

RULES & REGULATIONS

2019

POST-GRADUATE DEGREE PROGRAM

Compiled by
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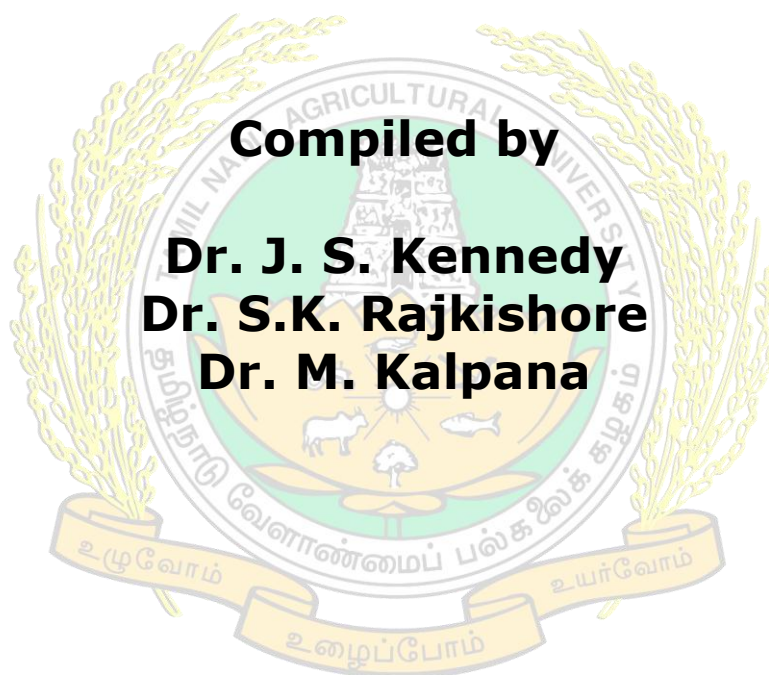


SCHOOL OF POST GRADUATE STUDIES
TAMIL NADU AGRICULTURAL UNIVERSITY
COIMBATORE 641 003



POST GRADUATE DEGREE PROGRAM

RULES AND REGULATIONS 2019



School of Post Graduate Studies
Tamil Nadu Agricultural University
Coimbatore 641 003

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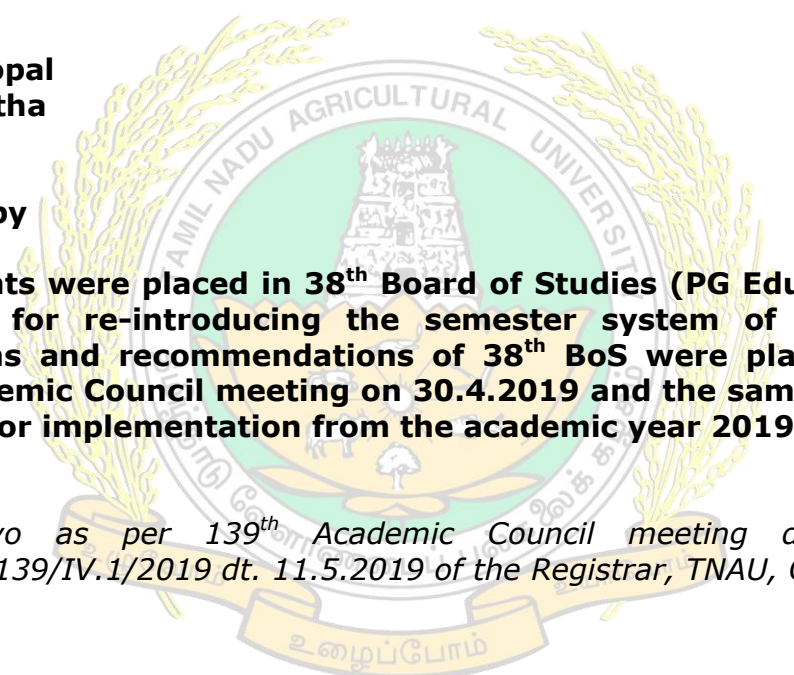
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The contents were placed in 38th Board of Studies (PG Education) on 15.3.2019 for re-introducing the semester system of education. Suggestions and recommendations of 38th BoS were placed in the 139th Academic Council meeting on 30.4.2019 and the same has been approved for implementation from the academic year 2019-20.

*Réviso novo as per 139th Academic Council meeting dt.30.4.2019
(no.E.1/AC.139/IV.1/2019 dt. 11.5.2019 of the Registrar, TNAU, Coimbatore)*



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TAMIL NADU AGRICULTURAL UNIVERSITY
POST GRADUATE DEGREE PROGRAM
RULES AND REGULATIONS
(2019)

1. SYSTEM OF EDUCATION

- 1.1 The rules and regulations provided herein shall govern all the Post graduate programs (*i.e*) Masters including dual degree and Regular Doctoral Program by research offered by the TNAU.
- 1.2 The semester system shall be followed for the entire Post graduate degree programs.
- 1.3 The duration of masters and regular doctoral programs is two (4 semesters) and three (6 semesters) academic years, respectively. The first year of study shall be the first and second semesters following students' admission. The second year of study shall be the third and fourth semesters and for regular doctoral program third year means the fifth and sixth semesters.
- 1.4 The first (odd) semester should otherwise be called "**Monsoon semester**" and the second (even) semester shall otherwise be called "**Pongal semester**".

2. DEFINITION

- 2.1 '**Academic year**' means a period consisting of two consecutive semesters including the inter-semester break as announced by the Dean (SPGS).
- 2.2 '**PG Coordinator**' means a teacher or a faculty member of a Department, who has been nominated by the Head of the Department with the approval of Dean (SPGS) / Dean of the college to coordinate the post graduate programs in the concerned Department. The coordinator looks registration, time table, regulation of credit load, preparation of class grade charts, maintenance of individual student's files, etc. All communications related to PG Education should originate from PG coordinator in prescribed format and official seal so as to ensure necessary follow up action. Students should first consult PG coordinator in the respective Department for all enquires related to academics.
- 2.3 '**Curriculum**' is a group of courses and other specified requirements for the fulfillment of the post graduate degree program.
- 2.4 '**Curricula and syllabi**' refer to list of approved courses for post graduate degree programs wherein each course is identified with a three-letter code, a course number, outline of the syllabus, credit assigned and schedule of classes.
- 2.5 '**Course**' is a teaching unit of a discipline to be covered within a semester as detailed in the curricula and syllabi issued by the University, consisting of major, minor, supporting and non-credit courses.
- 2.6 '**Credit load**' is the total number of credits registered by that student during that particular semester. **A credit** in theory means one hour of classroom lecture and **a credit** in practical means two and half hours of laboratory / workshop / field work per week.

- 2.7 **'Grade Point'** means the total marks in percentage divided by 10 and rounded off to two decimal places.
- 2.8 **'Credit Point'** means the grade point multiplied by corresponding credit hours
- 2.9 **'Grade Point Average' (GPA)** means the total credit points secured in a semester divided by total credit hours registered during a semester.
- 2.10 **'Overall Grade Point Average' (OGPA)** means the total credit points secured by a student for all semesters divided by total credit hours of the courses registered and rounded off to two decimals.
- 2.11 **'Report card'** is the list of courses registered by a student during a semester along with credit points secured.
- 2.12 **'Transcript card'** is the consolidated report with list of courses completed by the student along with credit points, GPA of each semester and OGPA secured and issued by the University for a particular Master degree / Ph.D. program.

3. POST GRADUATE PROGRAMS

The list of various post graduate programs offered in various faculties of the University is as follows:

3.1 FACULTY OF AGRICULTURE

3.1.1 Master of Science in Agriculture [M.Sc. (Ag.)]

MBA Agri. Business Management
 M.Sc. (Ag.) Agricultural Extension and Communication
 M.Sc. (Ag.) Agricultural Economics
 M.Sc. (Ag.) Agrometeorology
 M.Sc. (Ag.) Agronomy
 M.Sc. (Ag.) Biotechnology
 M.Sc. (Ag.) Entomology
 M.Sc. (Ag.) Environmental Science
 M.Sc. (Ag.) Genetics & Plant Breeding
 M.Sc. (Ag.) Geoinformatics
 M.Sc. (Ag.) Microbiology
 M.Sc. (Ag.) Nano Science & Technology
 M.Sc. (Ag.) Nematology
 M.Sc. (Ag.) Plant Pathology
 M.Sc. (Ag.) Plant Physiology
 M.Sc. (Ag.) Seed Science and Technology
 M.Sc. (Sericulture)
 M.Sc. (Ag.) Soil Science and Agricultural Chemistry
 M.Sc. (Ag.) Statistics

3.1.2 Dual Degree Masters Program

M.Sc. (Ag.) / M.Sc. / M.Tech (Ag. Engg.) / M.Tech (Ag.) of TNAU and Master of Science (MS) in the corresponding discipline of any international university.

3.1.3 Doctor of Philosophy [Ph.D.]

Ph.D. Agri. Business Management

Ph.D. Agricultural Extension and Communication
Ph.D. Agricultural Economics
Ph.D. Agrometeorology
Ph.D. Agronomy
Ph.D. Plant Biotechnology
Ph.D. Entomology
Ph.D. Environmental Science
Ph.D. Genetics & Plant Breeding
Ph.D. Agricultural Microbiology
Ph.D. Nano Science & Technology
Ph.D. Plant Nematology
Ph.D. Plant Pathology
Ph.D. Plant Physiology
Ph.D. Seed Science and Technology
Ph.D. Sericulture
Ph.D. Soil Science and Agricultural Chemistry

3.2 FACULTY OF HORTICULTURE

3.2.1 Master of Science in Horticulture [M.Sc.(Hort.)]

M.Sc. (Horticulture) Fruit Science
M.Sc. (Horticulture) Vegetable Science
M.Sc. (Horticulture) Floriculture and Landscape Architecture
M.Sc. (Horticulture) Plantation, Spices, Medicinal and Aromatic Crops

3.2.2 Doctor of Philosophy in Horticulture [Ph.D.]

Ph.D. Fruit Science
Ph.D. Vegetable Science
Ph.D. Floriculture and Landscape Architecture
Ph.D. Plantation, Spices, Medicinal and Aromatic Crops

3.3 FACULTY OF FORESTRY

3.3.1. Master of Science in Forestry [M.Sc. (Forestry)]

M.Sc. (Forestry) Forest Biology and Tree Improvement
M.Sc. (Forestry) Silviculture and Agroforestry

3.3.2. Doctor of Philosophy in Forestry [Ph.D.]

Ph.D. Forestry

3.4 FACULTY OF AGRICULTURAL ENGINEERING

3.4.1 Master of Technology in Agricultural Engineering [M.Tech. (Ag. Engg.)]

M.Tech. (Agricultural Engineering) Farm Machinery and Power Engineering
M.Tech. (Agricultural Engineering) Food Process Engineering
M.Tech. (Agricultural Engineering) Food Science and Technology
M.Tech. (Agricultural Engineering) Processing and Food Engineering

M.Tech. (Agricultural Engineering) Renewable Energy Engineering
M.Tech. (Agricultural Engineering) Soil and Water Conservation Engineering

3.4.2 Doctor of Philosophy [Ph.D.]

Ph.D. Farm Machinery and Power Engineering
Ph.D. Food Process Engineering
Ph.D. Processing and Food Engineering
Ph.D. Renewable Energy Engineering
Ph.D. Soil and Water Conservation Engineering

3.5 FACULTY OF HOME SCIENCE

3.5.1 Master of Science (Community Science) [M.Sc. (Community Science)]

M.Sc.(Community Science) Food Science and Nutrition

3.5.2 Doctor of Philosophy in Food Science and Nutrition [Ph.D.]

Ph.D. Food Science and Nutrition

4. ELIGIBILITY FOR ADMISSION

4.1. Masters and Doctoral programs

Graduates who have successfully completed four year undergraduate degree program (specified below) and awarded by any one of the State Agricultural Universities (SAUs)/ Colleges affiliated to SAUs/ Central Agricultural Universities (CAUs)/ ICAR Deemed Universities/ Central Universities with Agriculture Faculty listed by ICAR/ any other institutes accredited by NAEAB (ICAR) alone are eligible to apply for Masters program.

4.2. Doctoral programs

Candidates who have successfully completed four year undergraduate degree program and two year Masters program (specified below) and awarded by any one of the State Agricultural Universities (SAUs)/ Colleges affiliated to SAUs/ Central Agricultural Universities (CAUs)/ ICAR Deemed Universities/ Central Universities with Agriculture Faculty listed by ICAR/ any other institutes accredited by NAEAB (ICAR) alone are eligible to apply for the doctoral program.

Table 1 Eligibility criteria for Masters and Doctoral program

S.No.	Masters degree programs and eligibility	Doctoral degree programs and eligibility
1.	Agricultural Economics B.Sc.(Ag.)/ B.Sc.(Hort.)/ B.Sc.(Forestry)/ B.Tech. (Hort.)/ B.Sc.(Sericulture)/ B.Sc.(Home.Sc.)/ B.Tech. (AIT) / B.S. (ABM)	Agricultural Economics M.Sc.(Ag.) in Economics/ Agricultural Economics / Agricultural Marketing Management
2.	Entomology B.Sc.(Ag.)/B.Sc.(Hort.) / B.Sc.(Forestry)/ B.Sc.(Sericulture)	Entomology M.Sc.(Ag.) in Entomology/Agricultural Entomology

3.	Agricultural Extension and Communication B.Sc.(Ag.)/ B.Sc.(Hort.)/B.Sc.(Forestry)/ B.Sc.(Sericulture) /B.S. (ABM)	Agricultural Extension and Communication Master's degree in Agricultural Extension/ Extension Education/ Agricultural Communication in Agricultural Sciences recognized
4.	Microbiology B.Sc.(Ag.)/B.Sc.(Hort.)/ B.Sc.(Forestry)/ B.Tech.(Hort.)/ B.Sc.(Sericulture) and B.Tech.(Ag.Biotech) / B.Tech.(Biotech.)	Agricultural Microbiology M.Sc.(Ag.) in Microbiology/Agricultural Microbiology
5.	Agronomy B.Sc.(Ag.)	Agronomy M.Sc.(Ag.) in Agronomy
6.	Plant Physiology B.Sc.(Ag.)/ B.Sc.(Hort.)/ B.Tech.(Hort.)/ B.Sc.(Forestry) / B.Sc.(Sericulture) /B.Tech.(Ag. Biotech) / B.Tech.(Biotech.)	Plant Physiology M.Sc.(Ag.) in Crop Physiology / Plant Physiology
7.	Genetics & Plant Breeding B.Sc. (Ag.) / B.Sc.(Hort.)/ B.Sc.(Forestry) / B.Tech.(Ag. Biotech) / B.Tech.(Biotech.)	Genetics & Plant Breeding M.Sc. (Ag.) in Plant Breeding and Genetics / M.Sc (Ag.) Genetics and Plant Breeding / M.Sc. (Ag.) in Plant Genetic Resources
8.	Nematology B.Sc.(Ag.)/B.Sc.(Hort.)/B.Sc.(Forestry)/ B.Sc.(Sericulture)	Plant Nematology M.Sc.(Ag.) in Nematology /Plant Nematology
9.	Plant Pathology B.Sc. (Ag.) /B.Sc.(Hort.) /B.Sc.(Forestry)/ B.Sc.(Sericulture)	Plant Pathology M.Sc.(Ag.) in Plant Pathology
10.	Seed Science and Technology B.Sc.(Ag.)/B.Sc.(Hort.)/ B.Tech.(Hort.)/ B.Sc.(Forestry) /B.Tech.(Ag.Biotech) / B.Tech.(Biotech.)	Seed Science and Technology M.Sc.(Ag.) in Seed Science and Technology
11.	Soil Science and Agricultural Chemistry B.Sc.(Ag.) /B.Sc.(Hort.)/ B.Sc.(Forestry)/ B.Sc.(Sericulture)	Soil Science and Agricultural Chemistry M.Sc.(Ag.) in Soil Science and Agricultural Chemistry/M.Sc.(Ag.) in Soil Science
12.	Geoinformatics B.Sc.(Ag.)/B.Sc.(Hort.)/ B.Sc.(Forestry)/ B.Tech.(Agrl. Engg.)/B.Tech. (AIT)/ B.Tech.(EEE)/B.Tech.(Hort.)/ B.Sc.(Sericulture) B.Tech.(Ag.Biotech.) / B.Tech.(Biotech.)/ B.Tech. (Bioinformatics) / BS (ABM)	-
13.	Biotechnology B.Sc.(Ag.)/B.Sc.(Hort.)/B.Tech.(Hort.) / B.Sc.(Forestry)/B.Sc.(Sericulture) B.Tech.(Ag.Biotech.) / B.Tech.(Biotech.)/B.Tech.(Bioinformatics) / B.Sc.(Ag.) Biotechnology Admissions are made by entrance exam both by Jawaharlal Nehru University, New Delhi and TNAU	Plant Biotechnology M.Sc.(Biotechnology)/ M.Sc.(Ag.) in Biotechnology/ M.Sc. Agri. Biotechnology

14.	Environmental Science B.Sc.(Ag.)/ B.Sc.(Hort.) / B.Tech.(Hort) /B.Sc.(Forestry)/ B.E.(Ag.)/ B.Tech.(Ag.Engg.)/ B.Sc. (Sericulture)/ B.Tech.(Ag.Biotech.) / B.Tech.(Biotech.) / B.Tech.(EEE)	Environmental Science M.Sc.(Environmental science) / M.Sc.(Ag.) in Environmental Science, M.Tech.(Ag. Eng. in Environmental Engineering) and M.Sc.(Agri. Environment Science)
15.	Agri. Business Management (for MBA) B.Sc.(Ag.)/ B.Sc.(Hort.)/ B.Tech. (Hort.) / B.Sc.(Forestry)/ B.E.(Ag.)/ B.Tech. (Agrl. Engg.)/B.Sc. (Home Science)/ B.Tech.(AIT) / B.Tech.(EEE)/B.Tech (FPE)/ B.Tech(Bioinformatics) / B.Sc. (Sericulture) /B.S. (ABM) / B.Tech.(Ag. Biotech.)/ B.Tech.(Biotech.)	Agri. Business Management Masters degree in Agri. Business Management /Business Administration
16.	Sericulture B.Sc.(Sericulture)	Sericulture M.Sc. (Sericulture) / M.Sc. (Ag.) in Sericulture
17.	Agrometeorology B.Sc.(Ag)/ B.Sc.(Hort.)/B.Sc.(Forestry)/ B.Tech. (AIT) /B.Tech (EEE)	Agrometeorology M.Sc. (Ag) in Agricultural Meteorology & Climatology/ Meteorology/M.Sc. Agricultural Physics
18.	Nano Science & Technology B.Sc.(Ag.)/ B.Sc(Hort.)/ B.Sc.(Forestry)/B.Tech.(Hort.) /B.Tech (EEE) / B.Sc.(Sericulture) /B.Tech. (Agrl. Engg.)/B.Tech.(FPE) /B.Tech.(Bioinformatics.) /B.Tech.(Ag.Biotech) / B.Tech.(Biotech.)	Nano Science & Technology M.Sc. (Ag) in Nano Science & Technology / M.Tech in Agricultural Nanotechnology
19.	Statistics Any 4 year degree in Agricultural Science or Technology program	-
HORTICULTURE		
20.	Fruit Science B.Sc. (Hort.)/B.Tech.(Hort.) / B.Sc. (Agri)	Fruit Science M.Sc. Fruit Science/ M.Sc.(Hort.) in Fruit Science
21.	Vegetable Science B.Sc. (Hort.)/B.Tech.(Hort.) / B.Sc. (Agri)	Vegetable Science M.Sc. Vegetable Science/ M.Sc.(Hort.) in Vegetable Science
22.	Plantation, Spices, Medicinal and Aromatic Crops B.Sc. (Hort.)/B.Tech.(Hort.) / B.Sc. (Agri)	Plantation, Spices, Medicinal and Aromatic Crops M.Sc. Spices Plantation, Medicinal and Aromatic Plants/ M.Sc.(Hort.) in Spices Plantation, Medicinal and Aromatic Plants
23.	Floriculture and Landscape Architecture B.Sc. (Hort.)/B.Tech.(Hort.) / B.Sc. (Agri)	Floriculture and Landscape Architecture M.Sc. Floriculture and Landscaping/ M.Sc.(Hort.) in Floriculture and Landscaping

