has a specific number, title and credits.

2.5. Grade Point of course

It is the value obtained by dividing the percentage of marks secured in a course by 10. The grade point is expressed on a 10 point scale up to two decimal places.

2.6. Credit point of a course

It is the product of number of credits for the course and grade point obtained by a student in that course.

2.7. Grade Point Average

It is the quotient of the total credit points obtained by a student in various courses at the end of each semester divided by the total number of credits taken by him/her in that semester. The grading is done on a 10 point scale. The GPA is to be corrected up to two decimal places. It is also called Semester Grade Point Average.

2.8. Overall Grade Point Average (OGPA):

It is the quotient of cumulative credit points obtained by a student in all the courses taken by him/her from the beginning of the first semester of the degree course divided by the total number of credits of all the courses which he/she had completed up to the end of a specified semester from the first semester. It determines overall performance of a student in all the courses taken during a period covering more than a semester. The OGPA is to be corrected up to second decimal place. The same shall be referred as Cumulative Grade Point Average (CGPA).

2.9. Semester final examinations

Semester final examinations for each course are conducted at the end of each semester in the theory portion of the course.

2.10. FCRI

Forest College and Research Institute, Hyderabad at Mulugu, Siddipet District, Telangana State, India. Currently Affiliated to Osmania University, Hyderabad.

2.11. Dean, FCRI

Dean, FCRI means Dean /Person In charge/ Director of FCRI.

2.11 A: Research Coordinator FCRI. Means the faculty designated by the Dean to coordinate all research activities of Institute including PG research.

2.12. Fee

The fee for application, semester fee, special fee, examination fee and other fee shall be as prescribed by the FCRI from time to time.

2.13. Courses, credits and Syllabi

The details of the courses, credits and syllabi of the post graduate courses shall be as prescribed from time to time.

3. Qualifications for admission

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

4. Procedure for admission

- Application for admission shall be made in the prescribed form obtainable online after the notification is issued to this effect. The admissions shall be regulated and made in accordance with the rules and regulations in force.
- The fee for applications, semester fee, special fee, examination fee and other fee

shall be such as may be prescribed by the Institute. The payment of semester fee as well as all other arrears due to the Department and the hostel shall precede registration of courses at the beginning of every semester. The registration of courses shall be allowed on the production of a "No Dues Certificate" by the student to the Student's Advisor.

- Post-graduate students should necessarily complete the post-graduate programme in the College where they joined. However, they can conduct the research work elsewhere (other locations recognized by the Institute for this purpose) with the prior permission of the Institute.

5. The semester shall commence from the next day of registration. If the registration date is extended by more than two days, then the semester shall commence from the next working day after the last date of registration. The student shall fill in the registration cards with details like course no. title, credits, obtain the signature of chairperson of advisory committee, signature of the course teacher and submit to the Head of the Institution on the same day of registration.

6. Advisory system

6.1 **Advisory Committee:** An advisor from the major field (**Major Advisor**) shall be assigned to each PG student by the concerned Head of the Department in consultation with the Research Coordinator, FCRI. In addition, there shall also be an Advisory Committee for each student which shall be approved by the Dean of FCRI on the recommendation of the advisor through the Head of the Department. The Advisory Committee shall consist of **two members** of the Faculty or accredited teachers or research **guides representing the major field and one representing the minor field for Master's Degree. The Dean, FCRI may, however consider the request of major advisor for adding one or two members in addition to the existing advisory committee based on the remarks of Head of the Department and the major advisor, with** proper justification. The Student's Advisory Committee shall guide the student in the choice of courses in the major and minor field, in the selection of research problem for thesis and in all other matters relating to student's academic activities. Proposals for the formation of the Student's Advisory Committees (in accordance with the proforma prescribed (PG-1) shall be submitted to the Dean FCRI within six weeks from the commencement of the first semester. After the approval of the Advisory Committee is intimated, the programme of studies (in accordance with the proforma prescribed (PG-2) shall be submitted by the end of the first semester.

- In case of research work, the Advisory Committee shall include two internal

members and one external member from the industry where the student takes up project work. The name of external member (representative of industrial unit) shall be submitted along with the synopsis/ research proposal at the end of 1st semester /beginning of 2nd semester). If the research work is to be conducted at other research institutes, the Chairperson from that institute shall be nominated by the Head of the Department. The advisory committee shall be constituted with one of the faculty representing the department as one of the members of the advisory committee. The duties and responsibilities of advisory committee shall be communicated by the Head of the Department.

- Chairperson guides the student in the formulation of academic programme, identification of research topic, preparation of synopsis, approval of synopsis, prepare scheduling of work to complete the objectives, presentation in seminars / conferences etc.
- The chairperson / major along with the HOD reviews the progress of research made by the student every month and the monthly evaluation sheets has to be duly signed as per approval format. The monthly evaluation sheets shall be maintained by chairperson and has to be enclosed to PG-2 form for its submission before last working day of the semester.
- When the PG student has completed his / her research programme should arrange a colloquium in the respective department. In case a student successfully completes colloquium, the chairperson should communicate documents to Research coordinator.

