

8 Academic Requirements for Course and Research Work

8.1 Programme of Studies - Plan of Post Graduate Work (PPW)

8.1.1 The programme of training in the Post Graduate School shall be so designed as to give the student a sound mastery of the respective field of specialisation and in the closely related supporting scientific disciplines. The individual programme shall be planned after taking due account of previous academic training of each student.

8.1.2 The programme of studies indicating the Plan of Post Graduate Work (PPW) of each student shall be finalised 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 finalised within the first trimester. The research problem of every student may be finalised at the time of finalization of PPW and indicated in the proforma. The courses required to be taken may be decided and the Advisory Committee formed accordingly.

8.1.3 The PPW shall be forwarded online as per the prescribed proforma (Annexure V) for the approval of the Dean within the first or before the end of I-trimester of admission and any deviation from the same shall require the prior approval of the Dean, who may in exceptional circumstances and for valid reasons permit a student to submit the PPW in the second trimester. No PPW will be accepted after the second trimester and the student will not be allowed to register in the subsequent trimesters.

8.1.4 If a student insists on not taking a course suggested by the Advisory Committee for inclusion in the PPW, the concerned Course Leader shall give the student an exam in order to ensure that he/she has adequate knowledge in the course, before permission is given not to include the course in the PPW.

8.1.5 The PPW shall also indicate the tentative subject of the thesis of the student. The topic of the thesis shall be within the major field of specialisation of the student. A brief (nearly one page) note on the problem shall also be attached with the PPW.

8.1.6 Course work shall usually receive primary emphasis during the first part of the student's programme so as to give the requisite background in the scientific disciplines. In the later part the programme shall give greater emphasis to research work. It shall be permissible for a student to complete any remaining course work even during the trimester in which the thesis is submitted.

8.1.7 The Chairperson or the Professor, in case the Chairperson has not been appointed, should allot maximum course work to the student in the first three trimesters so as to enable Post Graduate School to judge their suitability to continue their programme as stipulated in para 9.2 of the Post Graduate School Calendar. The students are required to maintain OGPA at the levels prescribed in the para 9.2 of the Post Graduate School Calendar for entitlement of fellowship and continuance in Post Graduate School.

8.2 Major and Minor Fields of Specialisation

8.2.1 The programme of studies shall provide a set of core courses in the general field of the

student's major specialisation and a secondary grouping of courses in the minor field(s) of specialisation.

8.2.2 A M.Sc./M.Tech. student shall take one minor of nine credits in a supporting discipline.

8.2.3 A Ph.D. student shall take two minors of nine credits each in other supporting disciplines. This may be decided by the Advisory Committee after carefully examining the background of each student. Split minors, wherever desirable, shall also be permissible subject to the condition that both the split minors should be outside the discipline concerned and the student shall have to take 5 credits to each split minor.

8.3 Constitution of Advisory Committee

8.3.1 Advisory Committee shall be constituted for each student which shall consist of members from both the major and minor fields of specialisation.

8.3.2 The Advisory Committees of the students should meet frequently to monitor the progress of the student.

8.3.3 The Chairperson of the Advisory Committee should enforce the students to devote at least 6½ hours a day towards their research/study in their respective division. Highest priority should be given to practicals in each discipline.

8.3.4 Every student shall have a major advisor who shall be from the major field of specialisation to which the student has been admitted. The major advisor shall function as the Chairperson of the Advisory Committee.

8.3.5 A proposal for the formation of the students' Advisory Committee along with the PPW shall be forwarded in the prescribed proforma (Annexure V) to the Dean for approval within six weeks from the date of admission of the student.

8.3.6 The Professor of each discipline shall issue a notice listing the names of faculty members who are eligible for allotment of M.Sc./M.Tech./Ph.D. students and who are willing to accept the students together with the area of interest of each such faculty member. During the orientation week, the students should meet the different faculty members in their discipline to ascertain the possibilities of

conducting research problem in their area of specialisation. Thereafter, the Professor shall ask each student to submit a list of three choices for Chairpersonship by name and the proposed fields of investigation which he/she wishes to undertake as precisely as possible in the area of specialisation of the proposed Chairperson. The Board of Studies will take a final decision regarding the choice of major guide and the research problem of each student keeping in view the choice of students and the guidelines regarding allotment of students given as under:

8.4 Guidelines Regarding Nomination of Chairperson and Assignment of Research Topics to the Newly Admitted Students

8.4.1. Prior to start of the academic year, even before selection of new students, the Professor shall request all faculty members of his discipline to indicate whether they would like to be nominated as Chairperson of the Advisory Committees of M.Sc./M.Tech./Ph.D. students in that particular year. Those who have not guided 2 M.Sc./M.Tech. students will be eligible to guide only M.Sc./M.Tech. students.

