

Post Graduate (PG)-Academic Regulations-2016

For

Master's and PhD Degree Programmes



**U.P. Pandit Deen Dayal Upadhyaya Pashu Chikitsa Vigyan
Vishwavidyalaya Evam Go-Anusandhan Sansthan
(DUVASU), Mathura-281001(UP)**

FOREWORD

U.P. Pandit Deen Dayal Upadhyaya Pashu Chikitsa Vigyan Vishwavidyalaya Evam Go-Anusandhan Sansthan, Mathura was established by Government of Uttar Pradesh under U.P. Act. on 25.10.2001 by upgrading the College of Veterinary Science & Animal Husbandry as its main constituent College. The fabrics of University encompasses College of Veterinary Science & Animal Husbandry,



College of Biotechnology, College of Fishery Science, College of Livestock Products and Technology, College of Animal Industry and Business Management and Go -Anusandhan Sansthan. In the year 2009, the College of biotechnology was introduced as another faculty of the university. Since creation of the university it was constantly strived to make post graduate studies more responsive to the need of Veterinary Science and changing demand of the society and to produce competent manpower capable of addressing the thrust areas of veterinary research, extension and entrepreneurships. Currently, the university has two operational faculties with well equipped laboratories. The faculty of Veterinary Sciences & Animal Husbandry conferring BVSc & AH, MVSc and PhD degree in different disciplines and the faculty of Biotechnology offering B.Sc., MVSc/MSc and PhD degree. The PG Academic Regulations-2016 of the university was initially prepared for the faculty of Veterinary Science to start of semester system of the education in Postgraduate courses as that time; traditional system of postgraduate education was followed in the university. With the start of the College of Biotechnology, a composite PG Academic Regulation is prepared to ensure equity of treatment for students at each stage of their postgraduate education. This is done by setting out criteria for making judgments about student's academic performance. The ultimate aim of such academic regulation is that the students can achieve the highest academic degrees with excellence within a stipulated period of time framed by the University. A further purpose of these regulations is to safeguard the academics and academic performance of the University and to maintain the integrity of its degrees for the benefit of it's students and other stakeholders. The PG Academic Regulations-2016 describes legitimate guidelines to the students and their responsibilities to pursue the course work and research work under the strict guidance of allotted advisory committee. I appreciate the efforts made by Prof. P.K. Shukla, Dean, Postgraduate Studies and faculty members who brought out these regulations. I am sure that the PG Academic Regulations-2016 of the university will be of immense use to both teachers and students.

A handwritten signature in blue ink, appearing to be 'K.M.L. Pathak'.

(K.M.L. Pathak)
Vice-Chancellor

PREFACE

The PG Academic Regulations-2016, a very important document contains effective rules and regulations for academic pursuit of post-graduate education in various faculties of the university. The PG Academic Regulations-2016 is divided into XIV chapters bearing *preliminary, course of study, admission, enrolment, registration and continuance, attendance requirement, allotment of registration and continuance, attendance requirement, allotment of advisor, advisory system, residential requirement, programme of study, permissible load of courses, examination and preparation of results, research thesis, appointment of external examiners and 15 different formats*. The document outlines all the academic requirements that must be followed by the students. The existing PG Academic Regulations has been revised in light of the introduction of College of Biotechnology as another faculty in the university and issuance of Common Academic Regulations of Indian Council of Agricultural Research. The mission of the University is to promote and advance learning and knowledge relevant to needs of the largest population of livestock in the state of Uttar Pradesh through teaching and research that encourages innovation for pinnacle of production to teem the mouth of growing population. I take this opportunity to thank Deans of the faculties and members of the academic council for scrutinizing and approving various rules and regulations. I am also thankful to the faculty members who gave valuable suggestions in revising these regulations.



I express my deep sense of gratitude to **Prof. K.M.L. Pathak**, Vice-Chancellor U.P. Pandit Deen Dayal Upadhyaya Pashu Chikitsa Vigyan Vishwavidyalaya Evam Go-Anusandhan Sansthan (DUVASU), Mathura whose leadership, foresightness, visionary approach, scientific acumen and providing detail inputs have helped in setting high standard of PG Academic Regulation-2016 for the use of faculties of the university.

A handwritten signature in blue ink, appearing to read 'P.K. Shukla', with a horizontal line extending to the right.

(P.K. Shukla)
Dean, PGS

CONTENTS

Sections	Title	Page No.
	Foreword	
	Preface	
PART-I	PRELIMINARY	1
1.	Short Title and Commencement	1
2.	Definitions	1
PART-II	COURSE OF STUDY	2
1.	Description	2
2.	Academic Year and Semester Calendar	2
PART-III		
1.	Admission to Master's/ PhD Course	2
2.	Selection of Students	2
3.	Reservation of Seats for Admission	3
4.	Time of Admission	3
5.	Counseling	3
PART-IV	ENROLMENT, REGISTRATION AND CONTINUANCE	3
1.	Enrolment	3
2.	Registration	4
3.	Mode of Registration	4
4.	Registration of Fresh Students	4
5.	Registration of Continuing Students	4
6.	Late Registration	4
7.	Suspension of Registration	4
8.	Cancellation of Registration	4
9.	Dropping from the University	5
PART-V	ATTENDANCE REQUIREMENT	5
1.	Record of Class Attendance	5
2.	Minimum Class Attendance	5
PART-VI		
1.	Allotment of Advisor	5
2.	Accreditation for Postgraduate Teaching and Research in College of Veterinary Science and Animal Husbandry	6
3.	Accreditation for Postgraduate Teaching and Research in College of Biotechnology	7
4.	Allotment of Students to the Retiring Persons	8
5.	Allotment of Student to Teacher on Extra Ordinary Leave or Study Leave	8