6.2 Change in Advisory Committee:

6.2.1. If the Chairman of the Advisory Committee of the student has got the plan of research work on PG 3 form approved, he/she may be allowed to guide the student irrespective of where he is located, provided he continues in FCRI, Mulugu, service.

If the chairman of the Advisory Committee proceeds on deputation to another organization, he/she may be permitted to guide the students provided he/she is located at the same place of work.

6.2.2. In case the Chairman of Advisory Committee of a student gives up his/her assignment by resignation or retirement, he/she may continue to guide the student provided thesis is completed and submitted within a period of 6 months and no extension of time shall be given beyond six months for the Chairperson after resignation or retirement. Otherwise or in the event of death, the concerned Head of the Department shall recommend to the Dean,

FCRI for suitably reconstituting the Advisory Committee of the candidate. Whenever, the chairman of the Advisory Committee is transferred or is away from the student for longer period, he/she should inform the concerned Head of the Department (before leaving the Head quarters) about the feasibility and willingness to guide the student effectively from the new location, so that Head of the Department could recommend changes in the Advisory Committee, if needed.

6.2.3. If the Chairman is transferred or unable to guide because of any above said reasons the next members of the Advisory Committee of major department shall be maintained as Chairman. PG 1A form has to be submitted with changes in Advisory Committee members through HoD and the Dean, FCRI for approval.

6.2.4. Co-chairman: If the Chairman is located at far off places, a Co-chairman may be nominated by the Research coordinator and Head of the Department in consultation with the Chairman to monitor the progress of research of PG Student at the actual place of work.

Whenever the member of the student's Advisory Committee is away from duty for more than three months, or leaves the Institute, the Head of the Department shall recommend to the Dean FCRI, to substitute the members of the Student's Advisory Committee. Such substitute arrangement shall be made immediately and the new member shall continue even after the return of the original member.

No last minute substitution in the Advisory committee of a student shall be made for conducting examination, except in special cases and with the prior approval of the Dean FCRI.

6.3 Accreditation of Teachers:

6.3.1. The eligibility criteria for accreditation of teachers to guide & teach PG students shall be as follows:

All Professors, Deans, Directors, Associate Directors of Research, Senior Scientists and persons in Assoc. Professor cadre are eligible to teach and guide M.Sc. students.

Teachers in Asst. Professor cadre with Ph.D./Asst. Professors without Ph.D degree but with 5 years of experience in teaching / research / extension after obtaining M.Sc. level degree are eligible to teach & guide Master Degree Students.

6.3.2. Number of Students: Normally, not more than 4 students shall be guided by any teacher at any one time.

Note: Students who have completed all the course and research credits and thesis submission is pending, need not be counted for the number of students being guided.

6.3.3. Authority for Accreditation:

The teachers / scientists of FCRI who fulfill the eligibility criteria are eligible to teach and guide PG students (as Chairperson of the advisory committee). If relaxation in criteria is required due to shortage of qualified teachers etc. or for *accreditation of scientists / teachers of other organizations*, then the proposal for accreditation may be sent to the Institute. The Dean,FCRI will accredit the teacher / scientist and one or two teachers / experts from the same department or related department (if there is shortage of qualified teachers in the same department).

6.3.4. The synopsis of research work in PG-3 form shall be submitted to the Research Coordinator for approval by the end of 2nd semester. Students who have registered research credits should submit a report on the progress of research in PG form 9 which will be evaluated by the Advisory Committee and submitted to the Research Coordinator through the Head of the Department at the end of the concerned semester. Only the research credits which were satisfactorily completed shall be incorporated in GPA report. If progress is not satisfactory, research credits should be re-registered proportionately. If all the research credits are completed, it is deemed that the entire thesis work is completed. For any change in approved synopsis / title, proposal should be submitted to the Dean FCRI for approval (PG form 3A). The maximum time limit prescribed under P.G Regulation 7.3 remains unchanged.

7. Minimum Credit Requirements

Subject	Master's programme
Major (Core)	22
Minor (Specialization)	12
Supporting	05
Seminar	01
Research	20
Total Credits	60
Compulsory Non Credit Courses	-

Major subject: The subject in which the student takes admission

Minor subject: In Forestry, the specialization within a major subject is taken as minor.

Supporting subject: The subject not related to the major subject. It could be any subject considered relevant for student's research work.

Non -Credit compulsory- Six courses (PGS 501 – PGS 506) are of general **Courses** nature and are compulsory for Master's Programme.