8.4.2. Based on the above information, the Professor of each discipline shall issue a notice listing the names of faculty members available for guidance of M.Sc./M.Tech./Ph.D. students and the area of specialisation of each such faculty member. (In cases of doubt regarding the area of specialisation, this may be ascertained from the faculty member concerned and got confirmed by the Head of the Division, if necessary with reference to the approved Divisional Research Projects of the scientists concerned). The names of Chairperson already guiding 4 students should be circulated with asterisk mark indicating that they are already having 4 students. Normally, the students choice will be considered for those faculty members who have less than 4 students; and only in the event of non-availability of faculty member in the discipline, the names of faculty members having more than 4 students will be considered for allotment of students. However, even in the later case, no faculty member shall be allowed to guide more than 5 students at any time.

Note: In the Divisions where there are large number of faculty members who have not guided even M.Sc./M.Tech. students, the faculty members who are eligible to guide Ph.D. students should not be allotted M.Sc./M.Tech. students and the names of such faculty members should not be circulated to M.Sc./M.Tech. students while calling for their choice of Chairperson. The senior faculty members can, however, be nominated as number 2 in the Advisory Committee of the students.

8.4.3 During the Orientation week, the newly admitted students may be encouraged to freely meet the different faculty members in the discipline and discuss possibilities of research problems in their respective areas of specialisation. After allowing a reasonable time for such discussions (say about a week or 10 days), the Professor shall ask each student to submit a list of three choices of Chairperson by name and the proposed fields of investigation as he/she wishes to undertake as precisely as possible in the area of specialisation of the proposed Chairperson.

8.4.4 A meeting of the Board of Studies will then be convened to consider the choices exercised by the students and decide on the nomination of the Chairperson of each student. The Board will normally agree to the choice of the student in the order of preference. Whenever there are ties in the choice of Chairperson or there are other important considerations, this may be decided in favour of the student with better rank in the merit list prepared at the time of selection. The final decision rests with the Board of Studies. In the case of students under the faculty upgradation scheme, foreign students and ICAR nominees, the Board may give the consideration also to special requests, if any, received from their sponsors, the candidate's own background and area of specialisation in which he/she has been working prior to joining IARI.

8.4.5 A faculty member shall not be nominated as Chairperson of a Ph.D. student unless he/she has already guided two M.Sc./M.Tech. students.

8.4.6 As per existing rule, a faculty member may be nominated Chairperson of only one student in a year of a maximum of five students at a time. However, in disciplines where the strength of the faculty is not adequate or for any other reason

supported by proper justification, the Board of Studies may recommend relaxation in the operation of this rule in specific cases. The Dean may give relaxation after considering each such case on merit, but not more than 5 students at a time and not more than 2 students in a year in any case.

8.4.7 The Professor shall obtain the final approval of the Dean before announcing the nominations of Chairperson of the newly admitted students finalised by the Board of Studies.

8.4.8 The nomination of Chairperson of Advisory Committees of all newly admitted students should be completed by the middle of the 1st trimester and proposals for constitution of Advisory Committees sent to the Dean before the end of the trimester.

8.4.9 In each Division, the Professor should identify research problems which could be tackled by M.Sc./M.Tech. students considering the short time available with them, in consultation with the Faculty of the Discipline. For each problem so identified, a one page write-up should be provided by way of introduction and the objectives to be achieved. The process of identification of problems should be a continuous process so that the problems are suitably modified from time to time. The identified problems should be circulated to the Chairperson of the M.Sc./M.Tech. students to select suitable problems for the students allotted to them. Such files of research problems should be developed and maintained in all the Divisions which will be taken up by the Institute on priority basis.

While the broad field of investigation to be assigned to each student would already have been identified at the time of nomination of Chairperson of Advisory Committees, it may take some time to decide on a specific research project and its title. In doing so, the Chairperson, Advisory Committee may not suggest specific projects themselves, but encourage initiative and independent thinking, especially on the part of Ph.D. students, in proposing projects, in the formulation of the technical programme and the techniques to be followed.