6.	Change of Major Advisor	8
PART-VII		
1.	Advisory System	8
PART-VIII	AWARD OF DEGREE AND THE RESIDENTIAL REQUIREMENTS	9
PART-IX		
1.	Programme of Study	10
1.1	Requirement of Credit Hours	10
1.2	Courses	11
1.3	Requirement for the Master's Degree	11
1.4	Minor Subject Courses	11
2.	Change/ Withdrawal of Courses	12
3.	Change in the Programme of Study	12
PART-X	MAXIMUM AND MINIMUM PERMISSIBLE CREDIT LOAD IN A SEMESTER	12
PART-XI	EXAMINATION AND PREPARATION OF RESULTS	12
PART-XII	INITIATION OF RESEARCH WORK	16
PART-XIII		
1.	Appointment of External Examiners for Thesis Evaluation and Viva Voce Examination	17
2.	Evaluation of Thesis	18
3.	Declaration of Result	19
4.	Character Certificate	19
PART-XIV	Performa	
PGS-I	Format of Registration Form	21
PGS-II	Format of Formation of Advisory Committee	23
PGS-III	Format of Programme of Work for Postgraduate Studies	24
PGS-IV	Format of Title Page of Synopsis	28
PGS-V	Format of Inside Cover Page of Synopsis	29
PGS-VI	Format of Synopsis	30
PGS-VII	Format of Postgraduate Thesis	32
PGSVIII	Format of Title Page of Thesis	36
PGS-IX	Format of Certificate of Adviser	37
PGS-X	Format of Certificate of Advisory Committee	38
PGS-XI	Format of Certificate of HOD	39
PGS-XII	Format of Sending Panel of Examiners	40
PGS-XIII	Format of Thesis Evaluation Report	41
PGS-XIV	Format of Viva Voce Report	43
PGS-XV	Format of Undertaking of Copy Right by Student	44

PG-ACADEMIC REGULATIONS-2016
For the
AWARD OF POSTGRADUATE (Master's and PhD) DEGREES

PART – I

PRELIMINARY

- 1. Short Title and Commencement:** (1) The PG Regulations-2016 of U.P. Pandit Deen Dayal Upadhyaya Pashu Chikitsa Vigyan Vishwavidyalaya Evam Go-Anusandhan Sansthan, Mathura for the award of the Master's and Doctor of Philosophy degree may be called the PG Academic Regulations-2016 of U.P. Pandit Deen Dayal Upadhyaya Pashu Chikitsa Vigyan Vishwavidyalaya Evam Go-Anusandhan Sansthan, Mathura and shall come into force from the date of their approval by the Academic Council of the University.
- 2. Definitions:** In these PG Regulations, unless the context otherwise requires:
- i. "PG Academic Regulations means the Academic Regulations of U.P. Pandit Deen Dayal Upadhyaya Pashu Chikitsa Vigyan Vishwavidyalaya Evam Go- Anusandhan Sansthan, Mathura for the course of study in the University for the award of degrees of Master's and Ph.D.
 - ii. "Credit Hours" means the weekly unit of work recognized for particular course as per the course catalogue of the University. A lecture class of one hour per week shall be counted as one credit whereas, a practical class of two hours duration per week shall be counted as one credit hour.
 - iii. "Semester" means a period consisting of minimum 105 Instructional days, excluding examination days and during a semester, a minimum of 15 lectures are required to be delivered for each credit hour of the course.
 - iv. "Syllabus" and "curriculum" means the syllabus and curriculum for courses of study as specified by the U.P. Pandit Deen Dayal Upadhyaya Pashu Chikitsa Vigyan Vishwavidyalaya Evam Go-Anusandhan Sansthan, Mathura.
 - v. "Teaching Experience" means teaching experience in the subject concerned or related subjects in any similar Faculty or the University or Institution recognized by the VCI, ICAR, UGC or Association of Indian Universities.

PART – II

COURSE OF STUDY

- 1. Description:** A degree course of Master's and PhD shall comprise of the courses of study consisting for the curriculum and syllabus provided in these regulations and spread over a minimum of two and three academic years, respectively.
- 2. Academic Year and Semester Calendar:** The academic year shall ordinarily be from first week of August to June. It shall be divided into two semesters of 105 days each. The semester calendar of each academic year shall be issued by the Dean Post Graduate Studies (Dean, PGS) before the start of the Academic session.

PART – III

1. Admission to Master's/PhD Course

Admission to Master's/PhD programme shall be done on the basis of selection after Post Graduate Entrance Test (PGET) and /or counseling, payment of prescribed fees and registration for 1st Semester unless otherwise changed by the Academic Council.