Credit seminars - 1 (Major Subject)

7.1. Credit Load per semester: A full time PG student shall not register for more than **22** credit hours per semester.

A minimum of one course in **Statistics should be compulsorily registered by the PG students of all disciplines across the faculties.**

7.2 Seminar: The M.Sc student shall give at least one seminar of one credit hour in the major field. If a student registers for seminar during a particular semester but abstains, it shall be treated as shortage of attendance (such credit should be re-registered).

7.3 Minimum & Maximum time limit to complete the course/thesis: The maximum residential limit and the maximum time limit for completing the PG programme (from the date of admission) shall be as follows :

Course	Maximum residential limit	Maximum time limit
M.Sc. Level	4 semesters	4 years

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

PG students who fail to submit thesis after completing the residential requirement and research work, shall pay the '**Registration Fee**' and '**Late Fee for Thesis**' and register for '*thesis writing*' without any credits during subsequent semester. The student may submit thesis as soon as it is ready without waiting for completion of 75% attendance.

Requests for extension of time limit for thesis submission by M.Sc.level students beyond the maximum time limit prescribed in the regulations, shall not be entertained.

7.4 Temporary discontinuation and resumption of studies:

When a student has to leave the college after completion of first semester of study, for reasons beyond his/her control, he/ she shall obtain prior permission of the Dean for discontinuation within one month from the date of discontinuation. If a student fails to take such permission, he/ she shall not be eligible for readmission. The maximum period of break shall not exceed 4 (four) semesters under any circumstances including the semester during which he/she discontinued. A student, permitted to discontinue by the Dean, shall apply to the Dean for readmission, at least one month before the commencement of the semester in which readmission is sought.

The student who is permitted to temporarily discontinue studies should necessarily complete all the requirements within the time limit prescribed under regulation 7.3.

The student with such approval may be permitted to resume studies within 4 semesters (from the semester of discontinuation).

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

The discontinuation is allowed only once in a P.G. programme. The maximum time limit prescribed for the completion of graduation requirements, however, shall remain unchanged.

7.5. Employment during study:

The PG students should not be on the active rolls of employment in Government or University or any other organization-private or public- during the period of fulfilling minimum residential requirements for the course.

PG Students may be permitted to join jobs subject to the following conditions:

- i. The student should have completed all the courses and research and only thesis writing should remain incomplete
- ii. The student should be on the rolls of the Institute by paying requisite fee till thesis submission.
- iii. The student should execute a bond with adequate sureties to refund the whole amount of stipend / financial assistance received if he / she fails to submit the thesis within the prescribed time limit.

8. Student evaluation and examinations:

All students shall abide by the rules for evaluating the course work under the semester system of education, as prescribed from time to time by the Institute.

8.1. There will be two examinations per semester viz., mid semester and final examination. Wherever the course has practical, there will be a final practical examination also.

8.1.1. The mid semester examination for the post graduate courses will be conducted for a period of one hour and final examinations in theory and practical will be conducted for three hours each. The mid semester examinations will be held as per the schedule provided by the concerned Heads of the Department one week before and conducted by the Controller of Examination during the ninth week of the semester. The question paper will be set internally by the course teacher.

8.1.2. The final theory examination shall be conducted by the Controller of Examination for three hours after completion of 105 working days. The final practical examination should be conducted in the last practical class. The final theory examination for masters program will be arranged by the Controller of Examinations by adopting a common time table for all departments. The Heads of the departments shall depute the faculty as invigilators as per the communications from the Controller of Examination. The external evaluation system is followed for all courses to the extent possible by the teacher other than course teacher.

8.1.3. The distribution of marks will be as indicated below and will be reduced to hundred

Examination	Course with practical	Course without practical	Course without theory
Mid-semester	30	30	30
Term Paper	20	20	20
Final theory	50	50	-
Final practical	50	-	50

8.1.4. The question paper model and distribution of marks for mid semester and final theory examinations are as follows.

8.1.4.1. Mid semester- For courses with/without practical (30 marks) and duration is one hour

Type of question	No. of questions	Mark	Total mark
Objective type (no choice)	10	10 x 0.5	5
Definition/concepts (20% choice)	10	10 x 1	10
Short notes (20% choice)	5	5 x 3	15
		Total	30

8.1.4.2. Final Theory Courses with practical / without theory / without practical (50 marks) 20% choice may be given.

Type of question	No. of questions	Mark	Total mark
Short notes (20% choice)	5	5 x 2	10
Essay type (20% choice)	8	8 x 5	40

In order to pass in a course a PG student should secure a minimum of 50% of marks in both theory and practical in semester final examination.

8.1.4.3. The **schedules** for mid-term examination and semester final examination shall be indicated in the Academic Calendar of each semester and examinations to be conducted on the dates as prescribed therein. The examination schedules shall confirm to the following programme, namely:-

- i. *Mid-term* examination after about 50 days from the commencement of the semester.
- ii. *Semester Final* examination at the end of the semester.