AGRICULTURAL ENGINEERING		
24.	Farm Machinery and Power Engineering B.Tech.(Ag.Engg.)/B.E.(Ag.)	Farm Machinery and Power Engineering M.Tech. (Ag.Engg.)/M.E.(Ag.) in Farm Machinery and Power from the institutes specified above/IIT
25.	Renewable Energy Engineering B.Tech.(Ag.Engg.)/ B.Tech.(EEE)/ B.E.(Ag) / B.Tech (Fisheries Engineering) offered by Dr. J.Jayalalitha, Fisheries University, Nagapattinam	Renewable Energy Engineering M.Tech.(Ag.Engg.)/M.E.(Ag.) in Bioenergy / Renewable energy from the institutes specified above/IIT
26.	Processing and Food Engineering B.Tech.(Ag.Engg.)/B.Tech.(FPE) / B.E.(Ag.) / B.Tech (Fisheries Engineering) offered by Dr. J.Jayalalitha, Fisheries University, Nagapattinam	Processing and Food Engineering M.Tech.(Ag.Engg.)/M.E.(Ag.) in Processing and Food Engineering/ M.E. in (Food Process Engineering)/ M.Tech. (Food Process Engineering) / M.Tech. in Agricultural Process Engineering from the institutes specified above/IIT
27.	Soil and Water Conservation Engineering B.Tech. (Ag.Engg.)/ B.E.(Ag.)/B.Tech.(EEE)	Soil and Water Conservation Engineering M.E. (Land and Water Management Engineering) / M.Tech. in (Land and Water Management Engineering) / M.Tech. (Ag. Engg. in Environmental Engineering) / M.Tech.(Ag.Engg.) / M.E.(Ag.) in Soil and Water Conservation Engineering from the institutes specified above/IIT
FORESTRY		
28.	Forest Biology and Tree Improvement B.Sc. (Forestry)	Forestry M.Sc. (Forestry)
29.	Silviculture and Agroforestry B.Sc. (Forestry)	
COMMUNITY SCIENCE		
30.	Food Science and Nutrition B.Sc. (Home Science) / B.Sc. (Food Science and Nutrition) / B.Tech. (FPE)/ B.Tech. (Food Science and Technology) / B.Tech. (Food Technology)	Food Science and Nutrition M.Sc. (Home Science) / M.Sc.(H.Sc.) in Foods and Nutrition/ M.Sc. (Food Science and Nutrition) / M.Tech. (Food Process Engineering) / M.Tech. (Food Science and Technology)

4.3. Minimum OGPA /Aggregate requirement

Masters Program: A candidate who has undergone course credit system with a minimum OGPA of 3.00 out of 4.00 or 6.60 out of 10.00 in Bachelor's Degree Programme can apply for Masters Programme. However, for SC/ST

candidates, minimum OGPA of 6.50 out of 10.00 in bachelor's degree is sufficient.

Doctoral Programs: A minimum OGPA of 7.00 out of 10.00 in Masters Programs is eligibility to apply for Doctoral Programme.

5. ADMISSION

Selected candidates submit the original certificates and should pay the prescribed fees before the due date. If any student fails to pay the fees within the stipulated due date he/she shall forfeit the admission.

5.1 Campus allotment

Selected candidates are allotted to different constituent colleges of TNAU based on rank obtained in the entrance examination and communal rotation.

6. FEE STRUCTURE

Fee structure is decided as per the approval of the Academic Council. Fees structure is being revised every year with 10 per cent fees hike. Lodging fees and charges for electricity, water and computer are revised based on the requirements and power tariff prevailing from time to time.

- 6.1 In the case of new admissions, the prescribed fees for the first semester should be paid online on or before the stipulated date. Failing to pay the fees within stipulated date, then he/she shall forfeit the admission.
- 6.2 For the remaining semesters, the fees should be paid online within seven working days inclusive of the date of commencement of the semester in which the student studies. However, online portal for payment of fees will be available from one month before the date of commencement of semester.
- 6.3 In case of default of full payment of fee within seven working days, a fine of Rs.500/- along with regular semester fee will be collected.
- 6.4 The students who fail to pay tuition fees within 30 working days from the commencement of the semester will not be allowed to attend classes and their names will be struck off from the rolls. PG Coordinators and Head of the Department shall verify and send the defaulters list within 40th day.
- 6.5 Students who are away on study tour or other extracurricular activities organized by the university or colleges concerned at the commencement of the semester may however pay their tuition fees and other fees within three days after they return from such tours. If the third day happens to be a holiday, the next working day shall be the last date for payment of fees without fine.
- 6.6 A student who has been granted scholarship by the Adi Dravidar Welfare Department or by the Government of India or State Government through the Director, Adi Dravidar Welfare, Chennai will however be exempted from the levy of fine. Default of payment on the day next to the day of the disbursement of the scholarship amount, fine should be levied at the rate Rs.1.00/- per day up to the first seven days and

thereafter the name will be struck off from the rolls. The concession mentioned above will apply to those who have actually been granted scholarship and not for those who have applied for and are expecting sanction.

- 6.7 Candidates who discontinue after admission are not eligible for refund of fees except caution money deposit.
- 6.8 The mess dues clearance certificate has to be produced by all the students at the time of registration and final examination of each semester and thesis submission.
- 6.9 All the students have to pay the semester fees for the approval of registration. The PG coordinators have to certify that the student has paid the fees, upon the verification of e-receipt and the same has to be communicated to the office of Dean (SPGS) through the concerned Heads of the Department and Deans of the college.

7. LANGUAGE REQUIREMENT

The medium of instruction is English. The post graduate students should have adequate knowledge in English to read, write and speak and be able to prepare high quality research papers in English. Foreign students whose knowledge in English is inadequate, shall take an audit course in English offered by the Department of Language attached to office of Dean (Centre for Students' Welfare), TNAU, Coimbatore.

8. RESIDENTIAL REQUIREMENT

- 8.1 The minimum residential requirement for masters' degree shall be two academic years (four semesters) within the maximum period of four academic years (eight semesters) from the date of admission.
- 8.2 The minimum residential requirement for regular Ph.D. degree shall be three academic years (six semesters) within a maximum period of six academic years (12 semesters) from the date of admission.
- 8.3 If any student fails to complete the program within the maximum time limit given, the Academic Council can decide and give an extension for a period of one year (two semesters) over and above the maximum period of four and six academic years respectively for Master's and doctoral degrees based on the merit of individual case. The Academic Council shall not have the powers to grant further extension of time. Students who fail to complete even after one year of extension may seek readmission on their own accord.

9. REGISTRATION

- 9.1 All newly admitted candidates should register during the first semester of the program (except overseas students in case of late admission). A candidate admitted to the post graduate program should report to the Head of the Department concerned on the date of registration. It is the responsibility of the candidate to register the courses in person on the due date prescribed for the purpose. The Head of the Department and the PG coordinator shall facilitate the student in selecting the courses for registration.

- 9.2 Admitted candidates shall register online in the respective Department at the beginning of first semester and this should be completed within two working days inclusive of commencement date. Late registration for first semester is permitted by the Dean (SPGS) within seven working days from the commencement of the semester provided a late fee of Rs.1000/- (Rupees thousand only) is paid before registration. Registration beyond seven working days is not allowed except for foreign entrants who are admitted late due to administrative reasons in the first/second semester.
- 9.3 Registration from second semester onwards shall be done online. The registration will be open for seven days before the commencement of class. Online registration can be done anywhere. However, late registration will not be permitted.
- 9.4 The Head of the Department, Chairman and the PG coordinator shall approve the registration within a month upon verification of semester fee and mess due clearance. The registration verified by the Department will be confirmed by Dean (SPGS) so as to accord final approval and the same will be shared with the Controller of Examinations.
- 9.5 The necessary information required in the registration is detailed in the proforma [SPGS PF 1](#).
- 9.6 The details of payment of semester fees and mess dues clearance have to be produced by the student at the time of registration. It shall be the duty of the Head of the Department to send the defaulter list to Dean (SPGS) for every semester.

10. ATTENDANCE REQUIREMENT

- 10.1 A student who fails to secure 80 per cent of attendance in each course separately for theory and practical, shall not be permitted to appear for the final examination in that course and shall be awarded 'E' (incomplete) and will be required to repeat the course when offered with juniors and the re-registration fee of Rs. 1000/- (Rupees thousand only) will be collected.
- 10.2 In respect of the student who has absented himself / herself for classes with or without valid reasons, that period will be treated as absence only and not as leave.
- 10.3 In case of new admission, for calculating 80% attendance in the first semester, the number of working days will be calculated from the date of joining of the students who are permitted to join late due to administrative reasons.

11. DISCONTINUANCE AND READMISSION

- 11.1. Students who discontinue their studies before completing the degree with written permission from the Dean (SPGS) alone shall be re-admitted to the degree program, provided that the student should have completed (80% of attendance) at least one semester before such discontinuance. However the period of such discontinuance should not exceed four successive semesters for masters' degree and six successive semesters for Ph.D. Degree.
- 11.2. After completion of one semester a student is eligible to discontinue temporarily his/her research program only once within 4 academic years (8 semesters) for Masters program, within 6 academic years

(12 semesters) for doctoral program. The student has to obtain prior written permission from Dean (SPGS) for temporary discontinuation.

If the discontinuation period exceeds two semesters, the student has to forego the research credits already registered and register afresh with revised program for both masters and all doctoral programs. In the case of field experiments or laboratory experiments in which continuity is essential for research and if a student temporarily discontinues in the middle without completing the experiments, then the entire experiment should be repeated even if the discontinuation period does not exceed two semesters.

- 11.3. The students who discontinue the course without prior permission of the Dean (SPGS) will not be allowed to register in the successive semesters and may have to seek readmission on their own accord.
- 11.4. Dean (SPGS) can permit the students to temporarily discontinue the program before completion of first semester based on genuine medical grounds only as special case and with approval of Vice-Chancellor. In such cases, the student should submit his/her medical records to the medical officer in the university campus for verification and recommendation.
- 11.5. A post graduate student joining the studies after discontinuation should pay the real time fees of the existing semester in which he/she joins instead of old rates of the fees of discontinued semesters. A penal charge equal to tuition fees will be collected from post graduate students for each discontinued semester and the re-registration fee of Rs. 1000/- (Rupees thousand only) will also be collected.
- 11.6. If a student is absent without any prior written intimation to the PG Coordinator and Head of the Department and such absence if exceeds more than ten working days, then it should be informed to the Dean (SPGS) without fail. It shall be the responsibility of the PG Coordinator and Head of the Department to send the request letter submitted by the student for temporary / permanent discontinuance without any delay.
- 11.7. Proposals for temporary and permanent discontinuation of the masters and doctoral students need to be sent in prescribed proforma (Temporary discontinuation - [SPGS PF 40](#); Permanent discontinuation - [SPGS PF 41](#)). Temporary discontinuation proposals have to be sent for each semester.

12. ADVISORY COMMITTEE

Each post graduate student shall have an advisory committee to guide in carrying out the program. Only recognized teachers are eligible for teaching PG courses and guiding thesis research.

12.1 Chairperson/Guide

Every student shall have a Chairperson of the Advisory Committee who will be from his/her major field of studies/specialization. The appointment of chairperson shall be made by the Dean (SPGS) on the recommendation of the Head of the Department. The approved guides by the Dean (SPGS) only can guide the students.

A teacher should have a minimum of three and two years of service before retirement for allotment of doctoral and masters students respectively. A Chairperson of the Advisory Committee who is on transfer can continue to guide a student provided the student should have completed 75% of the total credits for Masters and 75% of research credits for Ph.D. on

the day of transfer. However the principal investigator of an externally funded scheme offering fellowship to PG students can continue to be the guide of that student in case of transfer. In this regard, proposals should be submitted to Dean (SPGS) for necessary permission.

The Heads of the Departments will distribute the masters/doctoral students among the recognized guides. Normally there should not be more than four masters / doctoral students at any one time under a guide. However, a guide operating externally funded schemes with student JRF/SRF fellowship with the approval of Dean (SPGS) can supervise a maximum of six students at a time.

12.2 Members

For masters students, the advisory committee shall comprise of a chairperson and two members. One member will be from the concerned Discipline and other member from other Department in the related field of thesis research.

The advisory committee for Ph.D. scholar shall comprise of a chairperson and three members. One member will be from the respective Discipline and two members will be from other related Departments in the area of thesis research.

In thesis topics involving more of inter-disciplinary approach, the number of advisory committee members from other disciplines may be increased by one with prior approval of the Dean (SPGS). A proposal for the formation of the advisory committee of the students, shall be forwarded by the Heads of the Department to the Dean (SPGS) for approval within one month from the commencement of the first semester. The Proforma for formation of the advisory committee is enclosed in the annexure [SPGS PF 2](#).

External experts may be included as member/co-chairman in the advisory committee based on the need and expertise of the member, without any financial commitment to the university so as to improve the quality of the thesis. The external expert member proposed should meet the minimum qualification required and the proposal is to be approved by the Dean (SPGS).

12.3. Formation of advisory committee

12.3.1. For doctoral program the advisory committee chairperson will be in the cadre of Professors and members will be in the cadre of Professors and Associate Professors. An Assistant Professor with Ph.D qualification and five years of teaching experience and guided one masters student as Chairperson is eligible for member of advisory committee.

12.3.2. For masters program the Chairperson, Advisory Committee and members will be in the cadre of **Professors** and **Associate Professors**. **Assistant Professors** having five years of experience are eligible for advisory committee members.

12.3.3. Only recognized teachers approved by Dean (SPGS) alone are eligible for teaching PG courses and guiding thesis research in all PG programs offered by TNAU constituent institutions.

12.3.4. While allotment of students the principal investigator of the externally funded project, may be considered as chairperson, subject to the approval/ guidance by Dean (SPGS).

12.4. Changes in advisory committee

The proposal for changes in the advisory committee is to be sent to the Dean (SPGS) for approval, if it is keenly felt that such changes are absolutely necessary. The reason for such change should be indicated. The changes may be effected immediately when the existing members are transferred elsewhere or resigned or retired.

If a guide goes abroad/ within India for more than six months, to attend any training or on leave for more than six months, the chairman of the advisory Committee has to be changed immediately. The same conditions will apply to members also. The Proforma for change in the advisory committee is enclosed in the annexure [SPGS PF 3](#).

12.5 Absence of Chairperson / member during comprehensive oral examination / public defense/ research evaluation

12.5.1. Conducting comprehensive oral examination, research evaluation and public defense in the absence of chairperson/members is not allowed.

12.5.2. Under extra-ordinary circumstances if the comprehensive oral examination/ public defense to 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 members in such contingencies should be obtained from the Dean (SPGS) in advance ([SPGS PF 4](#)). The co-opted member should be from the same discipline of the member who is not attending the examinations.

12.5.3. In the absence of the Chairperson of advisory committee, under extra-ordinary circumstances, respective Heads of Departments should act as Co-opted chairperson with prior permission of Dean (SPGS) by submitting proposal with justification. However, the Co-opted chairperson shall certify the thesis on the date of public defense and the chairperson will sign on later date.

12.5.4. Under extra-ordinary circumstances, if chairperson/advisory committee member is absent for research evaluation, then the respective Head of the Department can evaluate based on the request of the Chairperson/advisory committee member.

12.6. Duties and responsibilities of the advisory committee

- a. Drawing the student's Plan of Post-graduate Work (PPW).
- b. Guidance throughout the program of the student and selecting major and minor courses.
- c. Guiding the student in selecting a topic for thesis research and seminar.
- d. Continuous monitoring of thesis research and seminar and maintaining monitoring register for each student for research.
- e. Evaluation of research and seminar credits.
- 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.

13. PLAN OF POST GRADUATE WORK (PPW)

The academic program for a post graduate student shall be so designed as to give the student a sound mastery of the respective field of specialization and in the closely related supporting scientific disciplines. The individual program shall be planned after taking due account of previous academic exposure of each student.

The program of studies indicating the Plan of Post Graduate Work (PPW) of each student shall be finalized by his/her Advisory Committee which shall give considerable latitude in the choice of courses, taking into account the requirement needed to provide training for a high level of scholarship and research in that particular field. The Advisory Committee and the PPW of the students should be finalized within the first semester. The research problem of every student may be finalized at the time of finalization of PPW in the prescribed proforma as in annexure ([SPGS PF 5](#)).

The PPW shall be forwarded by the advisory committee as per the prescribed proforma for the approval of the **Dean (SPGS)** before the commencement of the mid semester examination during the first semester.

The PPW shall also indicate the area of specialization of the student. The Chairman or the Head of the Department (in case the Chairman has not been appointed), may allot maximum course work (22 credits per semester) to the student in the first two semesters so as to enable to judge their suitability to continue their program. The students are required to maintain OGPA at the levels prescribed by the University for their continuance.

The student's plan for post-graduate course work drawn up by advisory committee shall be sent to the Dean (SPGS) before the commencement of the mid semester examination during the first semester.