No candidate shall be admitted to the Master/PhD course unless he/she has -

- i. Passed BVSc & AH Degree as per the Schedule-I and II of the Veterinary Council of India (VCI) for MVSc courses and MVSc for admission to PhD courses in Veterinary stream.
- ii. Passed Bachelor Degree in Veterinary Science / Biotechnology/ Fishery Science / Life Science / Pharmacy for MSc / MVSc courses in Biotechnology.
- iii. Obtained a CGPA of not less than 6.0 on a ten point scale in case of candidates belonging to Unreserved (UR) and Other Backward Classes (OBCs) and a CGPA of not less than 5.5 on a ten point scale in case of candidates belonging to Scheduled Castes (SCs) and Scheduled Tribes (STs) categories in his/her Bachelor or Master's Degree. The respective formula will be converted in 4.0 scales for traditional system.

2. Selection of Students

- i. To be eligible for seeking admission in any discipline and appearing in competitive entrance examination, the candidate must have passed the concerned subject without any supplementary examination.
- ii. The selection of students to a Postgraduate degree programmes shall be on the basis of the merit in the PGET for admission to Veterinary Science and Animal Husbandry and on the basis of merit in qualifying examination for Biotechnology (B.Sc./B.V.Sc. or M.Sc./M.V.Sc), however, it is essential that the candidates of UR and OBCs should have secured at least a minimum of 50% while those belonging to SCs and STs categories 45% marks in the PGET/qualifying examinations.

- iii. One seat in each discipline in MVSc programme is reserved for the candidates to be nominated by Indian Council of Agricultural Research (ICAR), New Delhi based on the All India Joint Entrance test conducted by ICAR, New Delhi. Such candidates need not appear in PGET conducted by the University. Any seat falling vacant under this category shall be filled by the PGET qualified candidates.
- iv. In case of PhD admissions, one additional seat in each discipline will be created and reserved for the candidates who qualify SRF examination by ICAR / in-service candidates of SAU's and such candidates will not be required to appear in the entrance examination conducted by the University. This seat will be for internal in-service candidate of DUVASU. In case it remains vacant will be given to in-service candidates of SAU/ICAR institutes on the basis of merit.

3. Reservation of Seats for Admission

The reservation policy of the Government of Uttar Pradesh will be followed for admissions to Master's and PhD programme(s), however, in the event of any seat falling vacant due to non-availability of applicants/candidates of a particular category from the reservation quota or UR or that reserved for ICAR, then such vacant seats shall be filled up with the students belonging to any other categories provided they have secured the minimum qualifying marks. The roster will be applicable on the total number of seats in Master's and PhD degree programme

4. Time of Admission

Admission to Master's and PhD degree programmes shall be made at the commencement of the first semester of each academic year, unless otherwise specified by the University Authority.

5. Counseling

Counseling for admission to the post graduate courses shall be held on the specified date as mentioned in the prospectus of the year or as notified by the Registrar.

PART- IV

ENROLLMENT, REGISTRATION AND CONTINUANCE

1. Enrollment

- i. Students admitted to Master's or PhD programmes and the continuing students shall present themselves in the respective department in the College of Veterinary Science and Animal Husbandry/Office of the Dean, College of Biotechnology at the beginning of each semester on dates notified by the Registrar/Dean, PGS for advisement and registration, respectively.

2. Registration

Following advisement as prescribed above, registration and enrollment of candidates selected for admission and registration of the continuing students shall be completed on scheduled date(s) notified earlier by Registrar/ Dean, PGS for each semester.

3. Mode of Registration

Registration shall consist of the following steps:

- i. After getting the five registration cards signed from the concerned Instructor(s) and Head of Department, the students shall deposit the university fees and other dues.
- ii. After depositing the fee, the student shall submit the duly completed and signed registration cards in the office of the Dean, PGS.
- iii. No registration will be allowed in absentia.

4. Registration of Fresh Students

Registration for the first semester of the year for Master's or PhD degree programme is a part of admission procedure and shall be governed by the admission rules. Admission of new students failing to register in the prescribed manner on the assigned date is liable to be cancelled.

5. Registration of Continuing Students

Registration of the continuing students in the subsequent semester(s) shall be held in a similar way on the date and time notified by the Registrar/ Dean, PGS.

6. Late Registration

A continuing student, who does not register on the day of registration, shall be required to pay a late registration fee at the rate of Rs. 100/- per day for next six days excluding holidays. Student failing to register within next 6 working days shall not be allowed registration in that particular semester.

7. Suspension of Registration

The registration of any student may be suspended by the Vice-Chancellor on the recommendation of the disciplinary committee. A student whose registration has been suspended as above will have to vacate the hostel and leave the campus if such a measure is deemed necessary by the University authorities in the interest of academic discipline and peace of the campus.

8. Cancellation of Registration

The Vice-Chancellor may cancel the registration of any student or group/ batch/ classes of students who indulge in acts of indiscipline, misconduct, violation of the rules and regulations of the University, strikes, absence from class(es) without permission or without any valid reason or in cases the Vice-Chancellor has reasons to believe that their continuance in the institution would not be in the interest of the University.

9. Dropping from the University

Discontinuation of studies by any Master's or PhD student will be permissible only on justified grounds after the completion of first semester examination. The student may be allowed by Dean, PGS to seek re-admission in the subsequent year(s) subject to the condition that the total period of withdrawal shall not exceed four semesters in case of Master's and six semesters in case of PhD students including the semester in which he /she had withdrawn. In case the student leaves the university without prior permission for dropping from the competent authority, his/her admission will be cancelled by the Registrar on the recommendations of Dean PGS.