8.4.10 The thesis title along with Outline of Research Work (ORW) will have to be approved by the Advisory Committee and forwarded by the Chairperson of the Committee to the Professor by the beginning of the 3rd trimester. All the thesis problems will have to be first considered by the Board of Studies. The Board may invite the faculty member and the student concerned for discussion and if necessary make constructive suggestions for modification and improvement of the project so as to conform to standards expected of M.Sc./M.Tech./ Ph.D. thesis. After approval by the Board, the ORW will be presented in the Divisional Seminar for suggestions and approval. It is the responsibility of the student and his/her Chairperson to incorporate all useful suggestions in the ORW and get it online forwarded to the Dean's office for approval before the end of the third trimester.

8.4.11 It is clarified that thesis projects of students should not be part of the approved Divisional project of the faculty member concerned, but may be related to the latter and should be consistent with the facilities available with the faculty member and the division. The research projects should not be of a routine nature but should have a major emphasis on originality and development of new concepts, models, methodologies and techniques.

8.4.12 Subject to the above modifications, all the other provisions in the existing rules and regulations will continue to be followed.

8.5 Guidelines for Departmental/Staff Members Admitted

8.5.1 Departmental students will also submit three choices for nomination of Chairperson of Advisory Committee as per provision in Para 8.4.

8.5.2 The scientific/technical staff admitted to the post-graduate programme at IARI under departmental quota can be relieved after completion of course work and qualifying examination for doing thesis research, provided they have put in minimum 2 years residence for M.Sc./M.Tech. and 3 years for Ph.D. students. A candidate if admitted in discipline other than 'the Division in which he/she is borne will be transferred to the discipline in which he/she is admitted for

post-graduate programme so that he/she may be able to do his/her thesis research in that particular discipline. All such candidates will, however, be required to submit their thesis within the prescribed time limit of 4 and 5 years (M.Sc./M.Tech. and Ph.D., respectively) of their enrollment to the Post Graduate School.

8.5.3 In case of departmental students, who are admitted in one discipline, but are working in the divisions not related to the disciplines of admission, the Chairperson of the Advisory Committee should invariably be from the major field of specialisation and the immediate supervising officer should be a member of the Advisory Committee, if he/she does not belong to the major field of specialization and he/she is a faculty member.

8.5.4 Staff members transferred from the Regional Research Station for admission to the Post Graduate School shall take the minimum possible time to complete their course work and qualifying examination and shall return to their Station for doing their research work. The research problem shall therefore, be chosen that it is in line with the activities of the Regional Research Station and facilities for it are already available with the Station.

8.5.5 The other members of the Advisory Committee shall be suggested by the Chairperson of the Advisory Committee in consultation with the Professor of the major and minor disciplines, and also with the knowledge and consent of the members concerned. The second member in the Advisory Committee shall be from the student's major field and he/she should be eligible to become Chairperson of the student in case the original Chairperson is not available. In case of difference of opinion between the Chairperson and the Professor regarding nomination of minor adviser, the Dean shall decide the matter in consultation with the Professor of the minor discipline.

8.5.6 A faculty member shall function as a member of the Advisory Committee of not more than 10 students. However, this limit can be extended upto 20 students for the discipline for which the Board of Studies recommends that there is a paucity of faculty. This shall be in addition to the limit of 5 students mentioned in Para 3.22.7.

8.5.7 In the case of newly admitted students, the Professor of the discipline shall discharge the functions of the Chairperson of the Advisory Committee till the Chairperson is chosen as per procedure prescribed above.

8.5.8 A faculty member should be allowed to guide a Ph.D. student only after he/she has guided at least 2 M.Sc./M.Tech. students.

Note: (a) The Dean may permit faculty members to guide Ph.D. students, in relaxation of the provision in Para 8.4.6, in case where some problems arise due to non-availability of faculty members in a particular discipline/major field, on the recommendations of the Board of Studies with sufficient justification in each case.

(b) In the discipline where M.Sc./M.Tech. students have not been admitted, a faculty member, who has not guided 2 M.Sc./M.Tech. students may be permitted by the Dean to guide Ph.D. students in relaxation of the existing guidelines.

(c) As and when a student is relieved, his/her name shall not be counted towards the total number of students against the name of the Chairperson for the purpose of allotment of new students, subject to the condition that maximum number of students with the Chairperson shall not exceed 5 at any time.

8.5.9 A scientist not working in IARI /IASRI / NBPGR /NRCPB /NCAP /NCIPM /DFR / DMR and who are not members of IARI faculty shall not be appointed as Chairperson or Members of the Advisory Committees of the students except with the prior permission of the Dean.

8.5.10 No departmental student shall be allowed to teach or guide students. However, a faculty member who is registered with an outside university for higher studies may be permitted in special cases to teach a course but shall not be allowed to act as a member or Chairperson of a student's Advisory Committee.