8.2. Non Credit compulsory courses:

The performance in non credit compulsory courses will be evaluated on the basis of attendance which shall not be less than 75%. There shall be continuous evaluation of students in non credit courses having practical only. It shall contain 50% class work (which includes regular class work, record, observations etc. 25% for assignments (term papers related to practicals and 25% for final examination. A student shall get a minimum of 50% in regular class work and 50% in final examination to be qualified as satisfactory. If he / she fails to get 50% overall it is recorded as unsatisfactory. If a student records Unsatisfactory by securing less than 50% in final examination he / she shall not register the course but shall appear for final examination to get satisfactory performance.

In case of non credit compulsory course, having only theory component, the student shall maintain minimum 75% attendance, the periodical examination carries 30%, assignments/ term paper 20% and final examination shall carry 50% weightage. This shall be reduced to 100% and to be graded as satisfactory, the student shall obtain a minimum of 50%, and should have obtained at 50% in final theory examination. If fails to secure a minimum of 50%, he / she shall be awarded unsatisfactory and shall appear for the examination as and when it is conducted and shall get qualified for getting satisfactory grade.

8.3. CREDIT SEMINAR

Seminar is compulsory for all the post graduate students and each Masters" student

should register one seminar with 0+1 credit. Registration of seminar credits is not allowed in the first two semesters. Permission has to be obtained from the Dean for re-registering the seminar credits for second time.

8.3.1 Seminar topic

- a. The seminar topic should be only from the major field and should not be related to the area of thesis research.
- b. The seminar topics are to be assigned to the students by the Chairperson at the beginning of the semester in which he/she registers seminar credits and the progress made by the student should be monitored.
- c. The credit seminars presented by the PG scholars should submit write-up to concerned Chairman before presentation, or else the seminar will not be evaluated. The corrected copy of the Chairman along with the hard copies of the literature collected should be placed during the presentation.
- d. The seminar write-up material (hard copy) should be submitted to the concerned Department without fail. This should be strictly monitored by PG Coordinator and Head of the department.

8.3.2 Evaluation

8.3.2.1. The students should prepare a seminar paper after reviewing all the available literature and present the seminar after completion of 80% attendance in the semester in the presence of the Advisory committee, staff and post-graduate students of the concerned Department.

8.3.2.2. The circular on the presentation of the seminars by the postgraduate students may be sent to other Departments to enable those interested to attend the same. After carrying out the corrections/suggestions, the student should submit two copies of the seminar papers, one to the Chairperson and the other to the Department. The students are encouraged to submit review paper to the journal after checking the plagiarism with the consent of the Chairperson.

8.3.2.3. The performance of the student in the credit seminar has to be evaluated for 100 marks by the advisory committee. Grade Point may be given based on the following norms:

Coverage of literature	40
Presentation	30
Use of audio visual aids	10
Capacity to participate in discussion and answering questions	20

8.3.2.4. Students who fail to present the seminar must be awarded Fail.

8.4. It shall be the responsibility of the Head of the Department to ensure proper conduct of examinations in all the courses offered in the Department.

- 8.4.1.** The student is supposed to reach the examination hall at the schedule time. However, under unavoidable conditions he/she can be allowed upto **15 minutes** after the schedule time. No extra time will be given for such students. Further, no students shall be allowed to leave the hall before 30 minutes from the commencement of the examination.
- 8.4.2.** The Dean/Controller of Examination/Heads of Departments shall constantly exercise supervision and control to see that the syllabus listed under each course is adequately covered and assessment of student is done strictly in accordance with the regulations.
- 8.4.3.** The mid semester examination papers shall be shown to the students by the teachers as soon as evaluation is completed.
- 8.4.4.** Students registering for a particular course shall take all the examinations conducted during the period of the course, viz., midterm and final semester examination both in theory and practicals. No condonation for absence shall be given in the case of hourly examination in a course. However, if a student is genuinely prevented from taking examination as in the case of serious illness or accident or any other case, a special re-examination may be arranged by the concerned teacher in consultation with Head of the Department. This repeat examination shall be held within two weeks from the date of examinations so missed, and shall be a common examination for all the students who have missed that hourly examination.
- 8.4.5.** In the case of students deputed to represent the University in Inter-Collegiate or Inter-University meets in N.C.C. / N.S.S., due consideration shall be given in regard to missed tests/examinations so that the students may not suffer while on absence on University directive. In all such cases, make-up examination / tests may be given for the missed examination/tests (except semester final examination) within two weeks of the return of the students. The names of the students deputed for such meets may be intimated in advance to the concerned teacher through the Head of the Department concerned.
- 8.4.6.** A Post-graduate student getting a grade less than 5.00/10.00 in any course will be deemed to have failed in that course and that he/she should necessarily secure better grade with 5.00 and above. The passed students can also appear for

reexamination to improve the grade. However, he/she may not be required to study that course by repetition but he/she may appear for all tests and examinations including semester final examination in that course when conducted next according to regular schedule in the concerned department. However all the examinations in the failed core course are conducted even though they said course is not offered in the next semester. Whenever re-examination in a core course is conducted, the students of other departments who have registered for such course and for whom it is a non-core course may also be permitted for the examination. In case of students who have successfully completed all courses except failed course, the Dean may permit re-examination during final semester (4th semester) or any subsequent semester in consultation with the concerned teacher and the Head of the Department.