14. OUTLINE OF RESEARCH WORK (ORW)

An outline of research work (ORW) of a student in the prescribed proforma as in annexure [SPGS PF 6](#) and recommended by the Chairman and members of the Advisory Committee shall be sent for approval of the Dean (SPGS) by the before the end of the semester in which the research credits are registered for the first time or before taking up of the research work whichever is earlier. The procedure for formulation and finalization of ORW shall be as under:

- i. In the first instance, the student and the Chairman may prepare a draft ORW after discussing in detail about the problem chosen to ensure the full involvement of the student in the research area. The draft ORW should indicate in detail about the method of tackling the problem, the various facilities required in terms of land, equipment, chemical etc., the department where such facilities are available, and the time schedule for completion of the research work.
- ii. The draft ORW may be discussed by the Advisory Committee of the student.
- iii. For the ORW presentation by the students, all the faculty members and students should participate to ensure full interaction. In the presentation, the student shall explain in brief the nature of the problem, the techniques to be adopted for tackling the problem and the expected output.
- iv. The ORW may be finalized by the student and the Chairperson in the light of the discussion in the presentation and forwarded to the Dean (SPGS). A copy of the ORW should be sent to the Head of the Department concerned, if the facilities of that department are proposed to be utilized.

- v. If necessary, the ORW may be revised (as per the proforma in annexure [SPGS PF 7](#)) subsequently in case of difficulties faced in undertaking the research problem. If there is any difficulty in following the above procedure in exceptional individual cases, the reasons for the same may be forwarded to the Dean (SPGS) for consideration.

15. CREDIT REQUIREMENTS

15.1 Masters' and Doctoral degree (Except Forestry)

Details	Masters' Program	Doctoral Program
Course Work		
Major Subjects	20	15
Minor Subjects	09	08
Supporting Subjects	05	05
Non Credit Compulsory Courses	-	-
Seminar	01	02
Research	20	45
Total Credits	55	75

15.2 Masters' and Doctoral degree (Forestry)

Details	Masters' Program	Doctoral Program
Course Work		
Major Subjects	22	15
Minor Subjects	12	08
Supporting Subjects	05	05
Non Credit Compulsory Courses*	-	-
Seminar	01	02
Research	20	45
Total Credits	60	75

* Six courses (PGS 1-PGS 6) are of general nature and are compulsory for Master's program. Ph. D. students may be exempted from these courses if already studied during Master's degree.

15.3 Dual degree (M.Sc. (Ag.)/M.Sc./M.Tech. (Ag. Engg.) and MS)

The students to be considered for this program will comply with TNAU and other international Universities eligibility requirements. TNAU student is permitted to undergo MS program in the same discipline only. Mutual transfer of credits between the Universities will be facilitated as and when required and relevant. The Dean (SPGS), TNAU and Dean (Academics) of international Universities are empowered to approve such transfer of credits. The student will carry out the research component of the international MS program in absentia at TNAU. The research program will be designed, monitored and mentored by the identified TNAU Faculty in association with international Faculty. The research program will be jointly evaluated by the faculty of both the Universities at a location convenient to both TNAU and other sister international Universities. The student will submit thesis work carried out under the joint supervision to sister international Universities and TNAU.

15.4 Credit load per semester

Students of masters and doctoral programs can register a maximum of 22 credits per semester including non-credit courses, seminar and research. However, research credits registered per semester should not exceed 12, Requirement for masters and doctoral programs shall also include successful completion of thesis in the major field of study and submission of thesis report thereon. In case of one or two excess credit requirement in courses (which may arise due to selection of minor courses as per the need of the student) permission from the Dean (SPGS) is not necessary. However, this has to be clearly stated in the Plan of Post Graduate Work (PPW) which will be approved by the Dean (SPGS).

15.5 Extra Credits

Over and above the prescribed minimum credit requirements, based on recommendation of advisory committee extra course credits up to a maximum of six can be registered for masters and doctoral programs with prior permission from the Dean (SPGS). The extra credits registered will be accounted for calculation of OGPA.

16. COURSE WORK

16.1 Major Subjects

The subject (Department/Discipline) in which a student takes admission.

16.2 Minor Subjects

The subject closely related to a student's major subject. Plant Biochemistry and Plant Physiology are compulsory minor courses for all masters in biological sciences.

16.3 Supporting Courses

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

16.4 Non-Credit Compulsory Courses

Six courses (PGS 1-PGS 6) are of general nature and are compulsory for Master's Program. Ph.D. students may be exempted from these courses if already studied during Master's degree. Those Ph.D scholars who have not studied Masters program in TNAU but completed PGS courses, should obtain exemption certificate from Dean (SPGS) by submitting the proposal with relevant mark sheets and syllabus of the course studied.

CODE	COURSE TITLE	CREDITS
PGS 501	Library and information services	0+1
PGS 502	Technical writing and communications skills	0+1
PGS 503 (e-Course)	Intellectual property and its management in agriculture	1+0
PGS 504	Basic concepts in laboratory techniques	0+1

PGS 505 (e-Course)	Agricultural research, research ethics and rural development Programs	1+0
PGS 506 (e-Course)	Disaster management	1+0

17. SPECIAL LECTURES

For post-graduate program under the semester system, a special lecture of one and half hour duration may be arranged by inviting a specialist from other institution. Honorarium of Rs. 5000/- may be given besides travelling allowance, accommodation and local hospitality. For this, necessary provision may be made in the Department budget concerned. The Heads of Departments may suggest the names of specialists for the approval of the Dean (SPGS) before inviting them for special lectures. The external examiners visiting the Department may also be requested to give special lecture in their field of specialization.

18. CONTINUOUS EVALUATION OF STUDENT'S PERFORMANCE

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 university.

18.1. Examinations

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.

18.1.1. 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.

18.1.2. 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 and all doctoral programs will be arranged by the Controller of Examinations by adopting a common time table for all campuses. 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.**

18.1.3. The students who are late by 30 minutes to the examination hall shall not be allowed to sit for the examination. Similarly no student will be allowed to leave the examination hall within 30 minutes after the commencement of the examination.

18.1.4. The distribution of marks will be as indicated below:

Examination	Course with practical	Course without practical	Course without theory
Mid-semester	30	30	30
Final theory	40	60	-
Final practical	20	-	60
Term paper	10	10	10

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

Mid semester

For courses with/without practical (30 marks)

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
Duration			One hour

Final Theory

Courses with practical (40 marks) 20% choice may be given

1. Short notes 10 marks (5 x 2)
2. Essay type 30 marks (5 x 6)

Courses without theory / practical (60 marks) 20% choice may be given

1. Short notes 15 marks (5 x 3)
2. Essay type 45 marks (5 x 9)

18.1.6. Minimum marks for pass

- a) A student should secure a minimum of **50 per cent** marks **separately in the theory and practical.**
- b) The aggregate **should not be less than 70 per cent** for a pass in each subject in PG courses (Masters and all doctoral programs) to successfully complete the course.
- c) Students who secure marks **below 70 per cent in masters and all doctoral programs will be awarded 'F'** grade. Students without having the required minimum **attendance of 80 per cent** will not be allowed to write the final examination and they will be awarded **'E'** grade. Students who secure **'F'** grade should appear for re-examination in the next semester or whenever examinations are offered.

- d) If a student secured 'E' grade, he/she has to re-register and attend the course again along with the juniors.

18.2. Missing examination

Missing examination shall be permitted **only for mid-semester examination** in deserving cases on the recommendation of the course teacher /Chairman and Head of the Department and on prior approval by the Dean (SPGS) concerned. Missing examination should be completed within 15 working days from the date of respective examination on payment of missing examination fee of Rs.1000 /- per subject. If a student fails to write the missing examination within the above prescribed time limit, then he/she has to re-register the course.

18.3. Term papers/special assignment

- a) Adequate steps must be taken by each course teacher to assign term papers. Term papers should cover a wide range of subjects within the course limits.
- b) There is no need to insist on term paper for some courses. With the permission of the Head of the Department, wherever term papers are not possible, the course teachers may allot special assignments to students and evaluate the performance for 10 marks.

18.4. Minimum GPA requirement

A post graduate student to continue his/her studies in the university should maintain certain minimum average Grade Point prescribed hereunder:

- a) Earn a grade point of 7.00 for a pass in each subject for masters and all doctoral programs.
- b) A Ph.D. student may repeat the course(s) in which he/she gets a Grade point below 7.50 and above 7.0 to improve the OGPA.
- c) The eligibility for awarding masters and doctoral degree are 7.00 out of 10.00 and 7.50 out of 10.00, respectively.

18.5. Re-examination

Students who secure 'F' grade in a subject are permitted to write re-examination for theory and/or practical conducted by the Controller of Examination during semester break for the total marks indicated below.

Re-examination for	Total marks
Course with practical	70 marks
Course with theory alone or practical alone	90 marks

Theory re-examination will be conducted for the entire syllabus of the subject

The re-examination fee of Rs. 1000/- per course is to be paid on or before the prescribed date. A student is permitted to write the theory and/or practical re-examinations only two times during n+n years (i.e. n+2 for masters program and n+3 for doctoral program) excluding the regular final examination. **In event of a student fails to secure pass in the two re-**

examinations permitted, he/she has to re-register the course along with juniors. The marks for term paper will be retained and the student should produce the practical record during re-examination. The registration cards for the re-examination shall be approved by the Dean (SPGS) on or before the specified date. Each registration is considered as an attempt even if the student absents for the examination. The proforma for registration card for re-examination is enclosed in the annexure [SPGS PF 8](#).

18.6. Return of valued answer papers

The valued answer papers of mid-semester/practical examination shall be shown to the students after the examination. Discrepancies if any, in awarding marks, the student can approach the teacher concerned immediately for rectification. The answer paper should be retained with the course teacher for **six months** and then disposed off. Evaluated final theory papers have to be retained **upto six months** by the Controller of Examinations after the conduct of examination and then disposed off. The same is applicable to improvement/re-examination also.

18.7. Communication of marks

The mark list for mid semester and practical examination should be sent to the Controller of Examinations **within seven working days** from the date of conducting the respective examination.

18.8. Revaluation / retotalling

- i) A student can submit a request for revaluation/re-totalling, in the prescribed format to the Controller of Examinations through the Dean (SPGS) not later than ten working days from the issue of class grade charts to the student. Appeals received thereafter will summarily be rejected. The fee for revaluation or re-totalling is Rs.2000/- per subject to be paid online to Controller of Examinations.
- ii) The revaluation is not permissible normally for practical examinations. However, Dean (SPGS), if satisfied may constitute a committee consisting of at least three faculty members to moderate the marks of practical examinations. The report of the committee in such cases should be submitted within two days. The decision of the Dean (SPGS) will be final.

19. MODERATION OF MARKS

A student who needs up to 0.75 marks as moderation to get a pass mark in a subject should send a request along with marks obtained in mid term, term paper and final examinations through the Chairman and Head of Department and Dean (SPGS) to the Controller of Examination. The Controller of Examination is empowered to give moderation up to 0.75 marks to the student and issue revised report cards.

20. COMPREHENSIVE EXAMINATION (Masters / Doctoral)

Only those post graduate students who successfully completed the comprehensive examination will be admitted to candidacy of the degree. The comprehensive examination consists of written and oral examinations and the students should be allowed to appear in the examination only after completion of 80% course credits separately in major and minor subjects. The proforma for the proposal of comprehensive examination should be sent to the Controller of Examinations for finalizing the examiner ([SPGS PF 9](#)).

Subject	Masters Program	Doctoral Program
Major	One paper	One paper
Minor		
Setting	Internal	Internal
Evaluation	External	External
Qualifying marks	60%	60%
<i>Viva Voce</i>	No	External
Grading	Satisfactory/ Unsatisfactory	Satisfactory/ Unsatisfactory

Students ought to have registered in the semester in which comprehensive exams are conducted.

20.1 Selection of examiner

The Controller of Examinations may also prepare a panel of examiners in addition to the panel of examiners suggested by the Head of the Department for comprehensive examination. The examiners may be chosen from both the panels.

The panel of examiners for comprehensive examinations shall be given by the Head of the Department before three months of the date of completion of the student's course work to the Controller of Examinations for PG Programs.

20.2 Written examination

For masters program the external member will be nominated by the Controller of Examinations while for all doctoral programs, the Vice-Chancellor will nominate the examiner on recommendations of Controller of Examinations.

For masters and all doctoral programs, the Controller of Examinations will conduct the examination by setting the question papers internally.

The written examination will be conducted only for major and minor courses.

The question paper for the written examination will be of three hours duration and each question (Essay type) need not be restricted to any particular topic in a course but it should be a comprehensive of the syllabus of each course. The written examinations will be conducted at the same time in all campuses.

20.3. Oral (*viva voce*) examination (For doctoral programs only)

The advisory committee shall conduct the oral examination with one external member who shall be a specialist in the subject from outside the university. The external member will be nominated by the Vice-Chancellor on recommendation of the Controller of Examinations.

20.4. The Heads of Departments will monitor and coordinate the conduct of the comprehensive examinations both written and *viva*. The duration of the *viva* will be two hours. In case, chairman or any member(s) is absent, then co-opted faculty with the same discipline can act with the prior approval of Dean (SPGS) without fail. The proforma for obtaining approval of Dean (SPGS) for co-opt member is enclosed ([SPGS PF 4](#)).

20.5. Communication of results of comprehensive examination

The chairperson of the advisory committee shall act as chairperson for

the examination committee and the Head of the Department shall be responsible for communicating the results of the examination to the Controller of Examinations in the prescribed format (See Annexure [SPGS PF 10](#)).

20.6. Failure/absence in comprehensive examination

When a student fails or absents himself / herself for the comprehensive examination, he/she may apply again for permission to appear for re-examination to the Controller of Examinations through the Dean (SPGS) with the recommendation of the chairperson of the advisory committee and Head of the Department. A student who applies for re-examination should attend written examination and *viva-voce*. A student is permitted to write the comprehensive re-examination only two times during n+n years (i.e. regular +2 attempts). In such case, the prescribed re-examination fees should be paid to the Controller of Examinations. Re-examination shall not take place earlier than three months after the first examination and it will be conducted by the advisory committee as previously indicated. If a student fails in the re-examination he/she will not be eligible for the award of masters/doctoral degree in the university.

20.7. Students can initiate the research work without clearing the comprehensive examination. However, the research credits registered in the final semester should not be evaluated unless he/she successfully completes the comprehensive examination.

21. CREDIT SEMINAR

Seminar is compulsory for all the post graduate students and each doctoral student should register and present two seminars each with 0+1 credits in two semesters and one by the Masters' student. Registration of seminar credits is not allowed in the first two semesters.

A doctoral student can register only one seminar in a semester and only after successful completion of the registered seminar, the student is permitted to register another seminar. Permission has to be obtained from the Dean (SPGS) for re-registering the seminar credits for second and third time.

21.1 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 & Ph.D 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.

21.2 Evaluation

21.2.1. 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/Directorate.

21.2.2. The circular on the presentation of the seminars by the post graduate 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.

21.2.3. 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

21.2.4. Students who fail to present the seminar must be awarded 'F' and not 'E'

22. THESIS RESEARCH

22.1. Selection of topic

Once the post graduate students joined the program, it is the responsibility of the Head of the Department to organize a meeting of the students and PG teachers to make the students know about various activities of the Department. The students should be informed about the thrust areas of research of the Department, research projects undertaken by the scientists in the Department, research problems taken by the senior PG students, field of specialization of each scientist and infra-structural facilities available in the Department so that the student will develop some preliminary knowledge about the research problems. With the guidance of the advisory committee the students should identify the tentative area of research and include it in the plan of work. The advisory committee should guide the students in selecting a specific topic in the identified area and preparing a detailed proposal. While selecting the topic for thesis research, the specialization and competency of teachers, thrust area identified by the Department, external funded schemes operated in the Department and also the aptitude of the student may be taken into consideration. The topic for thesis research for the students of master's program should be of such a nature as to indicate a student's potentialities for conducting research and to train him/her in doing research. The thesis research for the Ph.D. degree should be of the nature of a definite contribution to the subject and the results should be of sufficient importance to merit publication. The findings should have some practical utility or should lead to theoretical contribution. The thesis shall be on a topic falling within the field of the major specialization and shall be the result of the student's own work. A certificate to this effect duly endorsed by the major advisor shall accompany the thesis.

22.2. Research proposal

The research proposal has to be presented by the student in a meeting organized by the Head of the Department to get the opinion / suggestions of the scientists of the Department for improving it. Three copies of the research proposal in the prescribed format should be sent to the Dean (SPGS) through the Head of the Department for approval before the end of the semester in which the student has registered research credits for the first time or before taking up the field / laboratory experiments whichever is earlier.

22.3 Evaluation of thesis research

After assigning the research problem, for each semester the student has to submit a detailed program of work to be carried out by him/her during the semester in the prescribed proforma ([SPGS PF 11](#) - Part A). After scrutiny and approval, a copy of the program has to be given to the student for carrying out the work during the semester.

22.3.1. Attendance register must be maintained in the Department for all the students to monitor whether the student has 80% of attendance in research. PG coordinators and Chairperson should monitor the attendance of the student and shall report from time to time to the Head of the Department for necessary action.

22.3.2. The Chairperson should maintain a register for each student to monitor the progress of thesis work (see annexure [SPGS PF 12](#))

22.3.3. After completion of 80% attendance for research and on or before the last day of the semester, the advisory committee should evaluate the progress of research/project work as per the approved program and monitoring register and award '**SATISFACTORY OR NOT SATISFACTORY**' depending upon quantity and quality of work done by the student during the semester (see annexure [SPGS PF 13](#) - Part B). The decision of the advisory committee is final.

The procedures of evaluating research credits under different situations are explained hereunder.

22.3.4. Situation I

The student has completed the research credits as per the approved program 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 '**NOT SATISFACTORY**' he/she has to reregister the same block of research credits.

22.3.5. Situation II

The student has not secured the minimum attendance of 80 percent.

22.3.6. Situation III

The student could not complete the research work as per the approved program of work for reasons beyond his/her control such as,

- a) Failure of crop
- b) Non-incidence of pests or disease or lack of such necessary experimental conditions.

- c) Non-availability of treatment materials like planting materials chemicals, etc.
- d) Any other impeding / unfavorable situation for satisfying the advisory committee.

Under the said **situations (II & III)** Grade '**E**' should be awarded. The student has to re-register the same block of research credits for which 'E' grade was awarded in the following semester with prior permission from Dean (SPGS). In the remarks column of the registration card, '**second time**' has to be mentioned and until the completion of reregistered credits, the student should not be allowed to register for fresh (first time) research credits.

In the class grade chart, it should be mentioned that 'E' grade was awarded due to 'lack of attendance' or 'want for favorable experimental conditions'.

22.3.7. Situation IV

When the student failed to complete the work even in the 'Second time' registration the student will be awarded 'not satisfactory' and in the class grade chart the 'second time' should be mentioned.