PART-V

ATTENDANCE REQUIREMENT

1. Record of Class Attendance

Each teacher shall maintain a record of the student's attendance in each course taught by him/her in each semester. It would be responsibility of course teacher to convey shortage of attendance to the student and in case of highly irregular students a letter should be sent to their parents conveying that student's registration is liable to be cancelled. Soon after the completion of the semester i.e. the next day of completion of semester the HOD should send the complete attendance statement to the Dean PGS with specific remarks and recommendations, who would in turn forward it to the office of the COE as well as to Registrar office with recommendations. The notification of the attendance to the student should be displayed on the notice board and University website and be announced in the classroom by the concerned teacher.

2. Minimum Class Attendance

Each student shall be regular in attending classes and shall be required to have a minimum of 75 per cent attendance (including attendance benefit; if any), both in theory and practical separately in each course in each semester at Master's and PhD level failing which he/ she will not be allowed to appear in the semester examination and he/ she shall be declared as failed in that subject unless withdrawal from the course is permitted duly by Dean PGS.

PART-VI

1. Allotment of Advisor

Major Advisor of the Master's/PhD student should be allotted within three months of admission in first semester by the concerned Head of Department, keeping in view the

recommendation of the Departmental Academic Committee and approved by the Dean, PGS. The Major advisor should be allotted on seniority and rotational basis provided the faculty member(s) fulfill the minimum eligibility conditions for becoming an Advisor.

2. Accreditation for Postgraduate Teaching and Research in College of Veterinary Science and Animal Husbandry:

- All teachers of the University in the rank of Professors/Principal Scientist from ICAR institutions shall be automatically accredited for postgraduate teaching and research up to PhD level in the concerned subject or the Allied subjects.
- All teachers of the University in the rank of Associate Professors/Senior Scientist from ICAR institutions shall be automatically accredited for postgraduate teaching and Master research including in Allied Subject. For guiding research up to PhD level, he/she will have to follow procedure of accreditation.
- All teachers of the University in the rank of Assistant Professors/ Scientist from ICAR institutions will be eligible for teaching postgraduate courses as per their qualification. The teachers (Assistant Professors or equivalent) having PhD degree will be eligible for M.V.Sc. teaching and will undertake PhD teaching after acquiring experience of two years of M.V.Sc. teaching. The Teachers (Assistant Professors or equivalent) having M.V.Sc. degree will be eligible for M.V.Sc. teaching after acquiring two years of teaching experience.

2.1 For postgraduate teaching and research, faculty members (Assistant Professors) will be accredited by the Accreditation Committee consisting of Dean of concerned college (Chairman), Director of Research, Head of concerned department and Dean, PGS (Convener). For accreditation to guide research at Master or PhD level, the number and quality of research publications shall be taken in to consideration. For accreditation, a teacher will have to make an application to Dean, PGS through proper channel by submitting their bio-data along-with willingness.

The recommendation of Accreditation Committee will be considered by the Academic Council for final approval.

2.2. MVSc: An Assistant Professor/Scientist having PhD degree (relaxable to Master's degree in the faculty (discipline) where PhD's are not available) shall be accredited to guide research at the Master's level provided that staff member has -

- I. A minimum experience of teaching/research/extension for a period of 2 years in case of PhD and 5 years in case of MVSc and
- II. Has at least three research papers published in the journal of repute having NAAS rating not less than 4.0. However, an Assistant Professor possessing PhD degree in the allied subject shall be considered for accreditation to guide research at Master's level provided that he/she has-

- i. A minimum experience of teaching/research/extension in the concerned discipline for a period of 5 years in case of PhD and 8 years in case of MVSc and
- ii. Has at least 8 research papers in the concerned discipline published in the journal of repute (NAAS rating ≥ 4.0).

2.3. PhD: A faculty members having PhD degree shall be considered for accreditation to guide research at PhD level provided he/she has guided research at Master level for a period of at least two years and successfully guided at least two Master degree students.

2.4. Co-Major Advisor: Co-Major Advisor from same or other department/discipline may be appointed by Dean, PGS on recommendation of Major Advisor/ Head of Department under the following conditions.

- i. Where there is inter-institutional collaboration with other outside Institute/University/Agency.
- ii. Where Major advisor has gone on leave for a period exceeding six months.
- iii. Where Major Advisor of other institution/University, Co-Major Advisor will be of the parent University and vice versa.

3. Accreditation for Postgraduate Teaching and Research in College of Biotechnology:

- All the teachers of the University in the rank of Professor/Principal Scientist from ICAR institutions possessing PhD degree in the Veterinary Science and Animal Husbandry/allied subject shall be automatically accredited for postgraduate teaching and Research up-to PhD level.
- All the teachers of the University in the rank of Associate Professor/Senior Scientist from ICAR institutions possessing PhD degree in the Veterinary Science and Animal Husbandry /allied subject will be eligible for teaching postgraduate courses in the college of biotechnology and shall be considered for accreditation to guide research at Master/PhD level provided-

3.1 For Guiding Research at Master's Level- The teacher has taught at least 2 years at the college of biotechnology as core or resource faculty and has published 3 research articles in the NAAS rated journals (rating not less than 4) in the biotechnology related field.

3.2 For Guiding Research at PhD Level- That the teacher has taught at least 3 years at the college of biotechnology as core or resource faculty and published 5 research articles in the NAAS rated journals (rating not less than 4) in the biotechnology related field.