8.4.7. In case of students referred to in the clause (8), the credits of the course(s) shall be counted only once for the graduation requirements and for computing the Overall Grade Point Average (OGPA), the earlier grade or the grade obtained after reexamination whichever is higher in that course(s) shall be taken into account.

9. Attendance

- 9.1.** Ordinarily the student is required to attend all the classes in a course. Absence upto 25% of the total classes can, however, be condoned by the teacher on valid grounds. If any student falls short of 75% attendance, he/she shall not be permitted to appear for semester final examination and no grade be awarded in that course and the fact be recorded in his/her Semester Report/Transcript. When the course is repeated, a letter 'R' be recorded against that course, in his/her Semester Report/Transcript.
- 9.2.** Notwithstanding anything in clause (9.1), the minimum limit of attendance prescribed shall be reckoned for theory and practicals, separately.
- 9.3.** If a student is absent for the registered courses including research credits or falls short of attendance in the registered courses he/she should re-register such course / research credits.

Note: During the first two semesters of study, PG students shall maintain prescribed attendance (75%).

9.4. The evaluation of research credits shall be done before the last working day of the semester by the student advisory committee (P.G Form 9). It is mandatory to evaluate the students research work each month by the Chairperson of the Advisory Committee and the Head of the Department to monitor the progress. The progress shall be recorded in the register maintained by the HOD and in the monthly performance sheet. The monthly

performance sheets will have to be attached along with PG- 9 form duly signed by HoD and Advisory committee members. If the Advisory Committee is not satisfied by the research work carried out by the student in tune with the credits registered he / she shall re-register the number of credits as advised by the Advisory Committee. While submitting the PG form 9, copies of monthly evaluation reports of PG Research shall be enclosed.

9. Unfair means in examination: A post graduate student found using unfair means in the examinations shall be withdrawn from the University. If a student is found copying in the examination, he shall not be allowed to write the examination and awarded zero marks. If he repeats the same in other examinations during the degree programme, then he shall be withdrawn from the University.

10.1. No student should possess books, notes, mobile phones or any other electronic gadgets during the examination.

10.2. If the student is found copying / discussing with other students or using any source, any sign or symbol, the invigilator shall seize the answer script along with copying material if any, from the student and shall demand the explanation or statement of the student concerned. If the student refuses to give the statement, he / she shall be asked to record in writing his / her refusal to give a statement. If the student refuses to do even that, the fact shall be noted, duly witnessed by at least one another invigilator. The invigilator shall write the remarks on the answer paper and affix signature duly witnessed by another invigilator and the student shall be sent out of the hall. The matter shall be immediately brought to the notice of the Dean. For the mid semester examination, if the student uses unfair means, the examination of the particular course will be cancelled and zero marks will be awarded to candidate. If the student uses unfair means during the final examination, the courses registered by the student during that particular semester will stand cancelled. If he repeats the same in other examinations during the degree programme, then he shall be withdrawn from the university.

10.3. Maintenance of Discipline among students

10.3.1. Every Student of the university shall conform to the rules of good conduct and respect the authorities of the university.

10.3.2. Every student of the University shall have an identification card (ID card) with a recent photograph affixed and signed by the concerned Associate Dean and shall show to the University officials on demand.

10.3.3. Any student who attempts to deface / destroy the College property or other public property shall be liable for appropriate punishment. In addition, the cost of damaged property (as assessed by the college) or other public authority shall be recovered from the student (s), as ordered by the competent authority of the University.

10.3.4. No student shall disturb normal work of the University by disorderly conduct

boisterous behaviors and unauthorized assembly, both on and off the college campus.

10.3.5. Ragging and hazing in any form in the College premises is strictly prohibited.

10.3.6. Absenting to a class or examination en mass, for whatever reason shall be considered as an act of indiscipline.

10.3.7. The Dean shall enquire into the act of indiscipline of the studen(s) and shall take immediate action such as administering a warning, fine, expulsion from the hostel and suspension from attending the classes for a period not exceeding a month.

10.3.8. Further in serious cases of disciplinary action, a committee shall be constituted by the Dean of the College with 3 senior most faculty members of the college, the action shall be initiated based on the recommendations of committee by the Dean and communicated to the University.

10.3.9. The students who are recipients of concessions or other benefits from the college/University like stipend or from other institutions with the approval of the University shall loose these concessions and benefits, if they are found involved in any serious acts of indiscipline.