22.3.8. Situation V

If a student secures 'F' grade in course work and/or cannot complete qualifying examination till the end of final semester / grace period, 'E*' grade should be awarded for final block of research credits registered in final semester. He has to re-register the same block of research credits in the next semester and attend the qualifying exam/ Re-examinations, when conducted by the Controller of Examinations. However completion of 80% attendance requirement for the re-registered research credits need not be insisted.

22.3.9. Situation VI

If a student although completed his/her research program successfully, however failed to submit his/her thesis on time due to delay in documentation, he/she may be permitted to re-register and grade 'EE' should be awarded.

The student has to re-register the same block of research credits for which 'EE' grade is awarded in the following semester with prior permission from Dean (SPGS). In the remarks column of the registration card, 'second time' has to be mentioned. In the class grade chart and statement of marks, it should be mentioned that 'EE' grade was awarded due to delay in documentation. Such students shall be permitted to submit the thesis at any time of the academic session without waiting for 80 per cent attendance requirement.

The students are eligible to avail the 'EE' grade only one time in their academic career (n+n year). Awarding of 'EE' grade for second time is not permitted at any circumstances.

22.4 Re-registration of Research Credits

22.4.1. Masters and Doctoral Program

Students have to obtain prior permission from the Head of the Department for re-registering the research credits for second time. It is mandatory for obtaining prior permission from the Dean (SPGS) for re-registering the research credits for third time. Permission for re-registration

beyond third time and upto n+n years shall be obtained from the Deans' Committee. Permission for registration/re-registration beyond n+n years should be obtained from Academic Council for both Masters and Doctoral programs. The proforma for obtaining permission for re-registration credits is enclosed in the annexure [SPGS PF 36](#).

23. SUBMISSION OF THESIS

The research credits registered in the last semester of post graduate programs should be evaluated only at the time of the submission of thesis, by the advisory committee. Students can submit the thesis at the end of the final semester. The list of enclosures to be submitted along with the thesis is furnished in Annexure [SPGS PF 14](#). If a post graduate student has completed the thesis before the closure of the final semester, the chairman can convene the advisory committee meeting and take decision on the submission of the thesis provided the student satisfies 80 per cent attendance requirement. Copies of the thesis, one for masters program and two for doctoral program should be submitted in paper pack for evaluation to the Dean (SPGS). During the submission of thesis for evaluation, it is mandatory to enclose certificates for Plagiarism check and reference management. After incorporating the suggestions of the examiners and those received at the time of public defense, the thesis should be submitted to the university in CDs (two copies).

23.1. Grace period

Students can avail a grace period upto a maximum of two months from the date of closure of previous semester or until two days before commencement of the next semester whichever is earlier for submission of thesis by paying a necessary fine of Rs. 2000/-. If a student is not able to submit the thesis within the above specified time frame, then the student has to re-register the credits in the forthcoming semester. The student(s) who re-register the credits after availing the grace period will not be permitted to avail grace period for the second time.

The request letter for availing grace period based on the recommendation of advisory committee along with the receipt for payment of fine should be sent for the approval of the Dean (SPGS) within three days from the date of last working day of the previous semester. The proforma for availing grace period for thesis submission is enclosed in the annexure [SPGS PF 42](#).

23.2. Publication of articles

The publication guidelines informed by the Dean (SPGS) from time to time need to mandatorily followed without any deviations.

- The chairman of the advisory committee should be the corresponding author in all the research publications made by the students.
- The student who worked for his/her Masters/Ph.D. thesis will be the first author for all his/her publications. Due recognition is to be given for the advisory committee and hence, the Chairman and advisory committee members should be the co-authors.
- In case, students working in schemes/projects and the principal investigator (PI) of the scheme and chairman of the advisory committee are different persons, then the PI of the scheme will act as an corresponding author for research publications. The Co-PI of the projects can be included as one of the authors.

- Publication in predatory/pseudo journals will not be considered at any cost since it affects the reputation of the University besides the data generated through quality research work is wasted.

Masters Program (for all batches)

- **It is mandatory to publish minimum one research article from the Master's thesis work.**
- Publication of one research article should be made with **NAAS rating (more than 6.0 for Biological Sciences/Engineering division and more than 4.5 for social sciences)**. However, the journal should not be listed in the UGC predatory list. Nevertheless, the students are also encouraged to publish in high impact journals (Thompson Reuters).
- The student should provide a copy of the published article / acceptance letter along with manuscript of article at the time of submitting the thesis to external examiner for evaluation.
- At the time of result declaration student should submit a copy of the published article for issuing provisional degree certificate.

Doctoral Program (for all batches)

- **It is mandatory to publish minimum two research articles from the Doctoral thesis work.**
- Publication of two research articles should be made with **NAAS rating (more than 6.0 for Biological Sciences/Engineering division and more than 4.5 for social sciences)**. However, the journal should not be listed in the UGC predatory list. The chairperson can also encourage the scholars to publish in high impact journals (Thompson Reuters).
- During thesis submission (while sending to external examiners), student should submit atleast one published article and acceptance letter along with manuscript for the second article.
- At the time of result declaration student should submit a copy of two published articles for issuing provisional degree certificate.

24. EVALUATION OF THESIS

24.1. The thesis submitted in partial fulfillment of a master's degree shall be evaluated by an external examiner nominated by the Dean (SPGS). The panel of three external examiners in India (two from south and one from North) should be submitted by the Chairman in the format ([SPGS PF 15](#)) one month before the probable date of submission of thesis. The thesis shall be sent to external examiner with the approval of Dean (SPGS). Any enquiries related to the status of the thesis shall not be entertained strictly during the period of thesis evaluation by external examiner.

If the thesis is recommended with minor revision then the student has to revise and resubmit the thesis immediately within 15 calendar days. If the external examiner has recommended with major revision then the student has to redo experiments / field trial/redo analyses and resubmit the thesis within 1 month or upto a maximum period of 3 months as suggested in the evaluation report. If the student did not adhere to the stipulated time frame to submit the revised thesis, a fine of Rs. 3000/- has to be paid. If the thesis is not recommended then the student has to re-register the research credits as required based on the comments of the examiner, conduct necessary experiments and re-submit the thesis in one or two semesters as the case maybe.

24.1.1. An oral examination (public defense) will be conducted by the Advisory Committee after the thesis is recommended by the external examiner besides the student should have carried out the corrections/suggestions made by the external examiner (Annexure [SPGS PF 16](#)). Public defense for masters students shall be conducted by the Chairman of the advisory committee only on the working days (not on Saturday) in the presence of a **Proctor** appointed by the Dean (SPGS) to oversee the entire proceedings as a part of internal quality monitoring. The Heads of the Department shall nominate one Professor as a 'Proctor' from any sister Departments within the Directorate and it shall be approved by the Dean (SPGS). The format for appointing proctor is enclosed ([SPGS PF 24](#)). In addition, the proctor has to sign in the public defense report. The chairman shall send the recommendations of the advisory committee along with necessary certificate/documents in duplicate to the Dean (SPGS).

On the unanimous recommendation of the committee and with the approval of the university the degree shall be awarded to the candidate. The result declaration proposal will be sent by the Dean (SPGS) to the Registrar through the Controller of Examinations.

24.2. Doctor of Philosophy programs

24.2.1. The thesis submitted in partial fulfillment of the Ph.D. degree shall be evaluated by two external experts nominated by the Vice-Chancellor on the recommendation of Dean (SPGS). They shall be chosen from a panel of at least five names of specialists in the particular field, from outside the Tamil Nadu Agricultural University, suggested by the Chairman. The Dean (SPGS) however may include the external experts from outside the panel also. As the thesis evaluation by external examiner is a highly confidential matter, any enquiries related to the status of the thesis evaluation shall not be entertained strictly from any individuals and violation shall be viewed seriously. The external experts shall send their evaluation reports on the thesis directly to the Dean (SPGS) along with the copy of the thesis evaluated.

If the thesis is recommended with minor revision then the student has to revise and resubmit the thesis immediately within 15 calendar days. If the external examiner has recommended with major revision then the student has to redo experiments / field trial/redo analyses and resubmit the thesis within 1 month or upto a maximum period of 3 months as suggested in the evaluation report. If the student did not adhere to the stipulated time frame to submit the revised thesis, a fine of Rs. 5000/- has to be paid. If the Ph.D thesis is not recommended then the student has to re-register the research credits as required based on the comments of the examiner, conduct necessary experiments for not less than two semesters and re-submit the thesis.

In case of difference of opinion on the acceptability of thesis for award, the following criteria may be considered

- If one external examiner / all the examiners not recommended:
 - a. Re-register the final block of research credits for not less than two semesters for Doctoral program based on recommendation of external examiner, rewrite and resubmit the thesis (or)
 - b. Reply / contend the external examiner's remarks with justification. And send back the corrected thesis to the same evaluator.

After a student's thesis for Ph.D. degree is evaluated as indicated above, the thesis shall be finally accepted for the award only after the student satisfactorily completes a public defense. This public defense examination will be conducted by the student's advisory committee with the addition of one of the nominated external examiners only on working days (not on Saturday). The candidate is expected to defend the thesis at the examination in front of the advisory committee, faculty, students and interested public. The degree shall be awarded on the unanimous recommendation of the examining committee in regard to the thesis itself and the performance of the student in the public defense. The recommendation of the committee shall be forwarded by the chairman, which shall be signed by all members of the committee and the external examiner.

24.3. The Head of the Department should attend the public defense of masters and doctoral program students. The Dean (SPGS) can also attend the public defense to the maximum extent possible to monitor the system.

The aims of the PhD thesis defense are to evaluate the candidate's academic competence, performance and his/her ability to interpret and discuss the undertaken research independently. The candidate is obliged to give a short lecture supporting his/her PhD thesis, publications, and future research outlines. The final evaluation determines the candidate's academic results and conclusions. i.e. how clearly does she/he achieved the research objectives, solved the problems and obtained solutions; how logically the results are interpreted and further research possibilities outlined. Questions posed and clarification provided by the candidate during the defense give an impression about the candidate's ability in academic debate.

24.4 Administrative Requirements

The head of department and PG coordinator must provide

- One copy of the Ph.D. thesis
- The external examiners' comments / opinion and the candidate's reply (in written form)
- The candidate's academic *Curriculum Vitae*
- One-page abstract of the Thesis

24.5 Protocol for the public defense of Doctoral thesis

- Half an hour before the public defense, the advisory committee and the external examiner will have a closed meeting, where the chairman of the advisory committee makes a final check that the formal requirements of the defense (including the submitted questions, comments and the occurrent incompatibilities) have been met. The members briefly evaluate the Ph.D. thesis during which they *can formulate* the questions to be put to the candidate.
- It is required that all the members of the committee and one of the external examiners be present. If one of the members of the evaluating committee is absent, the defense can still be conducted. In this instance, the committee of examiners can be complemented from a co-opted member (who has no personal connections to, nor any conflict of interest with, the candidate. The co-opted member must be approved by the Dean, School of Post Graduate Studies and her/his co-option is noted in the minutes of the defense. The defense cannot be conducted without the external examiner and chairman of the advisory committee.

- The chairman of the advisory committee opens the public defense, greets the audience and introduces the members of the committee and the external examiner.
- The chairman is requested to present the candidate's academic biography.
- The chairman requests the candidate to present the main results and outlines of the thesis in a short lecture (about 30 minutes).
- The chairman requests the external examiner to present his comments (15 minutes maximum) and subsequently he also presents the comments of other examiner.
- The chairman asks the members of the committee of examiners, then the audience whether they have any questions to ask the candidate (the questions must be recorded in the minutes). She/he asks them whether they have further observations or comments (these need not be recorded, unless either the candidate or a committee member so requests it). It is desirable that a genuine debate should develop during the defense and this should be initiated by the committee members. This should serve the aim of developing a genuine academic debate through which both the thesis and its author would be examined.
- The chairman requests the candidate to reflect on the reviewers' opinions and on any negative evaluations as well and to answer the questions.
- The chairman asks the reviewers and other interlocutors whether they can accept the answers. If the answer is positive, the chairman suspends the academic debate and the committee of examiners together with the external examiner continues their work in a closed meeting. If the answers are not satisfactory, the chairman closes the debate after the clarification of different points of view.
- In the closed meeting, the committee evaluates both the Ph.D. thesis and the answers given by the candidate, and the committee. In the case of difference of opinion on the acceptability of evaluation report of external examiner, the Dean (SPGS) with the approval of Vice-Chancellor and on special recommendation of advisory committee may refer the thesis for scrutiny and independent judgment to a third external examiner. If the third examiner recommends the thesis for award of degree the recommendation may be accepted provided at least one of the two original external examiners who read the thesis also agrees with this recommendation, if not the thesis shall not be considered for the award of the degree.
- If the candidate has passed, the chairman conveys the recommendation (i.e the Ph.D. degree should be granted to the candidate) to the Dean, School of Post Graduate Studies in the prescribed proforma [SPGS PF 17](#).
- If candidate has failed, the chairman reads 'in the event of an unsuccessful defense a new procedure can be initiated after six months from the unsuccessful defense'.
- The chairman closes the meeting.
- The candidate may not provide refreshments to other participants before and during the defense. However, the department may organize refreshments after completion of the defense.

24.6 Declaration of the Result

- The report of the defense should be sent in the prescribed proforma [SPGS PF 18](#) as soon as possible to the Dean, School of Post Graduate Studies by the Head of Department, who in turn forward the file and other academic records to the Controller of Examinations and the Registrar for result declaration of the candidate.
- The student should submit soft copies of his/her thesis in "**pdf format wrapper to wrapper**" and pdf format of individual chapters for uploading in Shodhganga / ICAR / UGC websites as per the prescribed format in the annexure [SPGS PF 37 A](#) & [SPGS PF 37 B](#).

24.7 Protocol for Masters' Thesis Defense

- The protocol for PhD thesis defense shall be followed for Masters Memoir defense (refer 24.4 & 24.5).
- However, the proctor should oversee the proceedings and duly sign after the presentation.
- The report of the defense shall be sent by the Head of Department with the signature of the proctor.

25. REVISION OF THESIS

If an examiner recommends for revision of thesis the following norms will be adopted.

25.1. Recommended with minor revision (typographic/ rephrasing/ editing, addition or deletion of minor content, reference management) – revise and resubmit within 15 calendar days to Dean (SPGS).

25.2. Recommended with major revision

- a) redo analyses and correct mistakes - resubmission of thesis within 1 month (30 calendar days).
- b) redo lab experiments / field trial – resubmission of thesis within 3 months (90 calendar days).

25.3. At the time of resubmission, the advisory committee should give a certificate for carrying out the corrections/ recommendations and the same to be verified by the Head of the Department (See annexure [SPGS PF 16](#)). The resubmitted copies of thesis should be got corrected carrying out the necessary corrections indicated by the external examiners. The details will be scrutinized by the Dean (SPGS) and orders will be issued by the Dean (SPGS) for conduct of public defense.

25.4. The fine for late submission of revised thesis may be collected from the students submitting thesis beyond the due date with the recommendation of the Chairman as below:

- Masters Degree - Rs. 3000/-
- Ph.D. Degree - Rs. 5000/-

The Dean (SPGS) shall ensure that the delay is due to the fault of the student. The proforma for justification for late submission of thesis is enclosed in the annexure [SPGS PF 19](#).

26. FAILURE TO APPEAR FOR DEFENSE /NON SUBMISSION OF THESIS AFTER DEFENSE

If a candidate fails to appear for public defense, on the date fixed by the chairperson the following are the time-frame and penalty.

26.1. The defense must be completed within **four and six years from the date of** first registration for masters and doctoral programs, respectively. An amount of penalty/ fine of Rs.10,000/- (or) actual cost organizing public defense, whichever is higher must be charged to the candidate.

26.2. When a student exceeded the residential requirement of **four and six years for masters**, doctoral programs, **respectively and later obtained** the approval of academic council for late submission but fails to appear for public defense, the student must complete the defense within next six calendar months from the date of communication of appointment of external examiner for conducting final defense to the chairperson/by Dean (SPGS). However, the penalty as indicated in has to be paid.

26.3. After successful completion of public defense, if a student fails to submit the corrected version of the thesis to Dean (SPGS) within 20 calendar days, he /she will be levied a fine of Rs.5000/- at the time of sending the proposal for result declaration. Submissions beyond a period of three months from the date of public defense will not be permitted.

27. RESULT NOTIFICATION

27.1. After the completion of each semester, the student will be given the statement of marks by the Controller of Examinations.

27.2. The transcript will be prepared by Controller of Examinations.

27.3. The result declaration proposal will be sent by the Dean (SPGS) to the Registrar through Controller of Examinations.

28. MERIT SCHOLARSHIP/RESEARCH ASSISTANTSHIP

Merit scholarships/Research Assistantships are awarded to students of Masters and Doctoral Program respectively who are native of Tamil Nadu. Meritorious candidates will be selected by the Dean (SPGS).

28.1. Masters program

TNAU merit scholarship is awarded every year for the students of masters program who are native of Tamil Nadu. The Dean (SPGS) will call for applications and sanction the scholarship every year. The details are given below:

28.1.1. It is awarded purely based on merit taking into account the OGPA secured in the under-graduate program.

28.1.2. The rate of scholarship is Rs.3000/- p.m.

28.1.3. The awardees should not receive any other scholarship or fellowship from any other source.

28.2. Doctoral program

The Research assistantship is awarded to Ph.D. students of the TNAU who are native of Tamil Nadu only.

28.2.1. Only full time Ph.D. students are eligible to apply.

28.2.2. It is awarded purely based on merit taking into account the total marks secured by the students in the masters program.

28.2.3. An amount of Rs.5000/- p.m is awarded.

28.2.4. The awardee should not receive any other scholarship/fellowship from any other source

28.3. Refund of scholarship/Research Assistantship

In case, the scholarship holder discontinues the course at any time after the award, he/she has to refund the entire amount received by him/her in one lump sum with 6 % penal interest from the date of payment up to the date on which it is repaid.

28.4. Refund of student SRF/JRF fellowship

In case, the student SRF/JRF discontinues the course (temporary/permanent) at any time after the award, he/she has to refund the entire amount received by him/her in one lump sum with 10 % penal interest from the date of payment up to the date on which it is repaid.

If the research progress of student SRF/JRF is not satisfactory (NS) for a particular semester, then NS can be awarded and he/she can re-register the research credits. In such case, fellowship can be continued, provided the principle investigator and the advisory committee accepts to provide the fellowship to the same student. However, if the progress of the student is still not satisfactory for the next consecutive semester, then the fellowship has to be cancelled and the student has to refund the entire amount received by him/her in one lump sum with 6% penal interest from the date of payment up to the date on which it is repaid. Nevertheless, if the principle investigator and the advisory committee feels that the progress of research work by student JRF/SRF is not satisfactory at the end of the first semester itself for which fellowship was provided, then the fellowship may be cancelled and the student has to refund the entire amount received by him/her in one lump sum with 6% penal interest from the date of payment up to the date on which it is repaid.