8.5.11 Whenever the Chairperson of a student's Advisory Committee leaves the Institute or is transferred from the headquarters, the second member from the student's major field should take over as Chairperson with the approval of Dean

and the vacancy so caused in the membership of the major field shall be filled up by appointment of another faculty member with the approval of Dean. The second member shall, therefore, be closely associated even in the preliminary discussions while formulating PPW and outline of research work (ORW).

8.5.12 If a faculty member functioning as Chairperson of student's Advisory Committee goes abroad or is absent on other grounds for more than three months and six months in the case of members, his/her name on the Advisory Committee shall immediately be substituted by a new Chairperson/Member, respectively. The new Chairperson/Member shall continue to function as such even after the return of the original Chairperson/Member. No last minute substitution in the Advisory Committee of a student shall be made for conducting examinations except in special cases with the prior approval of the Dean.

Note : (a) In divisions, where a large number of faculty members go abroad on deputation for training or where special situation exists, the Board of Studies will examine each case individually and forward a proposal to the Dean for relaxation of this rule, where necessary. The Dean may give relaxation in suitable cases upto 6 months.

(b) No faculty member who is due to retire within 24 and 36 months from the date of commencement of the academic session can be nominated as Chairperson of a M.Sc. /M.Tech. / Ph.D. student respectively, in order to ensure that the work of the student does not suffer particularly at the final stages of his/her studies. Such faculty members can, however, be nominated as members of the Advisory Committee of a student.

8.6 Syllabus and Organisation of Programme of Teaching

8.6.1 The subjects, courses thereunder, the prerequisites, the detailed syllabus and the course numbers, etc. in respect of each discipline are given in Part II of the Calendar. The courses listed represent the total syllabus in respect of each discipline; the actual list of courses to be offered in a particular academic year or trimester shall be decided by the Board of Studies of each discipline

after taking into account available facilities and faculty strength. If any course is not to be offered in a particular trimester scheduled for it, a notice shall be given well in advance.

8.6.2 The taking of a pre-requisite course whenever prescribed may not be a mandatory provision in all cases. If the Advisory Committee and the Course Leader are satisfied that in the case of a student, it is not necessary to insist upon taking a pre-requisite course, considering the student's academic background, the student may be exempted from taking the pre-requisite course.

8.6.3 The courses shall be organised as discrete units or blocks of subject matter and shall be assigned a certain number of credits. One credit shall represent approximately 12 hours of lectures (one hour per week for 12 weeks) and the necessary reading and preparation outside the class required for mastery of the subject matter. In the case of practicals, one credit represents approximately 12 practicals normally of 3 hours' duration each. Each course shall, in general, be so planned that it may be completed within a given trimester.

8.6.4 A proposal for introducing a new course or revision of the course shall first be submitted in the prescribed proforma (Annexure VI) to the Board of Studies of the discipline concerned. The proposals of the Board of Studies shall be considered by the Standing Committee on Courses, Curricula and Academic Affairs, and the recommendations of the Standing Committee shall then be placed before the Academic Council for final approval.

8.6.5 There should be at least two faculty members available in a discipline having specialisation in the area in which a new course is proposed to be started.

8.6.6 There shall be no rigid rule or guideline regarding the minimum number of students required for offering a course. It may be necessary to offer the course even for a single student. If the demand for a particular course is likely to be limited, the notice for dropping the course shall be given well in advance.

8.6.7 Matters regarding the allotment of courses, designating faculty members as course leaders and course associates shall be decided by the Board of

Studies in each discipline well in advance of the start of a trimester. The Board of Studies should however, maintain liaison with the faculty of the discipline in this regard.

8.6.8 Generally, only one instructor shall be made responsible for teaching a course. However, in certain special cases, it may be necessary to associate other persons with the teaching of the courses. In such cases, only one instructor should be designated as course leader. The total number of instructors with the teaching of the course shall generally be not more than three including the staff members assisting the conduct of practical classes.

Note: The teaching load of the Course Leader should not be less than 30 per cent. In exceptional cases where more than 3 instructors are required to be associated with a course because of the specialized nature of the subject or because the course is of five credits or more, the Board of Studies should give proper justification based on which the Professor will obtain the approval of the Dean. There will be no objection to designate a non-faculty member as Course Leader. If, however, faculty members are available for teaching the course, the Board of Studies should not designate non-faculty members as course leader.