10. Grading: The final grading of students shall be done on a 10 point scale. The Grade Point shall be obtained by dividing the total percentage of marks earned in a course by 10. The grade point shall be expressed in this scale upto one decimal place.

11. Academic Status: In order to pass, a M.Sc. post graduate student shall secure a minimum GPA of 6.50 /10.00 at the end of first semester and a minimum OGPA of 6.50/10.00 during subsequent semesters.

12. Qualifying (Comprehensive) Examinations

12.1. After completion of all major courses and 75% of approved credit load, **excluding seminars**, a qualifying / comprehensive examination comprising of both written and oral components may be conducted. In order to be eligible to appear for the comprehensive / qualifying examination, the student should have secured an OGPA of 6.50.

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

12.3. The written qualifying examination for M.Sc. shall be common and shall be held for

all the students majoring in that discipline at the same time. These examinations shall be held thrice during an academic year. The manner of conducting these examinations and evaluation of answer-scripts shall be such as may be prescribed by the Dean /Controller of Examinations.

12.4. The written qualifying examination for students of Master's Degree programme shall consist of one paper of three hours duration, covering suitably the subject matter of the core courses prescribed. The oral qualifying examination shall cover both the core and other courses and shall be conducted by the student's Advisory Committee. For this Oral Examination, the Dean shall nominate an External Examiner from outside. The Head of the Department shall be co opted as a member of the examination committee (*if he is not already a member of Student's Advisory Committee*) for viva-voce examination. If a student secures less than 6.00 in is deemed to have failed and shall not be qualified for oral interview. He is treated as failed and shall be asked to take up examination after 3 months and with the permission from Dean. If a student fails in the viva-voce, the examination committee shall make specific recommendations as to whether the student is to be re-examined in the viva-voce alone or in the written part also.

12.5. The Chairman of the Student's Advisory Committee shall be responsible for communicating the results of the qualifying examination to the Dean /Controller of Examinations in the prescribed form with the signatures of all the members of the committee.

12.6. A student absent or failing in the qualifying examination shall apply, for permission to appear for re-examination, to the Dean with the recommendation of the Chairman of the Advisory Committee. A student is permitted to write the comprehensive re-examination only three times during n+n years (i.e. regular +2 attempts). Permission to appear for a second or third time may be given, but re-examination shall not take place earlier than three months after the first or second examination. Re-examination for a fourth time shall not be permitted and a student failing for a third time shall not continue as a student in the University or qualifying for a degree in the University.

13. Master's Degree Thesis

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

Six copies thesis **abstracts** of about 150-200 words shall be submitted (2 copies for the Department, 1 for the Deans' office and three for the Institute) along with bound copy certificate (PG-8). The PG students should submit **soft copy** of thesis (one each to Library and Head of the Department) along with bound copies of thesis.

A student while submitting the thesis for Master Degree shall submit one research paper for publication and enclose a proof from the editor of the journal, along with the thesis.

13.2. After approval by the Advisory Committee, the thesis submitted by the student shall be sent to an External Examiner for evaluation who shall be required to send a detailed report on the thesis preferably within three weeks to the Dean, FCRI. In case the External Examiner recommends acceptance of the thesis, the report will be forwarded to the Chairman of the Student's Advisory Committee who shall arrange for the conduct of final oral examination. The Head of the Department shall also be a co-opted member of the final thesis oral examination committee, even if he is not a member of the Student's Advisory Committee for the purpose of conducting the thesis final oral examination. The Advisory Committee while conducting this examination, shall take into account, the remarks of the External Examiner and may suggest changes if any to be made in the thesis. After completion of viva-voce examination a certificate regarding performance of the candidate in the final viva-voce examination on the thesis in the form prescribed, duly signed by all the members of the committee, shall be forwarded to the Dean, FCRI by the Chairman of the student's Advisory Committee through the Head of the Department and research coordinator

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

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

13.5. If the student who has been directed to resubmit the thesis after carrying out the

corrections indicated by the External Examiner, does not do so within six months from the date of issue of orders by the Institute, his / her admission shall be deemed to have been cancelled. PG student should appear for the final thesis viva-voce examination and submit a certificate of having submitted bound copies of thesis within a maximum period of six months from the date of issue of orders by the Institute, failing which the admission shall be deemed to have been cancelled. Dean, FCRI may accord permission to process the result by condoning delay in future.

Note : If the external examiner recommends resubmission of thesis after 3 months, the candidates should resubmit thesis within six months thereafter i.e between 3 and 9 months from the date of issue of orders by the university.

13. 6. Whenever any material from the thesis is published, a footnote shall always be given saying that the thesis has been submitted to the Post-graduate degree of FCRI.

14. Eligibility for Degree

The student of **Master's Degree** programme shall be eligible for award of degree after he/she.,

- a) Successfully completes the course requirements with a minimum OGPA of **6.5** or above and
- b) Completes the qualifying and final oral (thesis) examination satisfactorily.