In any such cases, fellowship if cancelled due to unsatisfactory in research work carried out by the student, then the principle investigator and advisory committee has to submit the recommendations through the Head of the Department to the Dean (SPGS) for approval.

28.5. Fellowship / scholarship option

28.5.1. The students availing any scholarship/fellowships are permitted to switch over to other fellowship/scholarship only one time during the course of study by refunding the entire amount received by him/her in one lump sum with 6 % and 10 % penal interest from the date of payment up to the date on which it is repaid for scholarship and fellowship, respectively.

28.6. Guidelines for Students Fellowship (SRF/JRF)

- i. The Dean (SPGS) shall administer all kinds of fellowships for masters and doctoral students in the university. Selection of student SRF/JRF in the externally funded schemes will be based on the Performance of student in the form of OGPA obtained in the previous semester(s) of the programme in which they are undergoing and not from the previous degree.
- ii. In the externally funded projects / schemes, **preference** should be given for engaging student research fellows (JRF / SRF) rather than full time JRF / SRF.
- iii. Student research fellowships are given for one year and two years to the students of Masters and Doctoral programme respectively.
- iv. While selecting the student for fellowship, **both OGPA of previous semester(s) and NET qualification** are to be considered. Priority has to be given for the student with NET qualification. In the absence of students with NET qualification, students without NET can be considered.
- v. While allotment of students, the **Principal Investigator** of the externally funded project, may be considered for the chairmanship, subject to approval of guideship by Dean (SPGS). If two or more students are to be allotted as student SRF/JRF in the same department, then the seniority of the Administrative Sanction Order should be considered for matching with rank list.
- vi. Students availing fellowships from various funding agencies viz., CSIR, DST-INSPIRE, UGC – RGNF, UGC –MANE, UGC – JRF (NET), ICSSR or similar scholarship obtained on their own may be **permitted to continue until completion of final viva-voce**. In this case, the student should stay in the campus and sign the student’s attendance during the period between submission and *viva-voce*. In this category also, progress of work by way of publication, technology and patents and commercialization to be sent to the Dean (SPGS).
- vii. Documents to be submitted to Dean (SPGS) for awarding student SRF / JRF in externally funded schemes are as follows
 1. ASO (Administrative Sanction Order)
 2. Overall university rank list in the respective discipline ([SPGS PF 20](#))
 3. Willingness to avail Student Fellowship ([SPGS PF 21](#))
 4. Willingness to be given by the Student to avail fellowship from externally funded schemes - Undertaking by the Student. ([SPGS PF 22](#))
 5. Allotment of Students under JRF / SRF students fellowship ([SPGS PF 23](#))
 6. Copy of NET certificates
 7. Cover letter to be submitted to Dean (SPGS) by the Head of the concerned Department in the main campus.

29. MALPRACTICES IN EXAMINATION AND MISCONDUCT OF STUDENTS

29.1. The Dean (SPGS)/Deans of the Colleges shall be responsible for dealing all cases of unfair means by students in writing records, assignments and examinations.

29.2. The invigilator or the course teacher concerned shall report each case of unfair means with full details of evidence and written explanation of the student concerned to the Dean (SPGS)/Dean of the college immediately.

29.3. The Dean (SPGS)/Dean of the College shall take appropriate action on receipt of the report and the penalty may be as indicated below.

29.3.1. Students found using unfair means during the mid-semester examination will be debarred from the college for the remaining period of semester and deemed to have failed in all the courses during the semester.

29.3.2. Students found using unfair means during the final theory /practical examination will be deemed to have failed in all the courses in that semester and also debarred from the college for the next semester.

29.3.3. For using unfair means of a serious nature (which will be decided by committee nominated by the Deans concerned) warranting higher penalties than those indicated in clauses 29.3.1 and 29.3.2 the student may be debarred from the university for a period of two semesters or more or expelled permanently after obtaining the orders of the university. In such cases, the students concerned shall not be allowed to sit for the remaining examinations in the concerned course or other courses.

29.3.4. Details of each case together with all material evidence and recommendations of the Dean shall be communicated forthwith to the Registrar of the university. The Dean shall issue necessary orders and report each case falling under clauses **29.3.1**, **29.3.2** and **29.3.3** to the Registrar immediately.

29.4. Ragging rules

Students found involved in ragging or in any other misconduct, or on a report received from the affected student(s), the Dean (SPGS)/ Dean of the college, shall immediately expel the concerned student(s) against whom the report is received from Hostel/College, for the current semester and the Dean shall further constitute a committee to probe and conduct enquiry into the matter and based on the report from the committee, shall pass the final orders on merit of the case within three working days.

29.5. Unlawful activities

In case of students found involved in any unlawful activities either within or outside the Hostel/College Campus, besides, expulsion both from the Hostel and College at the discretion of the Dean, the matter will be reported to the Police of the jurisdiction to be dealt with, in accordance with the appropriate law in force.

29.6. Plagiarism

No student shall submit the words, ideas, images or data of another person as the Student's own in any academic writing, essay, thesis, project, assignment, presentation or poster in a course or program of study. Anti Plagiarism software installed at the office of Dean (SPGS) can be used to avoid duplication of research work done by students of TNAU. Students should submit the thesis for plagiarism check in the prescribed format given in the annexure [SPGS PF 25](#). After checking the thesis with this software, students must get and it should be enclosed along with thesis submission. Similarity level of less than 30 percent is only accepted for submission of thesis. This is applicable for all Masters and Doctoral students.

30. RECOGNITION OF POST-GRADUATE TEACHERS

The Dean (SPGS) normally recognizes teachers for offering courses and guiding the students of masters program based on the request of teachers and the recommendation of Head of the Department and the concerned University Officers. These recognized teachers shall offer courses

to masters students as required by the concerned Heads of Departments, normally, in their own field of specialization unless extra-ordinary circumstances demand for offering other courses. All the recognized guides for masters program are competent to guide research work of Master's degree students in their own fields of specialization. The Heads of Departments shall assign students to the recognized guides taking into account their specialization. The students should be uniformly distributed instead of all of them taking research topics in one or two specialized branches in the Department.

In sending the proposal for the recognition of post graduate teachers, the following guidelines may be adopted.

30.1. Teachers and guides for masters program

- i) Professors
- ii) Associate Professors
- iii) Assistant Professors: Persons having Ph.D. degree with 3 years of active experience in the concerned field (or) Persons having a master's degree with five years of active experience in the field are eligible for recognizing as M.Sc./ M.Tech. Teachers. After handling any two PG courses he/she is eligible to guide M.Sc./ M.Tech. students.

The Heads of Departments will use their discretion while sending the proposals based on the qualification and experience as given above besides the interest and capability of faculty in teaching need to be assessed. The proposals can be sent only when there is acute need for teachers/guide in the prescribed format, given in the annexure ([SPGS PF 26](#)).

30.2. Teachers and guides for doctoral program

Teachers in the cadre of Professors are recognized as Ph.D. teachers and guides.

In the case of Associate Professor, the recognized guides for Masters Program after guiding two M.Sc students can aspire to become a Ph.D. teacher. Assistant Professors with Ph.D qualification and five years of any teaching experience regardless of place of work and guided two M.Sc students can aspire to become a Ph.D. teacher. However, in case of dearth of faculty to teach in the Department or no Professor to handle a specialized course, then the Head of the Department can send the proposal for Ph.D teacher recognition with full justification to the Dean (SPGS) for approval.

After handling two Ph.D. courses, the recognized Ph.D teacher becomes eligible to be a guide for Ph.D. student. However, an Assistant Professor/Associate Professor who is a principle investigator for externally funded project but without the above said qualifications can send the proposal for consideration of his/her candidature for Ph.D guideship. The decision of the Dean (SPGS) is final in this regard.

While forwarding the application the Head of the Department/Director should consider the seniority of the teacher, number of courses handled and students guided and number of research schemes operated.

31. PERMISSION TO UNDERTAKE STUDY TOUR

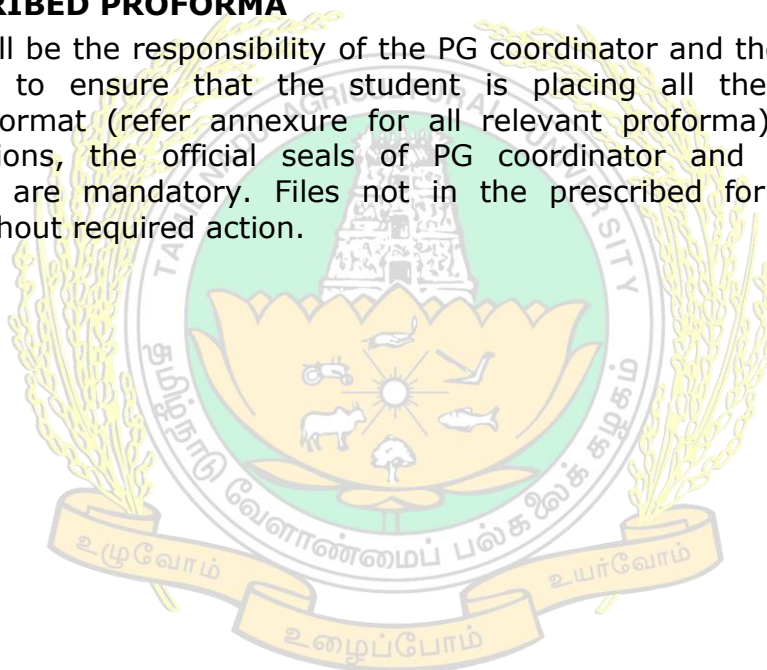
The course teachers planning to take students for exposure visit has to obtain approval from the Dean (SPGS) in the prescribed format ([SPGS PF 27](#)). A minimum processing time of 4 working days for local and 7 working days for out of State is necessary and it is instructed to plan accordingly and submit the request well in advance. To undertake study tour out of the state, approval of the Vice-Chancellor is mandatory.

32. PROFORMA FOR PAPERS IN SEMINAR/SYMPOSIA/TRAINING

Students should obtain permission of the Chairman and the Head of the Department for submitting the abstract for seminar/conference. After acceptance of the paper for presentation, the student has to obtain permission from the Dean (SPGS) in the prescribed format ([SPGS PF 28](#)). A minimum processing time of 4 working days for local and 7 working days for out of State and 10 working days for other country is necessary and students are instructed to plan accordingly and submit the request well in advance.

33. PRESCRIBED PROFORMA

It shall be the responsibility of the PG coordinator and the Head of the Department to ensure that the student is placing all the requests in prescribed format (refer annexure for all relevant proforma). For all the communications, the official seals of PG coordinator and Head of the Department are mandatory. Files not in the prescribed format shall be returned without required action.



ANNEXURE**SPGS PF 1****Registration Card**

Department : Masters/Doctoral Program in _____
 Year of Semester : Date of commencement :
 Admission : Date of Registration :
 Name of the student : ID.No. :

S.No.	Course No.	Title of the course	Credit Hours	Remarks*
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
Total				

*To be indicated as First time or second time, as the case may be

Signature of the Student

Signature of the Chairman

Signature of the PG Coordinator

Signature of the Head of the Department

Approved by

Dean (SPGS)

SPGS PF 2**Proforma for Formation of Advisory Committee**

(To be sent in triplicate within one month from the commencement of I semester)

1. Name of the student :
2. I.D. No. :
3. Degree :
4. Subject :
5. Campus :
6. Advisory committee :

S.No.	Advisory committee	Name, designation and Department	Date of Retirement	Signature
	Chairman			
	Members			

1. Chairman:
2. Member
 - 1.
 - 2.
 - 3.
3. Additional member (if required)
4. Reasons for additional member

PG Coordinator**Head of the Department****Approved by****DEAN (SPGS)**

A Faculty related to thesis research may be included as additional member with full justification at the time of sending proposals (Program of research) to the Dean (SPGS) for approval.

SPGS PF 3

Proforma for Change in the Advisory Committee
(To be sent in triplicate)

1. Name of the student :
2. Campus :
3. Degree :
4. Subject :
5. I. D. No. :
6. Proposed change :

- | | Name and designation | Date of retirement | Signature |
|---------------------------------|-----------------------------|---------------------------|------------------|
| a. Existing chairman/
member | | | |
| b. Proposed chairman/
member | | | |
| 7. Reasons for change : | | | |



PG Coordinator

Head of the Department

Approved by

DEAN (SPGS)

SPGS PF 4

**Proforma for Obtaining Permission for Co-Opt Member/ Co-Opt
Chairperson**

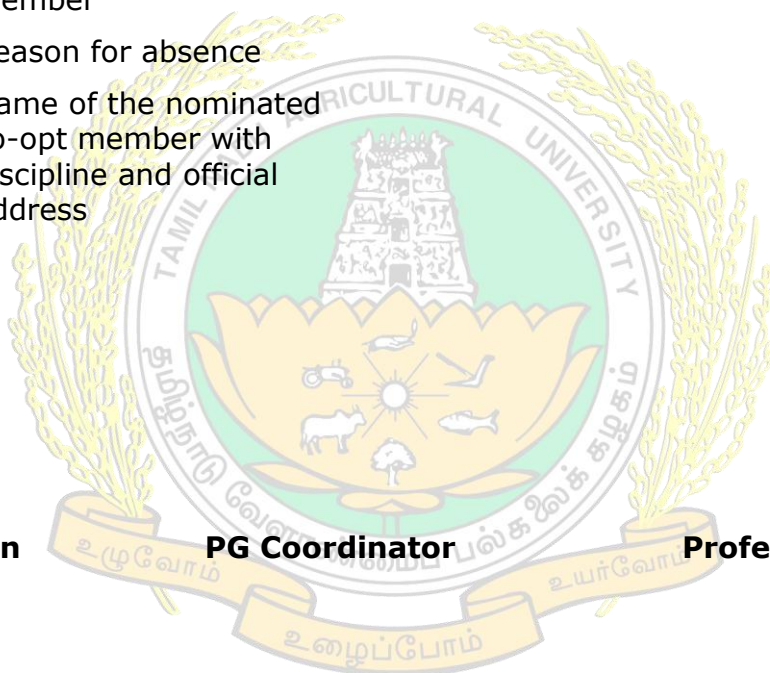
1. Name & ID No. of the Student
2. Department
3. Campus
4. Thesis Title

5. Name & Address of the Chairman
6. Date of public defense
7. Name of the approved member
8. Reason for absence
7. Name of the nominated co-opt member with discipline and official address

Chairman

PG Coordinator

Professor & Head



Approved / Not approved

Dean (SPGS)

Scanned copy may be sent through e-mail for approval.

SPGS PF 5**Proforma for Plan of Post Graduate Work (PPW)**

(To be sent in triplicate before the commencement of mid semester examinations in the first semester)

1. Name of the student :
2. Campus :
3. I.D.No. :
4. Degree :
5. Subject :
6. Course Program :

S.No	Course No.	Course title	Credit hours
	a.	MAJOR	
	b.	MINOR	
	c.	SUPPORTING	
	d.	NON CREDIT	
	e.	SEMINAR	
	f.	RESEARCH	
	g.	TOTAL CREDITS	
7.	Tentative area of research (indicate the major field of specialization)		

Signature of the student

Advisory committee :	Name	Signature
Chairman :		
Members :	1.	
	2.	
	3.	
	4.	

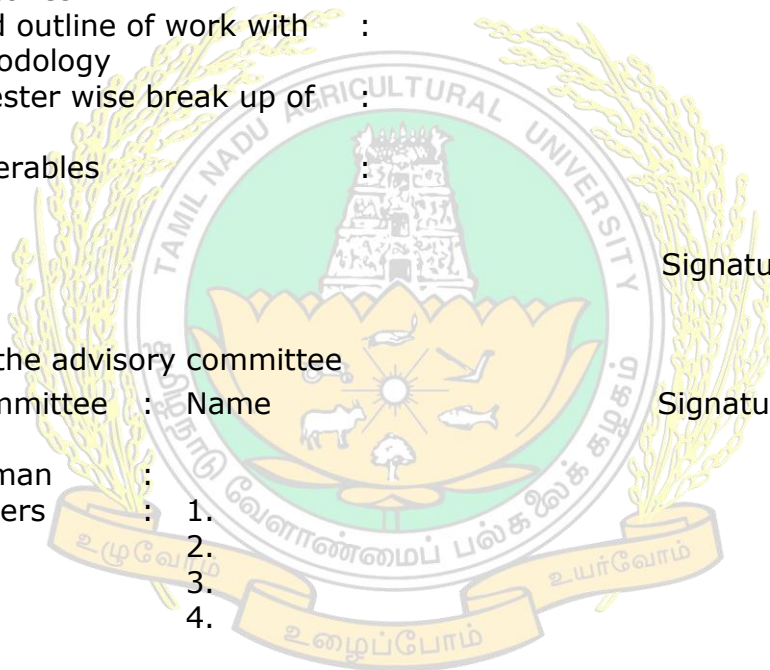
P.G. Coordinator**Professor and Head of the Department****Approved by****DEAN (SPGS)**

SPGS PF 6

Proforma for Outline of Research Work (ORW)

(To be sent in triplicate before end of second semester)

1. Name :
2. Campus :
3. Degree :
4. I.D. No. :
5. Subject :
6. Date of joining :
7. Title of the research project :
8. Duration :
9. Location :
10. Introduction / Background of research :
11. Review of work done :
12. Rationale :
13. Objectives :
14. Broad outline of work with methodology :
15. Semester wise break up of work :
16. Deliverables :



Signature of Student

Approval of the advisory committee

Advisory committee : Name

Signature

Chairman :

Members : 1.

2.

3.

4.