8.6.9 Before the trimester begins, full syllabus of the course indicating date-wise schedule of lecture topics and practicals, schedule of examinations and the weightage to be given for various types of examinations shall be prepared for the information of the students. This shall be given in the very first lecture of the course. A copy of the same may be given to the Professor also, who in turn will forward it to PG School for uploading online.

8.6.10 When a course is shared by more than one teacher, their names shall be mentioned against the lectures to be delivered by them. In such cases, the course leadership may be given by rotation and this may be decided by the Board of Studies after taking into consideration the quantum of work done by each teacher associated with a course.

8.6.11 The course leader shall have the overall responsibility for organising teaching, conducting examinations, submission of results etc., but he/she shall consult the others associated with him/her in such matters.

8.6.12 The maximum number of courses under the charge of each instructor shall be two in an academic year. In exceptional cases, an instructor may be made incharge of three courses with the permission of the Dean.

8.6.13 Guest lecturers may be invited to give lecture on some highly specialised topics only, as supplemental to the work done at IARI and not for covering part of specific courses.

8.7 Language Requirement

As the medium of instruction at the Institute is English, the students shall be expected to be able to write, read and speak English fluently and be able to prepare high quality research paper in English. If a candidate's knowledge of English is found deficient, he/she shall be required to undergo a course in English on his/her own expenses and the duration of his/her study shall, if necessary, be extended for this purpose.

8.8 Credit Requirement

8.8.1 The number of credits of course work required for each candidate shall be specified by the Advisory Committee of the candidate subject to the guidelines on the subject and approval of the Dean.

8.8.2 A minimum of 45 (55 for courses in Agricultural Statistics, Computer Applications, Agricultural Extension and Agricultural Economics) credits of successful post-graduate work shall be required for students preparing for M.Sc./M.Tech. degree, in addition to other compulsory courses. At least 20% of the course work shall be in fields outside the major discipline.

8.8.3 In the case of students preparing for Ph.D. degree, they shall have to take minimum 36 credits (45 in case of Agricultural Statistics, Agricultural Extension and Agricultural Economics) including two minors of 9 credits each. The students may also be assigned courses in other supporting disciplines (not taken as minor field of study) depending upon the requirements, to provide training for higher level of scholarship and research in their particular fields. The student should also take the compulsory courses.

Note : Ph.D. students competing for award of IARI Merit Medals should have completed a minimum prescribed load of 25 credits in one academic year. Please See Chapter 13 (Part I).

8.8.4 A student's programme of studies shall not include more than 15 credits in any particular trimester. The student may be allowed to take more than 15 credits in a trimester besides remedial courses, if any, and PGS courses, if he/she is capable to do so, on specific recommendation of Student's Advisory Committee and subject to prior approval of the Dean, Post Graduate School.

8.8.5 A departmental student's programme of studies shall not include more than 15 credits in a particular trimester. Marginal enhancement of the ceiling of credits in case of students taking courses on Introductory Agriculture would be granted by the Dean on merit of each case.

8.9 Submission of Roster

8.9.1 Each student on rolls, whether taking course work or not, shall submit roster-cum-registration forms online (Annexure III) at least three days before the commencement of each trimester to the Professor of the discipline indicating the courses for which he/she would be registering in that particular trimester. If a course is taken without inclusion in the roster, the grades earned in that course will not be counted, unless permitted by the Dean.

8.9.2 No course shall be entered in the roster unless it is included in the PPW of student.

No adding/dropping is allowed after the last date prescribed for this purpose.

The time for adding/dropping of courses included in the roster after registration will be 15 days.

8.10 Core Courses

8.10.1 Each discipline shall prescribe a set of core courses for students majoring in that discipline which are considered as the irreducible minimum and which the students should successfully complete in order to ensure the requisite and basic knowledge necessary for qualifying for a degree in that particular discipline. The core courses are

indicated under each discipline in Part II of PG School Calendar (syllabus).

8.10.2 Core courses are prescribed for M.Sc./ M.Tech. and Ph.D. students. A discipline may also prescribe courses from other disciplines as core courses, if such courses are considered essential for acquiring the requisite standard of knowledge in the students' major field of specialisation.

8.10.3 The prescribed core courses shall be counted towards the minimum requirement of 9 credits in respect of the minor field(s) of specialisation.

8.10.4 A student desirous of seeking exemption from undertaking the prescribed core course(s) shall undergo the qualifying examination(s) to be conducted in each discipline, at the satisfactory completion of which, exemption shall be granted from taking the core courses.