Candidates who secure OGPA of **8.00** and above shall be placed in **first class** and others who secure an OGPA of **6.50** and above but **less than 8.00** shall be classified under **second class**.

ADDITIONAL INFORMATION / CLARIFICATIONS

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

1. Members from other campuses / Institutes

If any candidate is allotted to other institutes for thesis work, major advisor may be allotted from that institute. In advisory committee of PG student, Scientists from other organizations may be limited to only one person.

2. Members in the Advisory Committee:

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

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

4. Seminar: Seminar shall be treated as a part of course work, since it is included in the course credits prescribed for M.Sc courses. The students who register for seminar during a particular semester shall attend the seminars delivered by other students also.

5. Qualifying (Comprehensive) examination:

The chairperson of the Advisory Committee needs to be filling the PG form 4 and submit to the Head of the Department before conduct of written examination. The Head of the Department will first scrutinize the PG form 4. After satisfying that the student fulfilled all the criteria laid down in regulations, permission for conduct of qualifying examination will be accorded. PG form 5 may be completed and submitted to the Dean along with PG 4 immediately after conducting the oral examination.

6. Monitoring the progress of P.G. Students' work:

6.1 Scrutiny of Registration Cards: The Registration cards of all the P.G. students scrutinized by the Academic Coordinator immediately after registration. In case of deviations from Regulations or discrepancies in registration, the Academic Coordinator shall render suitable advice to the concerned students/teachers immediately (in about 2-3 days of registration).

6.2 Monitoring the Academic Progress of PG Students:

P.G. form 10 was prescribed for monitoring the academic progress of P.G. students which shall be maintained in the department. All Heads of Departments are requested to incorporate information in the above format immediately, if it has not already been done for perusal by the Dean, FCRI. The course/research credits registered may be incorporated at the beginning of each semester and GPA/OGPA may be furnished at the end of the semester.

6.3 Evaluation of Research credits:

The evaluation of research credits shall be done before the last working day of the semester by the Student Advisory Committee (P.G Form 9). It is mandatory to evaluate the students research work each month by the Chairperson of the Advisory Committee and the Head of the Department to monitor the progress. The progress shall be recorded in the register maintained by the HOD and in the monthly performance sheet. The monthly performance sheets will have to be attested alongwith PG 9 (a and b) forms. While submitting the PG form 9, copies of monthly evaluation reports of PG Research shall be enclosed.

The Advisory Committee may apportion some credits to each of the activities, i.e. planning the study, literature collection, collection of experimental material, conduct of experiment, recording observations, analysis etc. and evaluate the progress accordingly. While preparing the GPA report, only the research credits which were satisfactorily completed shall be incorporated and not all the research credits registered. The P.G. students have to re-register the unsatisfactory portion of the research credits during subsequent semesters.

6.4 Monitoring of Academic Progress of PG Students (PG Form 10): The Heads of the Departments may be requested to record information in separate forms for M.Sc. students each year and preserve the same in the Department for verification by the Dean during visit to the Department.

After receiving the thesis in P.G. Section, about 40 – 45 days time is needed in case of M.Sc. thesis for sending by post, evaluation by the examiner and return by the examiner by post and for processing/ completing formalities in PG section. More time may be needed if the examiner is preoccupied with other work.

7. Colloquium before thesis submission: In order to minimize mistakes and improve quality of theses, PG students may be advised to present thesis work in a colloquium prior to thesis submission before Advisory Committee and other staff members of the department.

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

9. Extension of Time for submission of Thesis : Requests for extension of time limit for thesis submission by M.Sc. level students beyond the maximum time limit prescribed in the regulations, shall not be entertained. Hence, they should necessarily submit theses within 4 years from the date of admission. Chairpersons / Head of Departments/Dean are advised not to forward any request for extension of time (even for few days).

10. Copying of thesis : While writing thesis even though the Advisory Committee / Research problem may be similar to those students, who have obtained their PG

degrees earlier, the PG students are expected to write various chapters in their own sentences and should not reproduce verbatim the contents of thesis submitted earlier. If it is essential to quote the research of earlier workers, it should be done duly quoting their names.

Copying of thesis/research work of others amounts to malpractice / fraud. Any malpractice or fraud or improper conduct, the Dean, FCRI has powers, at any time notwithstanding the award of certificate, to cancel the result of the candidate, which will adversely affect the career of the candidates. Besides, the members of the Advisory Committee will also be held responsible. In contrast to copying in an examination hall, it is not always easy to detect copying of thesis/ research works of others. If a candidate resorts to copying and if it is detected at a later date, the relevant degree will be cancelled. As a result, the candidate will have to forego the benefit derived from the said degree (job/seat in another course). Members of Advisory Committees are requested to impress upon each & every PG student the need to desist from copying the research work of others so that unhappy consequences to the students and teachers could be avoided. The Chairman/members of the Advisory Committees are also advised to **check periodically the observations/data recorded by the students** and monitor the progress as frequently as possible. The thesis shall be approved by the Advisory Committee after comparing the thesis with the corrected manuscript. The Heads of Departments are requested to ensure that no research topic is allotted by the Chairman of advisory Committee of a student unless the Chairman has sufficient expertise on it.