- All the teachers of the University in the rank of Assistant Professor/Scientist from ICAR institutions possessing Master's/PhD degree in the Veterinary Science and Animal Husbandry/allied subject will be eligible for teaching postgraduate courses and shall be

considered for accreditation to guide research at Master's/PhD level in the college of biotechnology provided-

3.3 For Guiding Research at Master's Level- A teacher possessing Master's/PhD degree in the allied subject shall be considered for accreditation to guide research at Master's level provided the teacher has taught at least 3 years at college of biotechnology as core or resource faculty and published 5 research articles in the NAAS rated journals (rating not less than 4) in the biotechnology related field.

3.4 For Guiding Research at PhD Level- A teacher possessing PhD degree in the Veterinary Science and Animal Husbandry/allied subject shall be considered for accreditation to guide research at PhD level provided the teacher has taught at least 5 years at college of biotechnology as core or resource faculty and published 8 research articles in the NAAS rated journals (rating not less than 4) in the biotechnology related field.

4. Allotment of Students to the Retiring Persons

A teacher likely to retire in two years will not be eligible for allotment of student for Masters/PhD degree programme.

5. Allotment of Student to Teacher on Extra Ordinary Leave or Study Leave

Teachers of the University on extra ordinary leave or on study leave or who leave the University service will cease to continue to act as Advisors of the postgraduate students of the University.

6. Change of Major Advisor

An advisor once assigned to Master's /PhD student will normally be not changed. Where the need for the change of Advisor becomes necessary, either because the Advisor has retired or resigned and left or is on long leave or refuses to act as an advisor, or in any other circumstance where the Dean of the College on recommendations of the concerned HOD of the department is convinced or has reasons to believe that the change of Advisor has become imminent and inevitable, the Dean, PGS will change the Major Advisor, however, rest of the members of the Advisory Committee will remain the same. In all such cases, the circumstances under which such a change became unavoidable shall be recorded on file and intimated to the Dean, PGS.

PART-VII

1. Advisory System

Head of the Departments shall be responsible for maintenance of academic standard in the Departments. Head of the Department will ensure that a major advisor shall be assigned to each postgraduate student within 3 months after admission in

consultation with the Academic Committee of the Department. Besides there shall also be an Advisory Committee for each student which shall be approved by the Dean, PGS on the recommendations of Advisor through HOD and Dean of the in the first semester of admission.

The Advisory Committee, in case of candidates pursuing Master's degree shall consist of minimum of four members. Two members of the faculty shall represent the major subject and one of them will be the major advisor who will also be the chairman of the committee. However, in exceptional cases if there is only one faculty member in the department, one member from the allied subject can be opted. Third member shall represent the minor subject and the fourth member shall represent nominee of the Dean, PGS.

For Doctorate degree, the Advisory Committee shall consist of minimum of four members.

- i. Two members from major subject, one of them will be the Major Advisor, who will also be the chairman of the committee.
- ii. One member from the minor field.
- iii. One member as nominee of Dean, PGS.

Moreover, the Dean, PGS may give approval to add one more members to the committee on the request of the Advisory Committee based on proper justifications.

The Advisory Committee shall guide the students in the choice of courses in major, minor and supporting field, with a view to enhance quality, usefulness and to avoid repetition of research. To monitor the progress of research work of student periodical meetings of the Advisory Committee must be held during the course of research work and proceedings of the meetings of the Advisory Committee be compulsorily be sent to the office of the Dean PGS.

PART-VIII

AWARD OF DEGREE AND THE RESIDENTIAL REQUIREMENTS

For the award of Master's and PhD degree(s), the minimum residential requirement and the maximum permissible time limit for the completion of degree(s) including submission of thesis shall be as under:

Residential Requirement		
Degree	Minimum Semesters	Maximum Semesters
Master's	04	08
PhD	06	12

The semester(s) washed out on account of withdrawal, dropping by the student of his/her own, failure to register in time, medical grounds, use of unfair means or dropped for any other reason whatsoever described above, shall be counted towards the maximum permissible time limit of semesters.

Note:

1. The residential requirement in the University shall include the stay at University and /or such other institutions/research stations with which the University has MOU.
2. If the student fails to complete his/her programme successfully within the maximum time limit prescribed for the programme as above, his/her enrollment in the university will automatically be cancelled.

PART-IX

1. Programme of Study

- a) Head of the Department shall convene a meeting of all the faculty members of the department for allotment of courses during the ensuing semester. Details about the courses along with the names of teachers being offered during that semester will be communicated by Head of the Department to the Dean of the concerned college and Dean, PGS at least 15 days prior to the date of registration.
- b) A detailed programme of study giving the course requirement(s) of the students admitted to the Master's or PhD degree programme shall be prepared by the respective Advisor and the advisory committee and submitted by the advisors through the Head of Department and Dean of the concerned college to the Dean, PGS for approval at least two months before the commencement of second semester. The Dean, PGS shall approve the programme of studies within one month of the receipt of the programme of studies from the Advisor after suggesting such changes as he/she may deem necessary.
- c) The programme of study shall be prepared out of the approved courses and shall be devised so as to ensure the inclusion of the required core and other major, minor and basic supporting courses as prescribed by the department and approved by the Academic Council.