P.G. Coordinator

**Professor and Head of
the Department**

Approved by

DEAN (SPGS)

SPGS PF 7

Proforma for Change in the Outline of Research Work (ORW)

- | | | |
|--|---|--|
| 1. Name | : | |
| 2. Degree | : | |
| 3. Subject | : | |
| 4. ID.No. | : | |
| 5. Proposed change in the approved program of research | : | Approved: (the one that is to be changed. Eg. Title/objectives etc) |

Proposed:

- | | | |
|--|---|--|
| 6. Reason for change | : | |
| 7. Number of credits completed so far under the approved program | : | |
| 8. a. Whether already earned credits are to be retained or to be deleted | : | |
| b. If retained, justification | : | |

Approval of the advisory committee

Advisory committee :

Chairman :

Members :

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

Name

Signature of the student

Signature

PG Coordinator

Professor and Head of the Department

Approved by

DEAN (SPGS)

SPGS PF 8**Registration Card for Re-Examination**

Department : Masters/Doctoral Program in _____
 Year of Semester : Semester :
 Admission : Date of Commencement :
 Name of the student : ID.No. :

S.No.	Course No.	Title of the course	Credit Hours	Remarks*
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
Total				

*First time; second time- RA1; third time- RA2

Signature of the Student

Signature of the Chairman

Signature of the Coordinator

Signature of the Head of the Department

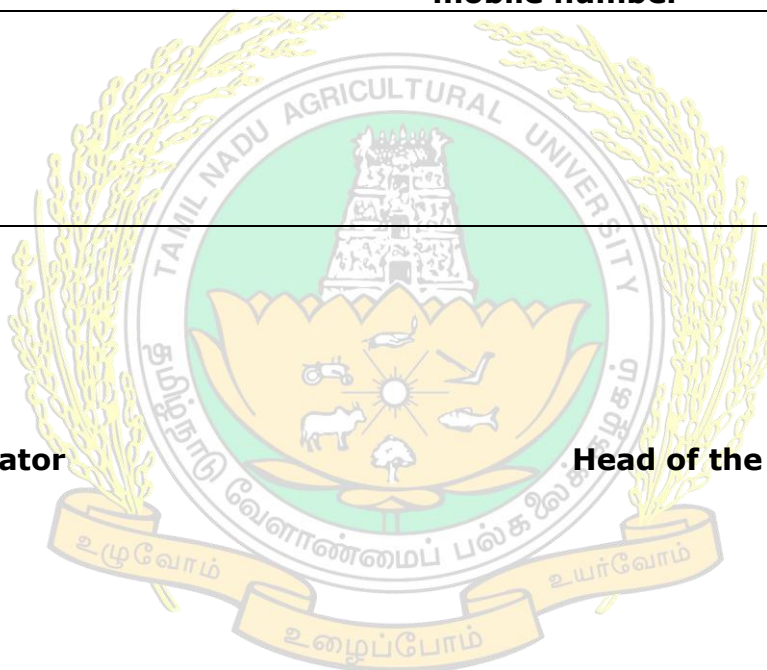
DEAN (SPGS)

Controller of Examination

SPGS PF 9**Proforma for the Proposal of Comprehensive Examination**

1. Name of the student :
2. Degree :
3. I. D. No. :
4. Subject :
5. Whether the student has successfully completed 80% of course credits separately in major and minor subjects :
6. No. of credits completed :
7. Title of thesis :
8. Panel of external examiners :

S. No.	Name	Updated Address with email ID and mobile number	Specialization
a.			
b.			
c.			
d.			
e.			

PG Coordinator**Head of the Department****Controller of Examinations**

SPGS PF 10

Proforma for Communication of Results of Comprehensive Examination

1. Name of the student :
2. I. D. No. :
3. Degree :
4. Department :
5. Date of examination :
6. Result (Successful/ Not successful*) :
7. Remarks :

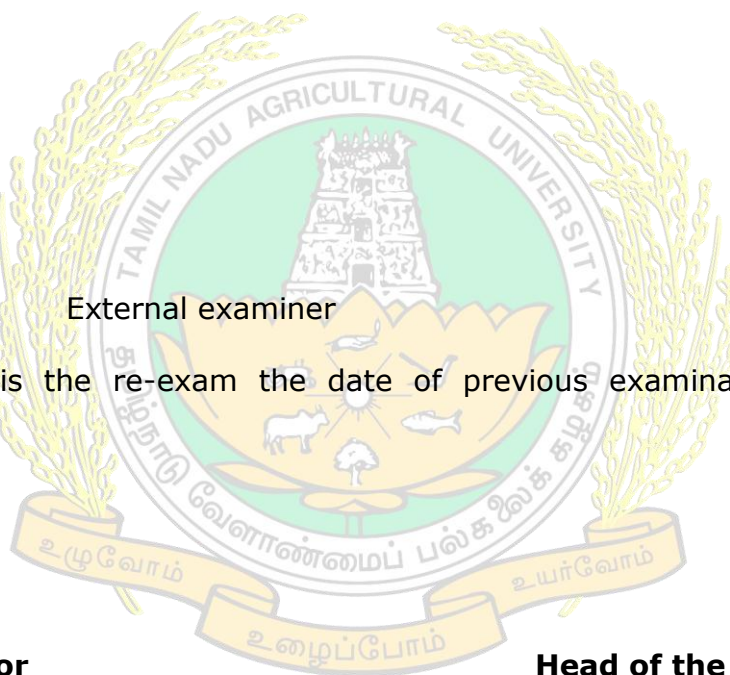
(*) to be written by the external examiner

Name: _____ Signature _____
[in block letters]

Chairman:

- Members:
- 1.
 - 2.
 - 3.
 - 4.
 5. External examiner

Note: If this is the re-exam the date of previous examination may be reported



PG Coordinator

Head of the Department

Controller of Examinations

SPGS PF 11

Proforma for Registration of Research Credits Part- A (PROGRAM)

Semester ____ / ____ Year Date of registration:

1. Name of the student and I.D. No. :
2. Total research credits completed so far :
3. Research credits registered during the semester :
4. Program of work for this semester (list out the items of research work to be undertaken during the semester) :

Approval of advisory committee

Chairman:

- Members:
- 1.
 - 2.
 - 3.



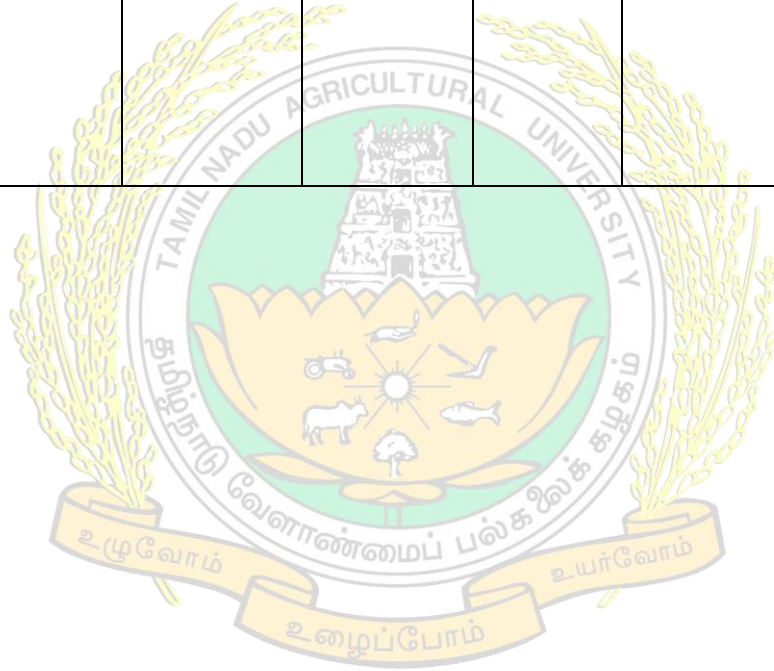
PG Coordinator

**Head of the
Department**

(Approval should be accorded within 10 days of registration)

SPGS PF 12**Proforma for Monitoring Register**

Date of meeting	Review of the previous work that was assigned	Remarks of Chairman	Work Assigned for next week	Date on which the student has to report	Signature of the student	Signature of Chairman



SPGS PF 13

Proforma for Evaluation of Research Credits Part - B (EVALUATION)

(Evaluation to be done before the closure of semester)

Date of closure of semester :

Date of evaluation :

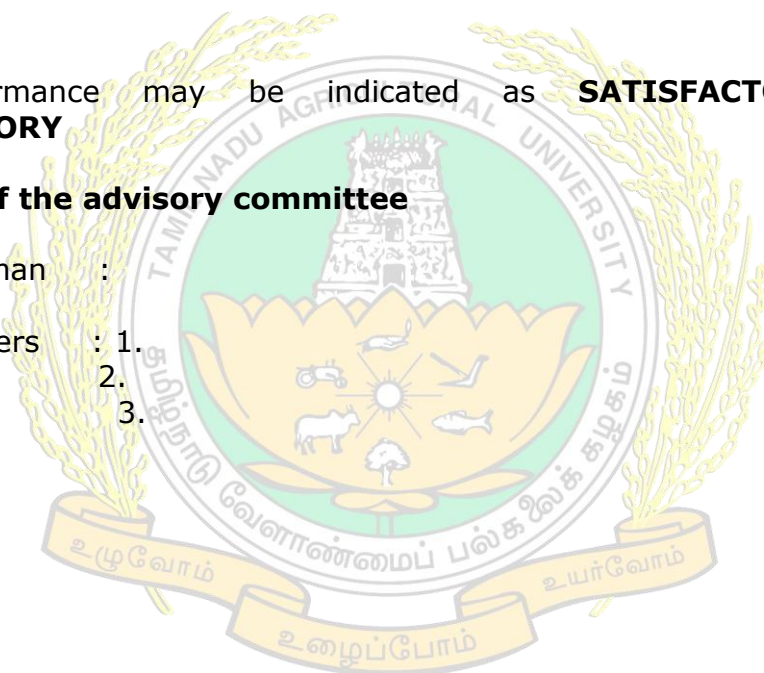
1. Whether the research work :
has been carried out as per
the approved program
2. If there is deviation specify :
the reasons
3. Performance * :

(* Performance may be indicated as **SATISFACTORY** /**NOT SATISFACTORY**

Approval of the advisory committee

Chairman :

Members : 1.
2.
3.



PG Coordinator

Head of the Department

(Evaluation report should be accorded within 10 days from the last working day)

SPGS PF 14

List of Enclosures to be submitted along with Thesis

(Original Clearance S.No.1 to 5)

1. Clearance from Library
2. Clearance from Hostel
3. Clearance from Physical Education
4. Clearance from Directorate of student Welfare
5. Clearance concerned Department
6. Thesis abstract (English)
7. One page Research findings (English and Tamil)
8. Details of previous examination passed (Copy appended) - [SPGS PF 31](#)
9. Course completion certificate - [SPGS PF 32](#)
10. Attendance certificate
11. Semester wise registration card, report card with grades and G.P.A obtained
12. List of courses completed and Grades obtained
(Masters - [SPGS PF 29](#); Doctoral - [SPGS PF 30](#))
13. Comprehensive exam result
14. Post -Graduate /Doctoral degree Transcript Card - [SPGS PF 33](#)
15. Copy of Published research articles (One for masters & two for doctoral)
16. Certificate for Anti - plagiarism - [SPGS PF 25](#)
17. Certificate for Reference management - [SPGS PF 38](#)
18. Permission orders for all re-registration issued by Dean (SPGS) if any
19. Dean's Committee/Academic Proceedings copy for the re-registration /registration permission if any
20. Cover Letter

SPGS PF 15**Proforma for Proposal of External Examiners for the Thesis Evaluation**

(To be sent in duplicate in confidential cover)

1. Name of the student :
2. Campus :
3. I.D. No. :
4. Degree :
5. Subject :
6. Thesis title :
7. Name of the chairman :
8. Panel of external examiners :

Three external examiners for Masters and five external examiners (Two from North India and three from South India) for Doctoral program shall be suggested.

Sl. No.	Name	Address (email ID & Mobile no.)	Field of specialization
i.			
ii.			
iii.			
iv.			
v.			

B. Remarks

Signature of the chairperson of the advisory committee

Head of the Department

Note: The Chairman of the Advisory committee shall provide the updated address and mobile number of the external examiners

SPGS PF 16

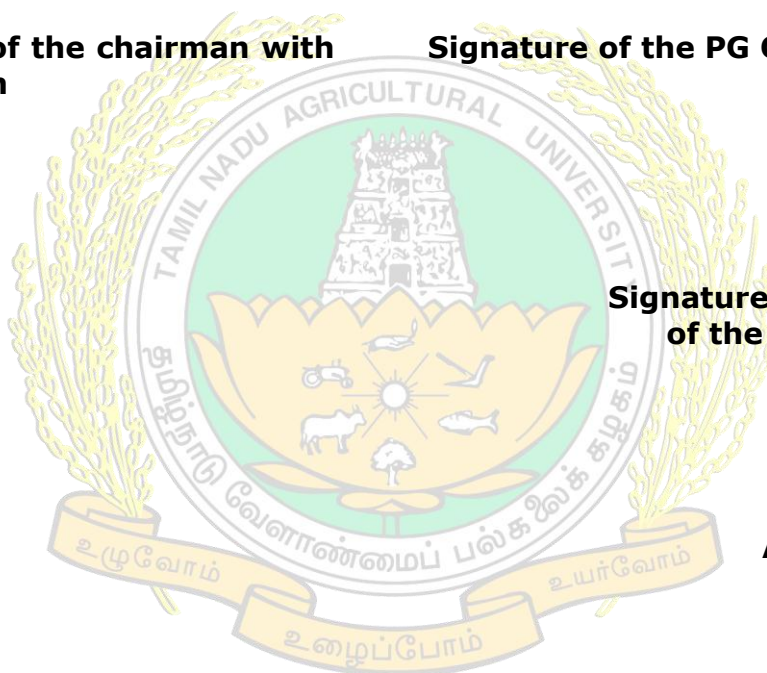
Certificate for having Carried out the Suggestions of the External Examiner and Advisory Committee

(To be enclosed along with report of the public defense)

Certified that Thiru/Selvi/Tmt. I.D.No. has carried out all the correction and suggestions as pointed out by the external examiners(s) and the advisory committee and has submitted copies of his/her M.Sc./Ph.D. thesis in hard bound cover and CDs

Signature of the chairman with designation

Signature of the PG Co-ordinator



Signature of the Head of the Department

Approved by

Dean (SPGS)

SPGS PF 17**Tamil Nadu Agricultural University
Report of the Public Defense**

(To be sent in triplicate)

1. Name of the candidate with :
I.D. Number
2. Degree to be awarded :
3. Discipline/Major :
4. Faculty :
5. Name of the college :
6. Date and time of public :
defense
7. Title of the thesis as in final :
copy of the thesis

Particulars of the external examiner(s) who has/have evaluated the thesis :

S. No.	Name of the external examiner	Remarks of the examiners*
1.		
2.		

* Recommended/ Recommended with minor revision/ Recommended with major revision /Not Recommended

Recommendation of the Examining committee present at the time of final viva voce examination:

- a. Recommends/ does not recommend unanimously the award of degree
- b. The performance of the candidate in public defense is assessed as

* (very good/ good/ satisfactory/ not satisfactory)

S. No.	Name in block letters	Chairman/Member	Signature
1.		Chairman ** Co-opted chairman & Head of the Department	
2.		Member	
3.		Member	
4.		Member	
5.		** Co-opted member	
6.		Additional member (if any)	
7.		External examiner	

** If co-opted in the absence of chairman/member

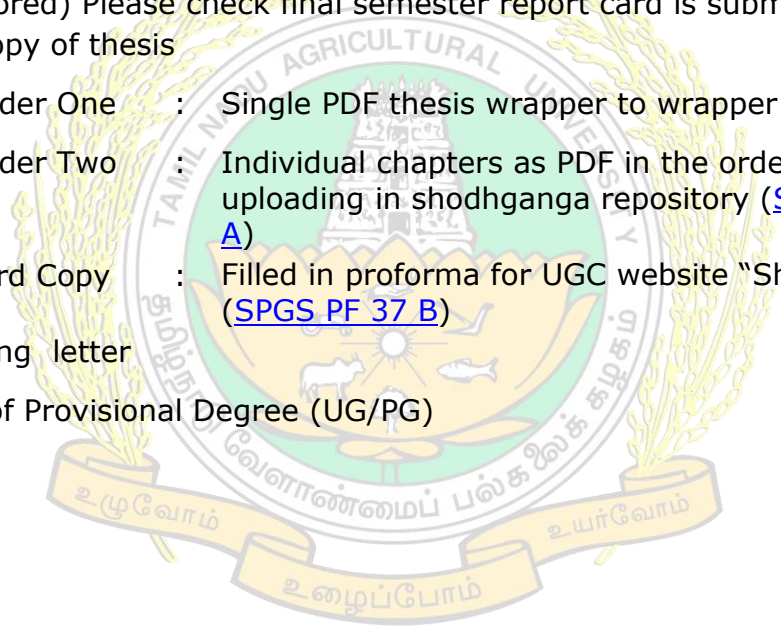
The original report(s) from the external examiner(s) is/ are enclosed.