8.10.5 The PPW of each student shall be drawn up only after the core courses to be taken are decided.

8.11 Auditing of Courses

No student shall be allowed to audit a course included in the PPW. However, he/she may be allowed to audit any other regular course.

8.12 Remedial Courses

8.12.1 Students who have not been exposed to agricultural scientific disciplines in their Bachelor's or Master's degree programme, shall be required to undergo introductory courses on agriculture during the first year of their study at IARI.

All the international non-agricultural graduates admitted at IARI shall have to complete the prescribed Remedial Courses on Introductory Agriculture as per the approved schedule given below for the same. Their respective sponsoring agencies/ Governments may be made aware of this requirement at the time of admission of non-agricultural students at Post Graduate School.

Code No.	Title of Course	Name of the Discipline	Credit	Trimester
AGR 001	Agronomy of Rainy Season Crops	Agronomy	1+2	I
AGR 002	Agronomy of Winter Season Crops	Agronomy	1+2	II
AGR 003	Agronomy of Summer Season Crops	Agronomy	1+1	III
AGR 004	Soil and Environment	SSAC	2+1	I
AGR 005	Major Pests of Crops and Their Management	Entomology	1+2	I
AGR 006	Crop Morphology and Physiology	Plant Physiology	1+1	I
AGR 007	Principles of Horticultural Crops	Horticulture	2+1	I
AGR 008	On-farm Education and Visits to Different Institutions	Agricultural Extension	0+2	II
AGR 009	Principles of Post Harvest Technology	Post Harvest Technology	1+1	II
AGR 010	Elements of Genetics and Plant Breeding	Genetics	2+1	II
AGR 011	Crop Diseases and Their Management	Plant Pathology	1+1	II
AGR 012	Basics of Seed Technology	Seed Science and Technology	1+1	II
AGR 013	Economic Botany and Plant Genetic Resources	Plant Genetic Resources	1+1	III
AGR 014	Fundamentals of Economics and Business Management	Agricultural Economics	1+1	I
AGR 015	Basics of Extension Education	Agricultural Extension	1+1	III
AGR 016	Basic Agricultural Engineering	Agricultural Engineering	1+1	III

During III trimester, the following activities should be undertaken by the non-agricultural students:

- i) They should visit atleast two Agricultural Universities for a duration of one week each.
- ii) They should spend atleast a fortnight each at any two of the IARI Regional Stations at Karnal, Indore, Katrain and Pusa (Bihar).
- iii) Non-agricultural students should spend atleast one month at Krishi Vigyan Kendra of IARI to get familiar with Transfer of Technology activities and also to gain Rural Agricultural Work Experience.

8.12.2 Students who had not obtained a Bachelor's or Master's Degree in agricultural sciences but claim exemption from attending the remedial courses/courses on Introductory Agriculture on the grounds of having been previously exposed to the agricultural discipline at either Master's or Bachelor's level, can be given exemption only if they are able to pass the qualifying examination in the respective course(s) on Introductory Agriculture.

8.12.3 The courses on Introductory Agriculture shall be over and above the prescribed minimum credit load for the M.Sc./M.Tech./Ph.D. degree, and will be counted for calculating OGPA like regular courses.

8.12.4 The concerned Advisory Committee shall recommend the exact time schedule for taking the courses on Introductory Agriculture and indicate whether any extension of the minimum period of study is required for taking the extra load.

8.12.5 The students shall maintain the prescribed attendance in the remedial courses/ courses on Introductory Agriculture and sit for the examination. Their performance shall be counted as in other courses. However, the credits and grades in respect of the courses on Introductory Agriculture shall not count towards the minimum credit requirements of the student or for award of IARI Merit Medals or any prize.

8.13 Compulsory Courses

Following courses have been introduced as compulsory courses for all M.Sc./M.Tech.

students: (i) Library and Information Services, (ii) Technical Writing and Communication Skills, (iii) Basic Statistical Methods in Agriculture, and (iv) History of Agriculture. For Ph.D. students, the compulsory courses are: (i) Intellectual Property and its Management in Agriculture, (ii) Agricultural Research, Research Ethics, and Rural Development Programmes, as well as all the four compulsory courses of M.Sc./M.Tech., in case, these are not done at M.Sc./M.Tech level. These courses will be over and above the prescribed minimum credit load for M.Sc./M.Tech./Ph.D. degrees, and will be graded and counted for calculating OGPA like regular courses. Basic Statistics Methods in Agriculture course will not be a compulsory course for the students of statistics. The details of these courses are given Part II of PG School Calendar (Syllabus).