1.1. Requirement of Credit Hours		Master's	PhD*
(a)	Teaching credit hours	40	30
(b)	Research	20	45
(c)	Total	60	75

*(Including special problem- two compulsory credit courses, where ever applicable)

1.2 Courses: There shall be the following types of courses in postgraduate studies.

Course work	Credit Hours			
	Veterinary Science		Biotechnology	
	MVSc	PhD	MVSc/MSc	PhD
Major Subject	28	17	28	17
Minor Subject (Minimum 6 credit hours)	08	08	08	08
Supporting/Elective Subjects (Minimum 3 credit hours)	03	03	03	03
Seminar	01	02	01	02
Research	20	45	20	45
Total	60	75*	60	75*

* This will include special problem 0+2 credit hour compulsory course for each discipline with course number-XXX-790, wherever applicable.

1.3 Requirements for the Master's Degree

Non-Credit Courses: Five courses (PGS 501, 502, 503, 504 & 506) are of general in nature and out of these, 3 non-credit courses (PGS 501, 502 and 503) are compulsory for Master's programme in Veterinary/Biotechnology Faculty. In case of PhD student if he/she has cleared these courses at Master's level, the same will be exempted. For these courses the student will be graded as satisfactory/unsatisfactory.

Non-Credit Courses

Code	Course Title	Credits
PGS 501	Library and Information Services	0+1
PGS 502	Technical Writing and Communications Skills	0+1
PGS 503	Intellectual Property and its Management in Agriculture	1+0
PGS 504	Basic Concepts in Laboratory Techniques	0+1
PGS 506	Disaster Management	1+0

1.4 Minor Subject Courses

To be selected for both the Master's and PhD degree programmes from any one of the allied subjects as per ICAR PG curricula and syllabi of the University.

- If a student has studied the equivalent course(s) in Master's degree programme from the same or any other University, then the matter may be discussed and some other alternate courses should be advised from the major/minor subjects by the Advisory Committee and the recommendations should be submitted to the Dean, PGS for exemption from studying such course(s) and approval of the programme of study.
- For each postgraduate programme, the minor and supporting courses shall be identified by the department concerned and will be selected from the list as of minor subjects.

2. Change/Withdrawal of Courses

The course once registered can be changed or withdrawn within ten days from the last day of registration. However, withdrawal without addition shall not be allowed if students are taking minimum credit load.

The Dean, PGS may permit a student to drop all courses on exceptional emergent conditions like ill health up to the last date for dropping courses on the recommendation of Advisor, Head of the Department and Dean of the College. In such cases, the students will withdraw from all courses and grade “W” will be recorded against each course.

3. Change in the Programme of Study

No change in the programme of studies shall normally be permitted. However, under special circumstances, Dean, PGS may on the recommendation of the Advisory Committee and Head of the Department, for reasons to be specified, permit a change in the programme of study including synopsis.

PART-X

MAXIMUM AND MINIMUM PERMISSIBLE CREDIT LOAD IN A SEMESTER

- a. Master's:** A student is permitted to register for a maximum course/research load equivalent of 20 hours which will include 18 credit courses and 2 non credit courses and minimum of 9 credit hours. No student is allowed to take more than 2 non credit courses in one semester. If the residential requirement has been satisfactorily completed along with the requisite credit hours of course and research work and final viva voce examination has not been conducted, the Master's student will have to register for next semester(s) by paying only the registration fee Rs. 500/- and hostel charges, if he/she is a hosteller.
- b. PhD:** A student is permitted to register for a maximum course/research load of 18 credit hours and minimum of 9 credit hours. If the residential requirement has been satisfactorily completed along with the requisite credit hours of course and research work and final viva voce examination has not been conducted, the student will have to register for next semester(s) by paying only registration fee Rs. 500/- and hostel charges, if he/she is a hosteller.

PART-XI

EXAMINATION AND PREPARATION OF RESULTS

- 1.** The examination shall be to assess whether the student has been able to achieve a level of competence. For academic assessment, evaluation of practical aspects of the curriculum should receive much greater emphasis leading to separate examinations.

2. **Internal Evaluation:** At the end of semester, there will be an internal examination. The theory examination will be conducted by the Controller of Examinations (COE) and question papers for each course will be submitted by the Course In-charge through Head of the Department.
3. The theory question paper in internal examinations should be of 50% objective and 50% subjective and of three hours duration. The evaluation will be made on 10 point scale.
4. The practical examinations will be conducted in the concerned department examination by the Course In-charge and one more teacher to be nominated by Head of the Department.

Note: There shall be no make-up examination in lieu of any missed semester examination (theory or practical).

5. **Comprehensive Examination:** There shall be a comprehensive (Preliminary) examination for Master and PhD students to be held on successful completion of at least 75 percent of the course work in major and minor subjects. The procedure of comprehensive examination is as under:

Attributes	Master's Programme	PhD Programme
Major Subjects	One paper	Two papers
Minor Subjects	One paper	One paper
Paper Setting	External	External
Evaluation	External	External
Qualifying Marks	60%	60%
Oral Examination	No	External
Grading	Satisfactory/Unsatisfactory	

- (a) **Written Comprehensive Examination:** The written examination will be external and shall consist of theory papers from the major field and minor fields. The Head of the Department will submit a common panel of 7 examiners, not less than the rank of Associate Professors/Senior Scientist in each field through Dean of the concerned college and Dean PGS before the end of second semester for all the registered students (Major and Minor) Dean PGS may amend the panel as deemed appropriate. If no panel is received within stipulated time, Examination Committee can appoint the examiner on its own. There will be one paper in major field and one paper in minor field for Master's and two papers comprising of half of the course in each paper in major field and one paper in minor field for PhD programme. The question paper of written comprehensive examination should be of 50% objective and 50% subjective and of three hours duration for major and minor subject. The question papers shall be so designed that these tests judge the overall

comprehension of the student in the major/minor field. The process of written examination of both major and minor fields shall be completed by COE within two months after the start of second year of postgraduate programme. The answer books of major field and minor field of subjects will be sent to the respective appointed examiners for evaluation to be done within 15 days of the receipt. In case of unsatisfactory performance both in Major and Minor subject, the student will have to appear in repeat written exam conducted only after two months of the declaration of the result and a new examiner will be appointed for the repeat exam from the panel submitted earlier.