PG Coordinator**Chairman of the
Advisory
committee****Proctor
(in the case of
masters)****Head of the
Department**

SPGS PF 18

List of Enclosures to be submitted after Public Defense for Result Declaration

1. Report of the Public Defense (3 copies) – [SPGS PF 17](#)
2. Thesis evaluation report sent by External Examiner (Original Copy) – [SPGS PF 39](#).
3. Certificate for having corrected the suggestions of the external examiner and advisory committee (one copy) – [SPGS PF 16](#)
4. In case of minor revision, correction carried out certificate with sign of advisory committee
5. Co-opt member permission (if any) – [SPGS PF 4](#)
6. Dean (SPGS) approved copy of Advisory Committee (if additional member is included in the committee)
7. Report cards (if already provided during thesis submission then it may be ignored) Please check final semester report card is submitted.
8. Soft copy of thesis
 - a. Folder One : Single PDF thesis wrapper to wrapper
 - b. Folder Two : Individual chapters as PDF in the order for uploading in shodhganga repository ([SPGS PF 37 A](#))
 - c. Hard Copy : Filled in proforma for UGC website "Shodhganga" ([SPGS PF 37 B](#))
9. Covering letter
10. Copy of Provisional Degree (UG/PG)



SPGS PF 19

Justification for Late Submission of Thesis (If Applicable)

1. Name of the student :
2. Degree :
3. Subject :
4. I.D. No. :
5. Date of first registration for the degree :
6. Number of semester for which the candidate could not register :
7. Reason for not registering and continuing the study :
8. Period of delay in submission of thesis :
9. Period lost due to transfer/ill health :
10. Date of submission of thesis :

Signature of the student

11. Specific remarks and recommendation of the chairman

Signature of the chairman with designation

12. Specific remarks and recommendation of the Head of Department

Signature of the Head

13. Recommendation of the Deans of colleges

Signature of the Dean

14. Recommendation of the Dean (SPGS.)

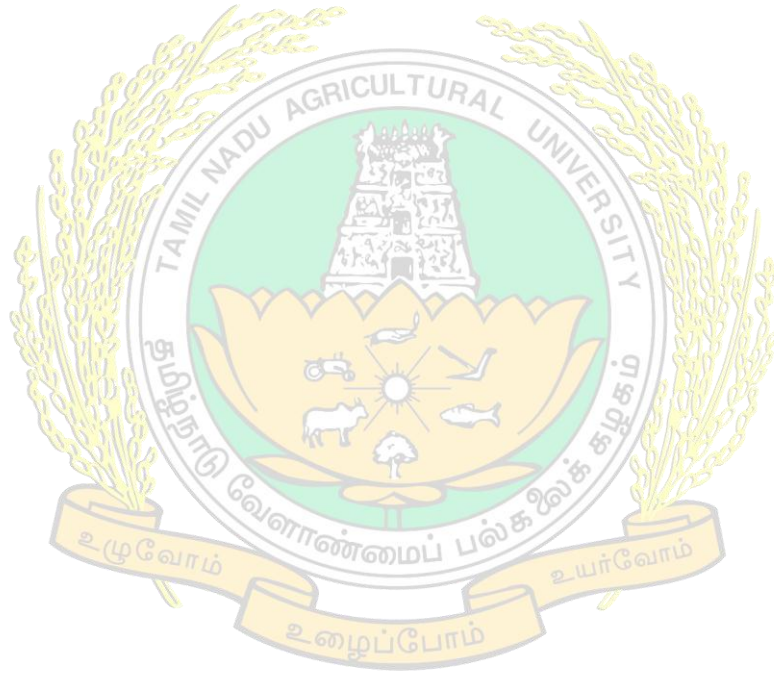
Signature of the Dean (SPGS)



SPGS PF 20

**Proforma for the Overall University Rank List for the Department
of_____**

Name & ID. No.	OGPA (Previous Semester)	Campus	NET Qualified (Yes / No)	RANK
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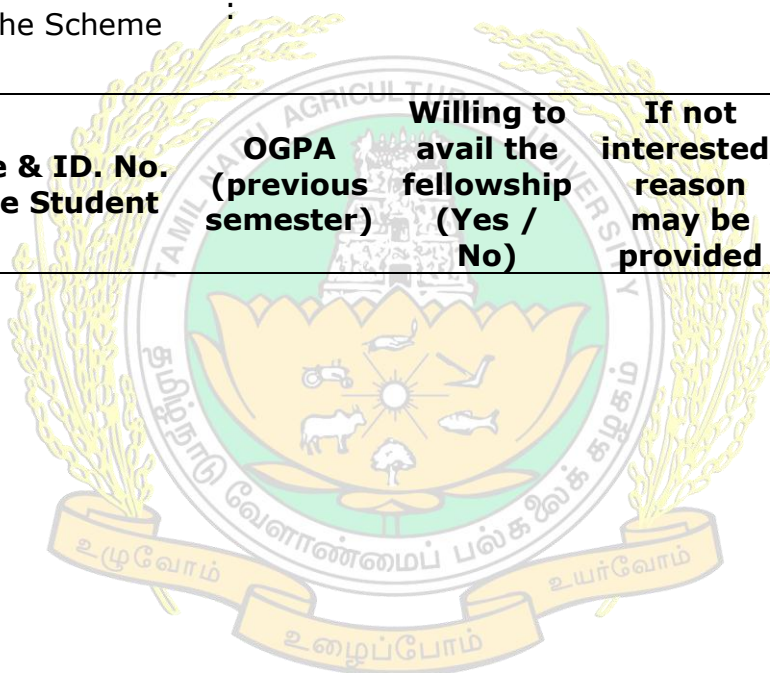
PG Co-ordinator

**Head of the Department
(Coimbatore Campus)**

SPGS PF 21**Proforma for Willingness to avail Student Fellowship (SRF/JRF)****DEPARTMENT OF _____
WILLINGNESS TO AVAIL STUDENT FELLOWSHIP (SRF/JRF)**

Name of the Scheme :
 Funding Agency :
 Date of ASO Received :
 Number of Fellowship available :
 Fellowship amount :
 Duration : From : To:
 Location of the Scheme :

S. No.	Name & ID. No. of the Student	OGPA (previous semester)	Willing to avail the fellowship (Yes / No)	If not interested, reason may be provided	Signature of the Student
--------	-------------------------------	--------------------------	--	---	--------------------------

**PG Coordinator****Head of the Department**

SPGS PF 22

Willingness to be given by the Students to Avail Fellowship from Externally Funded Schemes

1. Name of student & ID.No.
2. Degree (Master/Doctoral *)
3. OGPA in the previous semester
4. Name & designation of the Principal Investigator (with official address)
5. Name & designation of the Chairman (with official address)
6. Discipline/Department
7. College in which studying
8. Thesis topic, if allotted
9. Current semester in which studying (like I,II, III or IV like that) & year
Whether all the course works have been completed, if not indicate the pending courses with credit loads

Undertaking by the student:

- i. I am willing to avail the proposed fellowship under the scheme entitled "-----"
- ii. If I leave in the middle of the tenure of the fellowship, I am willing to repay the fellowship availed with 6% penal interest or any levy/fine imposed by the University.
- iii. I am fully aware that in case of campus transfer due the award of the fellowship that I am have to lose the research credits already registered.
- iv. I am fully aware that there is no guarantee for the continuation of the courses, which I currently undergo, in the other campus to which I am likely to be transferred.
- v. I am willing to abide by all the rules and regulations laid down by the University in this regard.

Date:

Signature of Student

Signature of Principal Investigator

Signature of Chairman

PG Coordinator

Signature of Head of the Department

SPGS PF 23**Allotment of Students Under JRF/SRF* Student Fellowship**

1. Title of the scheme :
2. Location of the scheme :
(Department & College)
3. Date of sanction of the scheme :
4. Period of the scheme :
5. Type of fellowship : JRF/SRF*
6. Period of fellowship (only for the period of research credits registered)
7. Amount of fellowship : Rs..... p.m
8. Amount of contingent grant : Rs.....p.a.
9. Amount of T.A. provided : Rs..... .p.a.
- 10.a. Whether the technical program submitted by the student to Dean is the same as envisaged in the scheme proposal Yes or No
- b. If not, whether the revised program of research is submitted (If yes, date of approval by Dean (SPGS)) : Yes / No
11. No. of research credit(s) completed so far by the proposed fellowship awardees (student) :
12. Whether the credits earned earlier are to be retained or to be cancelled? :
13. Whether funds received : Yes or No
14. Name of the student(s) & ID.No. :

15. Period of fellowship for how many semesters (✓)

III	IV	V	VI

Principal Investigator**PG Coordinator****Head of the Department****Dean(SPGS)**

SPGS PF 24

Proforma for Appointing 'Proctor' to Oversee the Public Defense of Master's Program

1. Name & ID No. of the Student
2. Department
3. Campus
4. Thesis Title

5. Name & Address of the Chairman
6. Date of public defense
7. Name & address of the nominated Professor as Proctor (from sister department within the Directorate)

PG Coordinator

Professor & Head

Approved / Not approved

Dean (SPGS)

Scanned copy may be sent through e-mail for approval.

SPGS PF 25**Proforma for Plagiarism Check**

1	Name of the Student	
2	ID Number	
3	Degree	Masters / Doctoral
4	Title of the Thesis	
5	Department Name	
6	Campus	
7	Name of the Chairman	
8	Total Word Count in the Document	
9	Initial Submission If No, If more than 5 times of submission,	Yes / No Provide the number of times plagiarism checked along with their plagiarism percent Provide the details of fine paid
10	Date of Submission	
11	Self-Plagiarism Exclusion Details (if published)	Kindly provide the links of your own publication (URL / DOI) to be excluded 1. 2.

Signature of the Student

Signature of the PG Coordinator**Signature of the Head of the Department**

SPGS PF 26

Proforma for Recognition of Teachers for Teaching/Guiding

1. Particulars of the teacher seeking recognition

- a. Name of the teacher
- b. UPF code number (as assigned by Comptroller)
- c. Date of birth of the teacher
- d. Designation & present official address of the teacher
- e. Date of joining service in TNAU in the entry cadre
- f. Academic qualifications
 - a. Date of acquiring Bachelor's Degree in _____
 - b. Date of acquiring Master's Degree in _____
 - c. Date of acquiring Ph.D degree
- g. Total service as on the date of this proposal (excluding extraordinary leave)
- h. Date of retirement

2. Recognition proposal submitted for (tick any one only)

- a. Recognition as teacher for Masters Program
- b. Recognition as Guide for Masters Program
- c. Recognition as Ph.D teacher
- d. Recognition as Ph.D Guide

3. Teaching experience as on the date of application
(Internal communication/circular of Head for allottir courses need to be enclosed as evidences)

- a. No. of UG courses offered
- b. Course associate for UG
- c. No. of M.Sc courses offered
- d. No. of M.Sc students guided
- e. No. of Ph.D courses offered

4. No. of students (guiding) under your guidance (if applicable) now

Signature of the teacher
with date

5. Particulars to be furnished by Head of the Department/Dean

- a. No. of existing recognized teachers/guides pertaining to this proposal in your Department
- b. Justification for additional requirement of teachers/guide

**Signature of the Head
of Department**

- c. Remarks/Recommendation of the Director/Dean

Signature of the
Dean/Director

Dean (SPGS)

SPGS PF 27

Proforma for Obtaining Permission to Undertake Study Tour
(To be submitted in triplicate)

1. Name of the student(s) :
2. ID. No. :
3. Course No. & Title :
4. Period of tour (including travel time) : From..... to
5. No. of days away from Head Quarters :
6. Mode of travel :
7. Place(s) of visit :
8. Purpose of visit :
9. Name(s) and Designation of the course teacher(s) accompanying the students :
10. Cost of travel/DA :
11. How the expenditure is proposed to be met? :
Scheme/main/ICAR Development grant/ Dean SPGS budget

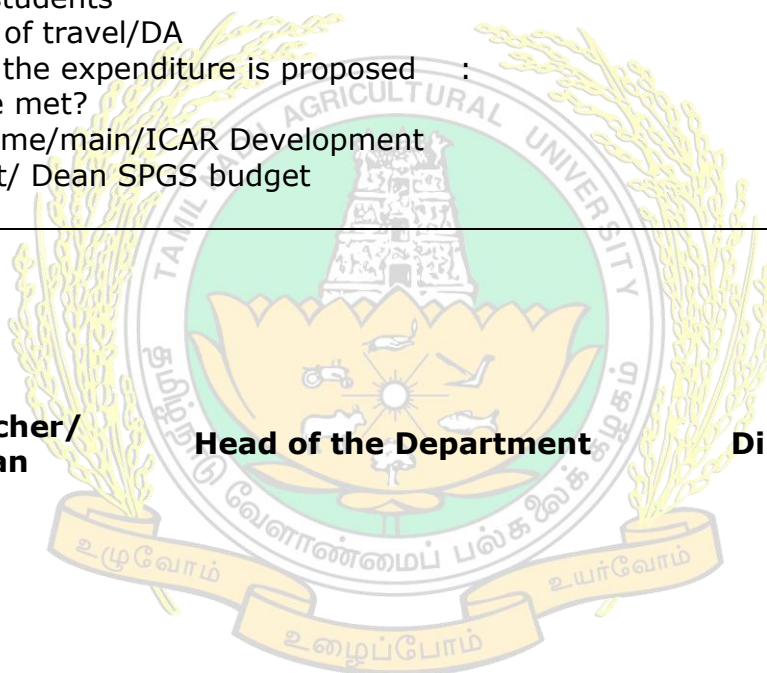
**Course teacher/
chairman**

Head of the Department

Director/Dean

Dean (SPGS)

Vice Chancellor



SPGS PF 28**Proforma for Obtaining Permission to Present Papers in Seminar/Symposia/Training**

(For Masters & Doctoral Program students – To be sent in triplicate)

1.	Name of the student & ID.No.	:		
2.	Department & College	:		
3.	Name of the chairman with designation /Dept.	:		
4.	Whether course work has been completed?	:		
5.	Title of paper/poster to be presented (enclose copy)	:		
6.	Name of the seminar/ symposium	:	Venue	Dates (From-To)
7.	Period of absence (in days) inclusive of travel time	:		
8.	Whether the paper was sent through proper channel (copy to be enclosed)	:		
9.	Cost of travel & registration fee borne by the student himself (or) supported by the scheme in which he is drawing fellowship?	:		

Date:

Signature of the Student

Specific Recommendations:

**Course teacher/
chairman****Head of the Department****Director/Dean****Dean (SPGS)****Vice Chancellor**

SPGS PF 29**List of Courses Completed and Grades obtained for M.Sc. Program**

Name of the student :
 I.D.No. :
 Discipline :

S.No.	Course No.& Title	Credit hours	Grade
A.	MAJOR		
B.	MINOR		
C.	SUPPORTING		
D.	NON CREDIT		
E.	SEMINAR		
F.	RESEARCH		

Abstract

No. of Credits
 Major :
 Minor :
 Supporting :
 Non Credit :
 Seminar :
 Research :
 Total :

Title of the thesis:

**Name and signature of the chairman
 with designation**

SPGS PF 30**List of Courses Completed and Grades Obtained for Ph.D. Program**

Name of the student :

I.D.No. :

Discipline :

S. No.	Course No.& Title	Credit hours	Grade
A.	MAJOR		
B.	MINOR		
C.	SUPPORTING		
D.	NON CREDIT		
E.	SEMINAR		
F.	RESEARCH		

Abstract

No. of Credits
Major :
Minor :
Supporting :
Non Credit :
Seminar :
Research :
Total :

Title of the thesis:

**Name and signature of the chairman
with designation**

SPGS PF 31

Details of Previous Examination Passed

- i. Institute :
- ii. University :
- iii. Examination :
- iv. Year :
- v. Class/OGPA :
- vi. Any other remark :



SPGS PF 32

Course Completion Certificate

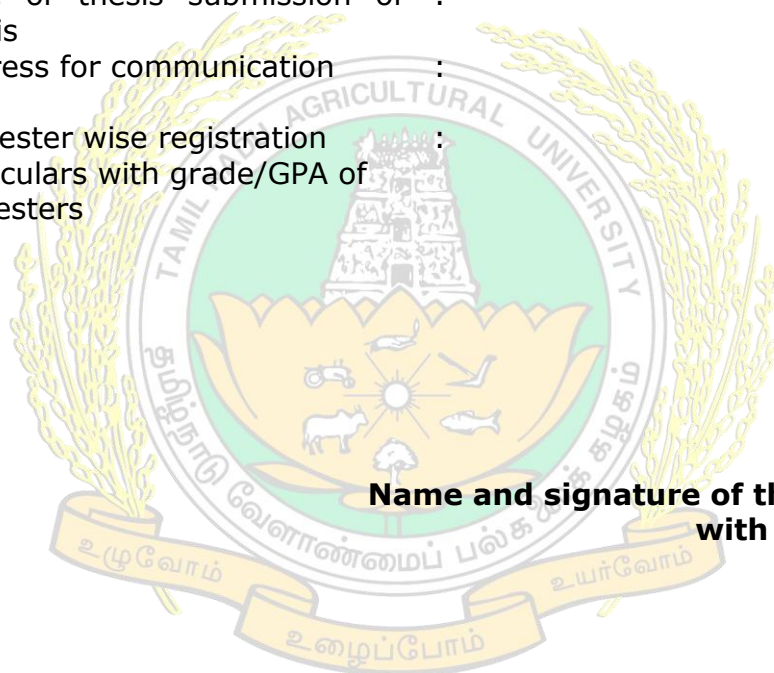
This is to certify that Thiru./Selvi/Tmt. _____
I.D. No. _____ has completed all the course and research credit
requirements on _____ for the award
of _____ degree in _____.

**Professor and Head / Name and signature of the
chairman with designation.**



SPGS PF 33**Post-Graduate Transcript**

1. Name of the student :
2. I.D. No. :
3. Degree :
4. Department and College :
5. Date of admission to the degree program :
6. Date of qualifying examination :
7. Date of completion credit requirements :
8. Date of thesis submission of thesis :
9. Address for communication :
10. Semester wise registration particulars with grade/GPA of semesters :



**Name and signature of the chairman
with designation**

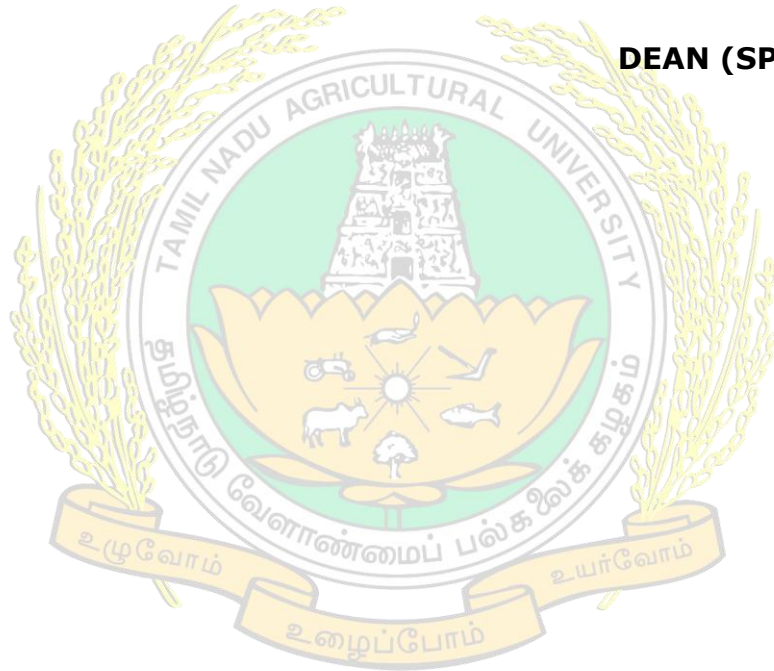
SPGS PF 34

Bonafide Certificate

This is to certify that Thiru./ Selvi/ Tmt _____ is a bonafide student of this Institution and he/ she is doing _____ course during the year _____.

Signature of the Head of the Department

DEAN (SPGS) / DEAN



SPGS PF 35

Application for Issue of Conduct and Transfer Certificates
(To be submitted by the student with the recommendation of the
Chairman/Head/Director/Dean)

1. Name of the student :
2. ID.No. :
3. Name of the chairman :
4. Designation of the chairman :
5. Name of the course undergone :
6. Year of joining course :
7. Year of leaving the course :
8. Whether copy of the PC enclosed :
9. Whether original clearance certificate from warden enclosed :

Date:

Signature of the Student

Recommendations :

Certified that the conduct and characters of Mr/Ms. _____
were _____ during the period of his/her
studies. The certificates may be issued accordingly.

PG Co-ordinator

Chairman

Professor & Head

Dean/Director

Please put the official stamps to :

The Dean, School of Post Graduate Studies, Tamil Nadu Agricultural
University,
Coimbatore – 641 003.