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

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

Discontinuation of studies without prior permission, discontinuation before completing 2 semesters of study (Regulation 7.4), shortage of attendance even on medical grounds during first two semesters of study and failure to maintain the

prescribed GPA/OGPA shall lead to cancellation of admission.

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

14. Payment of TA/DA to External Members of the Advisory Committee: Sometimes Scientists of other organizations are included in the advisory committee of PG students. In this regard, proposal for payment of TA/DA to external members are being sent to the Institute. Henceforth the Dean is authorized to pay the TA / DA to the external members of the Advisory committee of the PG students as per the eligibility. They may be requested to travel only by train. However, if necessary proposal for sanction of air fare may be sent to the institute for consideration / approval of the Dean.

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

16. Processing of results: M.Sc. students whose thesis was approved by the examiners should satisfactorily complete thesis Viva – voce and submit bound copies of thesis in the Department / library and submit relevant certificate to the Institute within 6 months from the date of issue of orders by the University, failing which the admission shall be deemed as cancelled.

17. Extra Copies of PG forms no. 4, 5, 7, 8 & thesis etc. to be retained in Department: In order to avoid inconvenience to the students, if the result of qualifying examination thesis & viva reports are delayed / missing in transit, the Heads of the Departments are requested to keep one copy of these in the files of the students concerned so that they can be of use in case of exigencies. In this regard, student may be advised to submit one extra copy of thesis, which can be of use in case of necessity.

18. Guidelines to prevent unethical practices in publication on articles, etc.

- i. For all the research papers prepared on the basis of student research, the authorship should be in the order of student, chairman, co-chairman and

members of advisory committee who have put in considerable efforts in the research work.

- ii. The first author should certify that due weightage was given to all those who contributed for the research work and also clearly indicate the source of material for the research article/ publication i.e student research/scheme work etc. and the period of conduct of such research work. If any part / whole of the article / paper / manual of others is used by the students /staff, acknowledgement should invariably be made with regard to its original author to give a kind of gratification to him/her.
- iii. All the research papers (along with one extra copy) should be routed through the Head of the Department /Scheme where the work was carried out. The Heads of Departments shall maintain a record of all extra copies so received. The Heads of the Departments shall forward the articles to the concerned authorities, after recording the following details in a “Register of Publications” which shall be shown to the superior officers during their visit / office inspection.

- 1 Date of Dispatch
- 2 Title of the article / Bulletin.
- 3 Names of Authors
- 4 Source of material for publication

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

APPENDIX

(Schedule of Forms and other Information to be Furnished)

1. Within 6 weeks from the commencement of the first semester:

Proposals for formation of advisory Committee (**PG form No.1**).

Subsequent changes to be sent in triplicate whenever required in **PG Form No. 1-A**

2. End of the first semester: Programme of course work in **PG Form No. 2**.

3. Proposals for subsequent permanent changes (**in PG form 2**) to be sent in triplicate in **PG form No. 2-A** to Dean. Dean may permit temporary change/withdrawal of an approved course registered during a semester in PG form No. 2A and send a copy to the University.

4. End of II Semester (M.Sc.): Synopsis of Research – **PG form 3**.

5. For any subsequent change in title/programme of work **PG form 3A** (triplicate)

6. During III/IV /semester: The Chairman of the advisory Committee shall submit **PG form 4** to the Head of the Department for action to conduct qualifying examination. After conduct of the Qualifying (Written and Oral) Examination **PG form 4 & 5** should be sent to the Dean. *One copy to be retained in the Department.*

7. Along with thesis (*One extra copy of thesis shall be preserved in the Department*)

PG form No.6 (*Proposals for submission of thesis*)

Color Photographs – **4** (*write name & ID No. on back side*)

Course completion & Non-employment certificates

G.P.A. reports (*if not sent earlier*)

Copy of Degree certificate of qualifying examination

Convocation application form (In person/absentia)

8. After the conduct of final viva-voce Examination

PG form No.7: *One copy to be preserved in the Department*

Bound Copy certificate (**PG form No. 8**) along with

Abstracts of thesis (3 copies & CDs)

9. Before end of each semester: Proposal for evaluation of Research credits in **PG form 9(a and b)** should be submitted to the Deputy Director by all PG students through the Chairman and Head of the Department.

10. For monitoring the academic progress of the PG Students (PG form No.10):

All Heads of Departments have to maintain it in the Department.