8.14 Outline of Research Work (ORW)

From the start of IV trimester, all Ph.D. students shall have to devote maximum time towards their specific research problem and study of the related literature.

8.14.1 An outline of research work (ORW) of a student in the prescribed proforma (Annexure VII) and recommended by the Chairperson and members of the Advisory Committee shall be sent online for approval of the Dean by the end of second or third trimester from the date of admission.

8.14.2 The procedure for formulation and finalization of ORW shall be as under:

- (i) In the first instance, the student and the Chairperson may prepare a draft ORW after discussing in detail the problem chosen to ensure the full involvement of the student in the research problem. The draft ORW should indicate in detail the method of tackling the problem, the various facilities required in terms of land, equipment, chemical etc., the division where such facilities are available, and the time schedule for completion of the research work. If facilities available in another divisions are to be utilized, the Chairperson may consult the division concerned regarding its availability.

- (ii) The draft ORW may be discussed by the Advisory Committee of the student and the Professor may be informed of this to join the discussion. This should be done by the end of second trimester or the beginning of the third trimester.
- (iii) The draft ORW approved by the Advisory committee should be given to the Professor and Head of the Division for discussion.
- (iv) There should be a common seminar in each Division for presenting ORWs of the students in which all the faculty members and students would participate to ensure full interaction. In the seminar the student shall explain in brief the nature of the problem and the techniques to be adopted for tackling the problem and the expected output.
- (v) The ORW may be finalised by the student and the Chairperson in the light of the discussion in the seminar and forwarded to the Dean's office (online) through the Professor by the end of III trimester. A copy of the ORW should be sent to the Division concerned, if the facilities of that division are proposed to be utilized.
- (vi) If necessary, the ORW may be revised subsequently in the light of difficulties faced in tackling 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 for consideration.
- (vii) Study tour for preliminary surveys for framing the problem and finalising the ORW are generally to be avoided. However, specific cases with adequate justification may be considered by the Dean for approval.

8.14.3 Once the commitment regarding the use of the facilities has been given in the ORW, the officer concerned shall take all necessary steps to ensure that the student is in a position to utilise the equipment and get the work done quickly. The Chairperson of the Advisory Committee shall also pursue the matter with the establishment concerned.

8.14.4 The students may have to visit, if their training so requires, different research institutions and sub-stations of the Institute. They shall be entitled to the payment of second class railway fare as per terms specified under the relevant scholarship rules.

8.15 Inter-Institutional Collaboration in Research Work

The Institute has a provision for inter-institutional collaboration in the investigation of the research problems chosen by the post-graduate students. The Institute has a fruitful phase of collaboration in the post-graduate education with the Indian Agricultural Statistics Research Institute (IASRI), New Delhi, in collaboration with which, the post-graduate courses are being conducted in Agricultural Statistics and Computer Application. Post-graduate programme (M.Sc.) in Plant Genetic Resources has been initiated from the academic session 1996-97 and the Ph.D. programme from the academic session 2004-2005 in collaboration with National Bureau of Plant Genetic Resources (NBPGR), New Delhi. From the 2011-12 academic session, M.Sc. course on Bioinformatics will be initiated at IARI which will be taught by faculty members drawn from different disciplines of IARI. In addition, the Institute permits students to conduct field experiments and research work in approved research institutes after taking into account the needs of the students and the nature of the research problem. The MoU to this effect is signed for mutual benefit of both IARI and the identified institute.

8.16 Attendance

8.16.1 All students shall attend a minimum of 85 per cent of the total number of lectures and practicals separately in each course.

8.16.2 If a student falls short of required attendance in lectures, practicals or field work by 5 percent or less in any particular course, the shortage may be condoned by the Dean, provided (i) it is made up in the aggregate and (ii) the shortage was due to unavoidable circumstances.

8.16.3 Students falling short of the prescribed minimum attendance in the particular course shall

not be permitted by the course leader to take the examination for that course without prior approval of the Dean.

8.16.4 The Chairpersons of the students Advisory Committee should monitor the attendance of the student in the division in addition to the regular procedure of marking the attendance by the students with the Professor.

8.16.5 The attendance sheet of the students should be forwarded by the Professors to the Post Graduate School during the 1st week of every month to avoid the wrong/over-payment of fellowship to the students. The fellowship for the preceding month will be paid to the students after the receipt of the attendance sheet in the Post Graduate School by the 7th of the next month.