(b) Oral Comprehensive Examination: After satisfactory completion of the written comprehensive examination, oral examination of the student will be conducted by the External Examiner along with other members of the Advisory Committee for PhD. The result of the external oral examination will be submitted through Head of the Department to the COE and it will be marked as satisfactory/ unsatisfactory. In case of unsatisfactory performance, the student will have to appear in the repeat oral examination conducted only after a lapse of at least two months and a new examiner will be appointed for Re-oral examination from the panel submitted earlier. No oral comprehensive examination will be conducted for Master's programme and minor subject of PhD.

6. The grades/marks obtained in theory and practical examinations will be entered separately in the transcript of the students against each course.

7. **Evaluation of Answer sheets/Books of Semester Examination:** The answer sheets /books shall be evaluated by the internal examiners. The internal examiner(s) will evaluate the answer books and the marked answer books will be shown to the concern student. The marks obtained in the theory and practical will be entered in the prescribed mark-sheets and it will be ensured that the result reaches to the COE within seven days from the date of examination through Head of the Department.

8. Pass Percentage

- i. Minimum marks to get through in a course is 60% separately, in theory and practical, failing which a student has to repeat the course in subsequent semester(s).
- ii. There will be no provision of any grace marks even if a student fails by any marks.

9. Remuneration for Examination

As per university rules (For external examiners only)

10. Grading

After adding the marks obtained in the theory and practical examinations, grade point for the course will be calculated on "Ten Point Scale". The aggregate of percentage of marks earned in theory and practical in courses is divided by 10 and is expressed as grade point.

i. Calculation of Overall Grade Point Average (OGPA): For calculation of OGPA, the following shall be the formula / procedure-

- a) The points earned will be zero if the marks obtained in a course (theory and practical separately) are less than 60 %.
- b) The credit point in a course shall be equal to the marks obtained in theory and practical separately multiplied by number of credit hours in theory and practical components, respectively and divided by 10. The **total credit point** earned in various courses shall be summed up and divided by total number of credit hours for calculation of **GPA (Grade Point Average)**. The **OGPA** will be equal to the total credit points divided by **total number of credit hours** in all the semesters.

11. Division and Honours

Division	CGPA / OGPA
Second division	6.000 - 6.999
First division	7.000 - 7.999
First division with distinction	8.000 and above

12. Preparation of Results

- a. Tabulation of the results shall be done from the award list of the examiners by the office of the COE.
- b. Tabulation work should be completed within five days from last date of the receipt of last award list from the examiners.

13. Declaration of Results

The office of COE will do the collation of the results and declare the semester results before the commencement of next semester.

14. Transcript / Mark Sheet

All the marks/grades obtained in theory and practical examination(s) will be entered in the computer and hard copy will be maintained in the office of the COE separately and the Grade sheets/ Transcripts of the students will be prepared by the office of COE.

At the end of each semester, the COE will issue the semester report card to all the students with a copy of the same to the advisor of the student(s) while the Composite Academic Transcript will be issued on the completion of degree programme of the student.

15. Re-totaling/ Scrutiny/ Re-evaluation

- (a) No re-totaling or scrutiny of marked answer books is allowed in any of the PG examinations
- (b) No re-evaluation of marked answer books is allowed in any of the PG examinations.

PART-XII

INITIATION OF RESEARCH WORK

- (a) A postgraduate student shall submit his/her proposed synopsis to Dean, PGS through Major Advisor/ Head of the Department in the second semester after presenting a synopsis seminar before advisory committee. Major advisor will ensure that it should be got approved from Dean, PGS preferably before the start of examination of 2nd semester of the admission. The time between synopsis and thesis submission shall be two semesters for Master Programme and four semesters for PhD programme

While preparing the synopsis of the student, the department should fix priorities in advance in tune with overall research priorities/ mandates decided for the department at university level. Within these, the research problems of individual student be finalized by a committee consisting of major advisor and Head of the Department along with Advisory committee of the student. Head of the Department will ensure that the research of postgraduate students is a part of ongoing research/ priority area, if any and there is no duplication in the proposed research work. The student should also be associated in this exercise and shall deliver synopsis seminar.

- (b) The Advisor and HOD should also certify that approval of IAEC/CPCSEA has been taken for conducting the experiment.

(c) Thesis Writing

Before a student can be permitted to start writing thesis, following requirements must be fulfilled.

- i. The student shall deliver a Pre-thesis submission seminar presenting all the data collected by him/her and analysis of such data.
- ii. The reliability and authenticity of experimental results of thesis project shall be exclusive responsibility of the student and the Major Advisor.
- iii. The advisory committee should approve quantum and quality of the research work done by the student.

The Head of the Department shall in no case withhold the draft of thesis but can send his/her comments, if any, while forwarding the thesis to the Dean, PGS.