SPGS PF 36**Proforma for Obtaining Permission for Re-Registration of Credits**

Name :
 ID.No :
 Department :
 Campus :
 Mention the current semester : eg. III/ IV / V etc.,
 Re-registration is requested for the : IV/ V/ VI
 semester
 Permission requested for re-registration of :
 (a) Course credits : Second/Third time
 (b) Seminar credits : Second/Third time
 (c) Research credits : Second/Third /Fourth time

Grade obtained	Reason for re-registration	Credit hours to be re-registered
E/NS/EE		

Signature of student**Chairman****PG Coordinator****Head of the Department****Dean (SPGS)****Encl: The following document to be enclosed if re-registration is requested for**

Note:

- Example: For Fourth time request : Permission order that was obtained for re-registering third time
- If temporary discontinuance was the reason then Dean (SPGS) orders to be enclosed)
- For re-registering research credits for second time, the HoD may approve

SPGS PF 37 A**PDF format for Shodhganga repository**

Please arrange the Ph.D thesis files in the following sequence and in the pdf format (S.No.1 to 17)for final submission in soft copy. (Each chapter in a separate file for uploading)

01_title.pdf	:	Title Page
02_certificate.pdf	:	Certificate
03_abstract.pdf	:	Abstract
04-declaration.pdf	:	Declaration
05_acknowledgement.pdf	:	Acknowledgement
06_contents.pdf	:	Table of Contents / Index page
07_list_of_tables.pdf	:	List of Tables
08_list_of_figures	:	List of Figures
09_abbreviations.pdf	:	Abbreviations
10_chapter1.pdf	:	First Chapter
11_chapter2.pdf	:	Second Chapter
12_chapter3.pdf	:	Third Chapter
13_chapter4.pdf	:	Fourth Chapter
14_chapter5.pdf	:	Fifth Chapter
15_chapter6.pdf	:	Sixth Chapter
16_bibiliography.pdf	:	Bibliography
17_appendix.pdf	:	Appendix
18_Cover Page Details.doc	:	Cover Page Details (This alone in Word Document)

(Include all the chapters contained in the thesis in sequence as per original thesis)

SPGS PF 37 B**Proforma for Uploading in the UGC Website "SHODHGANGA"**

1. University Name : _____
2. Department : _____
3. Thesis title : _____
4. Name of Researcher : (First Name) (Last Name)
5. Name of Guide : _____
6. Registration Date : _____
7. Completed Date : _____
8. Awarded Date : _____
9. Abstract : _____
(Maximum 2048 characters)
10. Keywords (3 to 10) : _____
11. Coverage : _____
(Broader Subject area of thesis)
12. Citation Reference : _____
(No. of references included in thesis)
13. Copyrights : _____
Tamil Nadu Agricultural University,
Coimbatore
14. Size : _____
(Total No. of Pages)
Eg: 180 p
15. Accompanying Materials : _____
CD/ Uploading

Signature of the Student**Chairman****PG Coordinator****Head of the Department**

SPGS PF 38

Proforma for Certificate for Reference Management

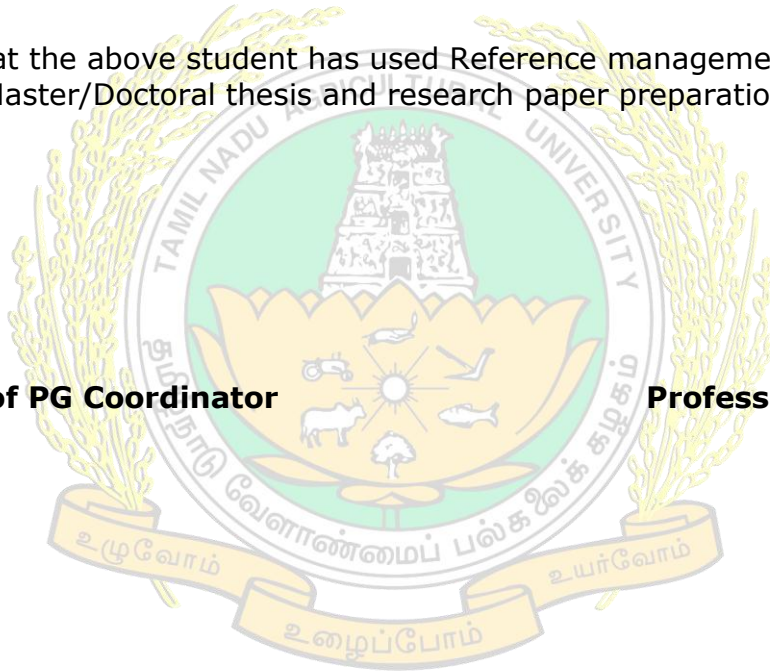
1. Name :
2. I.D. No. :
3. Degree :
4. Campus :
5. Subject :
6. Title of the research project :
7. Title of research papers : 1.

: 2.

Certified that the above student has used Reference management software for his/her Master/Doctoral thesis and research paper preparation.

Signature of PG Coordinator

Professor and Head



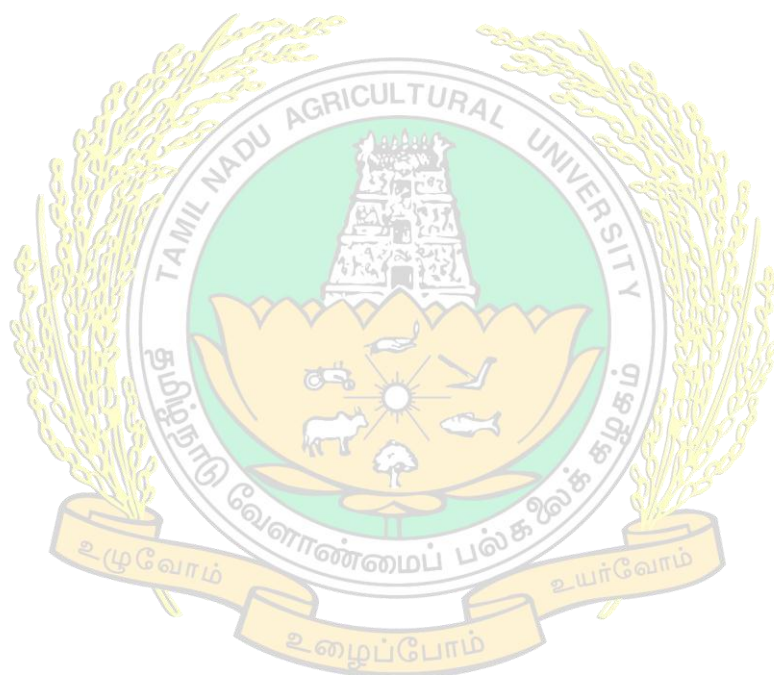
SPGS PF 39**Evaluation Proforma for the Award of Masters/Doctoral Degree**

(The Examiner is requested to follow this format ONLY for evaluation and send the original in duplicate)

1.	Title of Thesis	:	
2.	Name of the Student	:	
3.	ID. No	:	
4.	Degree & Discipline	:	
5.	Name of the External Examiner and Address	:	
	Mobile No.	:	
	E-mail ID.	:	
6.	Choice of the problem (Separate sheet may be used for detailed report covering all the sub-heads 6(a) – 6(i))		
6(a)	Introduction		
6(b)	Review of Literature		
6(c)	Planning and Execution of the Research Plan		
6(d)	Materials and Methods		
6(e)	Results		
6(f)	Discussion		
6(g)	Summary		
6(h)	References		
6(i)	Critical Comments		
7.	List of questions to be asked during the Final <i>Viva Voce</i>		
8.	Final Recommendation		
	<ol style="list-style-type: none"> 1. Recommended 2. Recommended with minor revision – revise and resubmit immediately (typographic/ rephrasing/ editing, addition or deletion of minor content, reference management). 3. Recommended with major revision – redo experiments / field trial, redo analyses, major conceptual mistakes. <ol style="list-style-type: none"> a) redo analyses, major conceptual mistakes - resubmission of 		

	<p>thesis within 1 month.</p> <p>b) redo lab experiments / field trial – resubmission of thesis within 3 months.</p> <p>4. Not recommended - repeat thesis /experiment / hypothetical or conceptual error / redo / re-registration of research credits as required based on the comments of the examiner.</p> <p>Place: Date:</p> <p style="text-align: right;">Signature of the External Examiner with office seal</p>
--	---

Note : Please enclose a detailed report in duplicate duly signed by you giving the merits and demerits of the thesis on the choice of problem, review of literature, methods followed, results and discussion etc.



SPGS PF 40**Proforma for Obtaining Permission for Temporary Discontinuation**

Name :
 ID. No :
 Department :
 Campus :
 Mention the current semester : eg. II/III/ IV / V etc.,
 Temporary discontinuation is : III/IV/ V/ VI (mention the
 requested for the semester semester)_____

Date of commencement:_____

Reason for temporary :
 discontinuation

Whether previous semester (s) was
 also temporarily discontinued (if
 yes, mention the following

i. semester and its commencement
 date

ii. Reference of the temporary
 discontinuation order issued by
 Dean (SPGS) – enclose the copy
*(If more than one semester, then
 all the previous details need to be
 mentioned without fail)*

If the temporary discontinuation is : Clearance certificates:
 for the first time, whether all the
 clearance certificates are obtained
 and enclosed

Department

Library

Mess

Physical Education

Signature of student

Chairman

PG Coordinator

Head of the Department

Dean (SPGS)

SPGS PF 41**Proforma for Obtaining Permission for Permanent Discontinuation**

Name	:	
ID. No	:	
Department	:	
Campus	:	
Mention the current semester	:	eg. II/III/ IV / V etc.,
Permanent discontinuation is requested from the semester	:	III/IV/ V/ VI (mention the semester)_____
		Date of commencement:_____
		Date from which the student will be permanently discontinuing the course_____
Reason for Permanent discontinuation	:	
Whether previous semester (s) was temporarily discontinued (if yes, mention the following		
i. semester and its commencement date		
ii. Reference of the temporary discontinuation order issued by Dean (SPGS) – enclose the copy (If more than one semester, then all the previous details need to be mentioned without fail)		
Whether all the clearance certificates are obtained and enclosed for permanent discontinuation:		<u>Clearance certificates:</u> Department Library Mess Physical Education
Whether the prescribed proforma for issuing TC is enclosed:		<u>SPGS PF</u>

Signature of student**Chairman****PG Coordinator****Head of the Department****Dean (SPGS)**

SPGS PF 42

Proforma for Availing Grace Period for Thesis Submission

Name :
ID. No :
Department :
Campus :
Thesis title :
Mention the current semester and : eg. IV/VI
its last working day : Date of last working day _____
Justification for availing grace :
period :
Fee payment details :
(enclose the e-receipt)

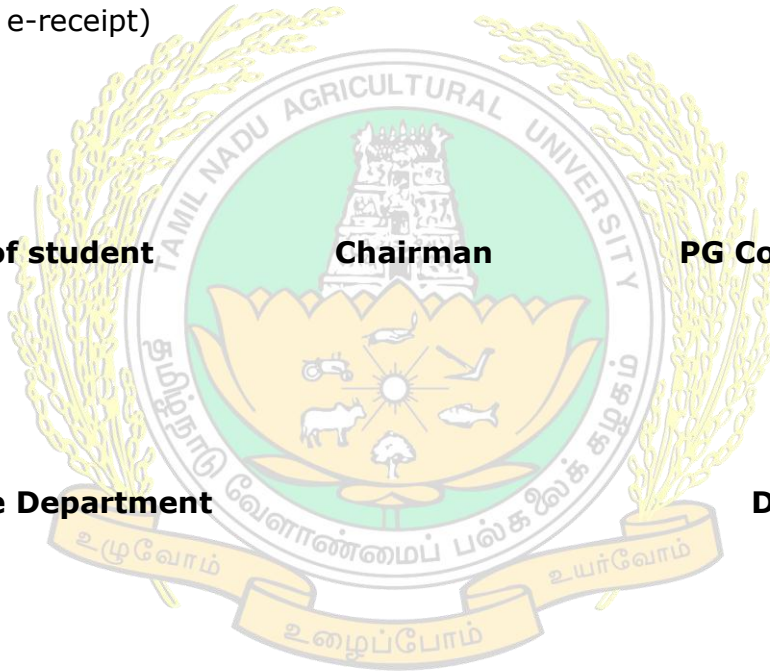
Signature of student

Chairman

PG Coordinator

Head of the Department

Dean (SPGS)



SPGS PF 43**General Instructions to the Candidates****Graduates applying for Certificates from the Dean SPGS/
Deans of Colleges/ Registrar of the university**

- Students may enquiry with the concerned section in the office of the Dean (SPGS)/Controller of Examination/Registrar for applying for various certificates and note the prescribed fees for each certificate.
- The prescribed fee must be paid by online through State Bank of India portal and remitted in the respective Department specified (eg. Dean SPGS/Comptroller/CoE etc.,)

PROVISIONAL CERTIFICATE

- For getting Provisional certificate, the masters/doctoral students can apply directly to the Registrar with the following:
 1. Requisition form
 2. A cloth lined / polythene lined (8' x 10') legibly superscribed with delivery address. Students who wish to get the certificate at their home address must affix required stamps towards postage and registration charges.
 3. In case the necessary fees was not paid in the last semester, then demand draft for prescribed fee drawn in favour of the Comptroller, TNAU, Coimbatore - 641 003.

OTHER CERTIFICATES

- Similar set of above requirements is needed separately for the Office of the Dean (SPGS) / Dean of the respective college to issue **Conduct certificate and Transfer certificates.**
- Another set of above requirements is necessary for **Transcript card** (with A₄ size cover) and all other certificates.
- For **Migration certificate** students may directly apply to the Registrar duly enclosing the copy of Provisional certificate.
- For **Duplicate certificate** of the university, students may directly apply to the Dean (SPGS) and Controller of Examinations for Doctoral and Masters degree respectively duly enclosing the copy of the certificate applied for (the duplicate conduct and transfer certificates will be issued by the Deans concerned) along with a copy of certificate of non tractability issued by police in response to FIR.

The guideline for getting the duplicate certificates from the Registrar/ Dean (SPGS)/Controller of Examinations

- For **Attestation of certificates** students may directly apply to the Registrar/ Dean (SPGS)/Controller of Examinations duly enclosing the Original certificate and copies of the certificates to be attested along with suitable covers with the address of the receiving institute and the brochure for the cause of requirement of attestation. (Refer further for detailed procedure).

SPECIMEN FORM for applying duplicate Certificate

Form of affidavit to be furnished in a stamp paper worth of Rs.10/- by the student of the Tamil Nadu Agricultural University for obtaining a duplicate Provisional Certificate / duplicate transcript Card/certificate of having been admitted/duplicate diploma certificate/duplicate migration certificate

Know all men by these presents that I, Thiru/ Tmt./
 Selvi _____
 Son / daughter / wife of Thiru _____
 _____ residing at _____ do

hereby declare the following facts to the best of my knowledge and belief for obtaining a **duplicate Provisional Certificate/ duplicate transcript card/ certificate of having been admitted/ duplicate diploma certificate/ duplicate migration certificate** from the Registrar, Tamil Nadu Agricultural University, Coimbatore - 641003.

Whereas I was a student of the _____ (name and place of the Institution) studied _____ (mention the Degree Course) during the year _____ to _____ and completed my studies during the month of _____, _____ (year). My identification No. was _____.

Whereas I have already received the original **Provisional certificate/ transcript Card/ certificate of having been admitted / diploma Certificate/ migration certificate** from the Registrar, Tamil Nadu Agricultural University, Coimbatore - 641 003 and that the original document referred to above has been lost/ damaged/ spoiled* _____ (mentioned the actual cause such as "transit/fire/ flood, etc.").

Whereas I do hereby appeal to the Registrar, Tamil Nadu Agricultural University, Coimbatore that I may kindly be caused to be issued a **duplicate provisional certificate / duplicate transcript Card/certificate of having been admitted/duplicate diploma Certificate/duplicate Migration certificate** as per the terms and conditions stipulated therefore by the Tamil Nadu Agricultural University, Coimbatore.

And whereas, I do solemnly promise that the **duplicate provisional certificate / duplicate transcript card/certificate of having been admitted/ duplicate diploma Certificate/duplicate migration Certificate** issued by the Registrar, Tamil Nadu Agricultural University, Coimbatore will be utilized only for genuine purposes and even if the original is recovered at a later stage, that will not be utilized and that the Tamil Nadu Agricultural University may take any action as it deem necessary to the extent of withdrawing the degree/diploma awarded to me besides initiating legal prosecution against me for having misused the duplicate document referred to above, if found at any time.

Signed, sealed and delivered by the above said person in the presence of _____ (Name and designation of the Officer of grade A or B of the State/Central Government) on this _____ day of _____.

Signature _____ Signature of the applicant _____
 Name and designation of the Officer of Grade A or B of the State/Central Government

SPGS PF 44**List of Enclosure to be Produced to the Registrar, TNAU, Coimbatore for Migration Certificate**

01. Request letter addressed to the Registrar, TNAU, Coimbatore.
02. Demand Draft for the prescribed fee drawn in favour of "The Comptroller, Tamil Nadu Agricultural University, Coimbatore - 641 003" for all other duplicate certificates referred in the form of affidavit except the duplicate migration certificate.
03. For the duplicate migration certificate – Demand Draft for prescribed fee drawn in favour of 'The Comptroller, TNAU, CBE-3'
04. Xerox copy of the provisional certificate

The Procedure for the attestation of P.G. transcript cards / degree certificates / Provisional certificates for the purpose of applying the Foreign Universities for pursuing higher studies

01. Request letter addressing the Registrar, Tamil Nadu Agricultural University, Coimbatore – 641 003 indicating specific purpose for which attestation of transcripts are needed.
02. Prescribed fee for each copy of attestation either in the form of Demand Draft drawn in favour of "The Comptroller, Tamil Nadu Agricultural University, Coimbatore – 3".
03. Original transcript cards of P.G. degree certificates for verification and return purpose.
04. Envelopes containing the complete postal addresses of the Foreign Universities to which attestation of transcript to be sent in a sealed cover after attesting by the Registrar.
05. Copies of the references received from the Foreign Universities seeking the attestation of transcripts from the Registrar, Tamil Nadu Agricultural University, Coimbatore - 641 003.
06. A self addressed A4 size cover duly affixing sufficient postages for dispatching the following documents:
 - a) Sealed covers containing attested certificates
 - b) Original P.G. transcript cards
07. The University gives the attested photocopies of the certificates only in sealed with name and addresses of the University / Institute, which should not be tampered on any account and no enclosures should be kept inside.

The University will not give attested copies of the transcript cards to the students in open covers since it is likely to be tampered. Attested copies will be placed in the covers provided by the students, then sealed and delivered only to the addressee(s).

The same procedure is also applicable to the students of TNAU who are in overseas, while applying for the attestation of transcripts.

DISCLAIMER

The statements made in this rules and regulations for Post Graduate Studies and all other information contained herein are believed to be correct at the time of publication. However, the university reserves the right to make, at any time, without notice changes and in additions to the regulations, conditions, governing the conduct of students requirements for degree, fees and any other information or statements / rules contained in this rules and regulations. No responsibility will be accepted by the University for hardship of expenses encountered by its students or any other person or persons for such changes, additions, omissions, or errors, on matter how they are caused.