8.17 Leave

The nature of leave admissible to students is given below:

- (a) 8 days casual leave per annum.
- (b) Special leave for ten days per annum on medical ground only on full scholarship / fellowship.
- (c) In exceptional cases, leave upto a maximum of one trimester during the entire course of studies for sufficient and valid reasons only without any scholarship.
- (d) Summer vacations or any other holiday announced by the IARI.
- (e) Maternity and Paternity leave as per the Govt. of India guidelines.
- (f) The leave will not be granted as a matter of right.

8.17.1 The Head of the Division is competent to sanction leave to students for a period not exceeding a full trimester during the entire course of studies for sufficient and valid reasons under intimation to the Post Graduate School for record. The award of scholarship during the leave period shall be determined as per the terms and conditions of the respective Scholarship /Fellowship scheme.

8.17.2 Cases of absence of more than one trimester due to illness of the student may be decided by

the Dean on the recommendation of the Medical Officer and in case of absence for any other reasons, the Dean shall examine each case on merit and decide the matter.

8.17.3 Cases of students remaining on unexplained absence for more than 15 days shall be promptly reported to the Post Graduate School office by the divisions and the Hostel Office, and the names of those students shall be struck off from the rolls of Post Graduate School for unauthorised absence.

8.18 Residential Requirements and Duration of Studies

8.18.1 The minimum residential requirements for both the M.Sc./M.Tech. and the Ph.D. degree courses is 2 and 3 academic years, respectively, from the date of admission.

This requirement shall be treated as satisfied in the cases in which a student submits his/her thesis any time during the sixth trimester of his residentship at the IARI in the case of M.Sc. student and ninth trimester for Ph.D.

8.18.2 The maximum time limit for completion of the M.Sc./M.Tech. degree is 4 years and for Ph.D. degree is 5 years from the date of admission.

8.18.3 The departmental candidates will be required to submit their theses within the prescribed time limit of 4 and 5 years for M.Sc./M.Tech. and Ph.D. courses respectively, as in the case of regular students mentioned at Para 8.18.2 above.

8.18.4 The date on which the thesis, complete in all respect is submitted to the Post Graduate School shall be taken as the date for the purpose of calculating the maximum time limit prescribed.

8.18.5 The time limits mentioned shall be inclusive of all interruptions (except the interruption due to name being struck off from the rolls) and shall not be relaxable except on medical ground.

The following procedure will govern requests for extension of time limits:

- (i) Whenever any event takes place which is likely to delay the submission of thesis, such event shall be duly reported through the Progress Report.

- (ii) All requests for extension must be received in the Post Graduate School three months in advance of the last date for submission of thesis (including the extended date).
- (iii) Dean may grant extension upto six months provided he is fully satisfied that the causes of the delay is beyond the control of the student.
- (iv) In exceptional circumstances, the Dean may also grant another extension of six months, wherever necessary, with the approval of the Chairman, Academic Council. However, no further extension shall be granted beyond this period.

8.19 Review of Students Progress in Course and Research Work

In order to review and continuously watch the progress of the students in both the course work and the research work, each student shall submit online, at the end of each trimester, a progress report in the prescribed proforma (Annexure IV). The following guidelines shall be observed in this regard :

- (i) The trimester progress report shall be reviewed by the Chairperson of the Student's Advisory Committee and in case of any difficulty faced by the student, the entire Advisory Committee shall review his/her trimester progress.
- (ii) The copy of Progress report may be submitted online through the Professor for use of Post Graduate School.
- (iii) The Professor in each discipline will prepare an overall resume of the progress of students

in that discipline which will include the cases of students where special problems are faced.

- (iv) The Board of Studies in each discipline will meet at the end of each trimester and consider this resume for taking appropriate action under intimation to the Dean.

8.20 Students Discipline

8.20.1 The Dean, Post Graduate School is charged with the general control of students and the maintenance of discipline.

8.20.2 The Dean shall have the discretion to remove a student from the rolls of the Post Graduate School for any of the following reasons

- (i) Failure to profit by the course of studies
- (ii) Misbehaviour
- (iii) Failure to pay the prescribed fees and dues in time without prior permission
- (iv) Continuous absence from studies without prior permission

8.20.3 A record of the students found guilty of misdemeanour/indiscipline along with details of such incidents shall be kept in the Post Graduate School for future reference and consultation, if any.

8.20.4 If any property/equipment in the campus is damaged and loss caused to the Institute as a result of demonstration/strikes resorted to by the students, the loss would be recovered either directly from the persons specifically identified where possible; or else collectively from such groups or associations as were responsible for organising the demonstration/strike.