(d) Approval of the Thesis Draft

The draft of the thesis shall be submitted to the members of the advisory committee for their approval at least two weeks before the last date for the submission of the thesis to the Dean, PGS. The Dean, PGS will accept the thesis only when it is accompanied by a certificate of approval in prescribed forms signed by all the members of the advisory committee and a "No Objection Certificate" from the concerned Head of the Department.

(e) Submission of the Thesis

- i) MVSc and PhD students can submit the thesis only after 75 days of registration in the last semester of residential requirement (IV semester for MVSc/MSc and VI semester for PhD).
- ii) The time gap between the submission of synopsis and thesis to the office of Dean, PGS should be 2 and 4 semesters, respectively for MVSc and PhD students.
- iii) The comprehensive examination should have been passed at least six months before the submission of thesis in case of PhD students and three months for Masters Degree programme.
- iv) There should be minimum gap of 7 and 15 days for M.V.Sc. and PhD, respectively between Pre-thesis seminar and the thesis submission.

The student shall be required to submit 4 copies of the Thesis, one each for the University Library, Departmental Library, Major Advisor and the student along with a soft copy for the Library. In case of fellowship holders, one additional copy for the financing agency concerned, should also be submitted.

If candidate fails to submit the thesis before the commencement of the subsequent semester he/she will be required to register himself/herself for the semester by paying registration fee of Rs. 500/- and hostel dues if he/she is a hosteller.

Master's students will write and submit one research paper on their research work in Journal having minimum NAAS rating of 4 out of thesis work before their final viva-voce examination.

In case of PhD students, two research papers should have been submitted in Journal having minimum NAAS rating of 4 out of thesis work before their final viva-voce examination.

Major advisor through Head of the Department shall have to give a certificate to this effect along with a copy of research paper(s) submitted to Dean, PGS/ COE.

PART-XIII

1. Appointment of External Examiners for Thesis Evaluation and Viva- Voce Examination

After the receipt of the thesis, the Examination Committee shall appoint an examiner as per the University Act in the following manner:

- a) The Advisor/HOD shall submit a panel of at least five examiners not below the rank of Associate Professor / Senior Scientist or equivalent for Master's thesis while a panel of seven examiners for PhD thesis is required to be submitted for being appointed as examiner(s) for evaluation of thesis through Head of the Department and Dean, PGS to COE. The examiner must have teaching/ research experience as per the regulation of

PG/PhD advisorship. A maximum of two submitted thesis of a subject can be sent to one Examiner.

- b) Where the number of students to be examined in any field of specialization is more than two, an additional panel of examiners may be submitted.
- c) Panel of examiners for the thesis should be submitted by the Advisor through HOD and Dean, PGS to the COE preferably one month before the submission of thesis for seeking concurrence from the examiner before sending thesis.
- d) No person should be appointed as examiner for more than one year consecutively. After a break of a year or more the same person shall, however, be eligible for re-appointment.
- e) The Advisor will act as the internal examiner and chairman of advisory committee.
- f) While asking the consent of the examiners for evaluating the thesis, it shall also be indicated to them that the thesis for a Master's degree has to be evaluated within 15 days and the thesis for a PhD degree has to be evaluated within 30 days and in case the evaluation of the thesis is provided earlier then final viva-voce examination shall not be conducted before 15 days have elapsed from the date of the dispatch of the thesis by the office of the COE.
- g) Master's thesis shall be sent to one external examiner for evaluation and PhD thesis shall be sent to two external examiners for evaluation.

2. Evaluation of Thesis

- a) Thesis should be dispatched to the external examiner(s) by registered post within one week of its submission to COE.
- b) (i) The external examiner(s) will submit a report in the prescribed performa commenting on the thesis and indicating whether examiner recommends its acceptance or rejection. If the examiner recommends acceptance, then the final viva-voce examination of Master's or PhD students shall be conducted only after a minimum period of 15 days after dispatch of thesis to external examiner(s).
(ii) If the external examiner rejects the thesis, the evaluation report shall be placed before the advisory committee and Head of the Department for a decision. If the advisory committee along with the Head of the Department accepts the recommendations, then the thesis will be rejected. If the advisory committee along with the Head of the Department does not agree with the report of the external examiner(s), then the thesis shall be re-examined by another external examiner whose decision will be final.
- c) (i) Final viva-voce examination shall be conducted by the advisory committee along with Head of the Department concerned and the external examiner for Master's student.
(ii) In case, the major advisor/ member is absent due to some unavoidable circumstances with valid reasons on the day of viva-voce examination, the Dean, PGS may appoint

internal examiner/ chairman or the member from the subject/ allied field to conduct viva-voce examination.

(iii) In case of PhD students, after receiving the thesis evaluation reports from both the external examiners, the final viva-voce examination shall be conducted by the one of the two external examiners appointed by examination committee and advisory committee along with the Head of the Department.

d) If the two examiners appointed for evaluation of PhD thesis submit contradictory reports then the thesis will be sent to third examiner for evaluation whose report will be final.

3. Declaration of Result

Final result of the Master's/PhD students will be declared by the COE within seven days of the conduct of viva-voce Examination after obtaining the "No Dues Certificate" duly signed by all concern, including Head of the Department, Dean Student Welfare (DSW) and Librarian etc.

4. Character Certificate

After the completion of postgraduate degree programme, Dean, PGS will issue the Character Certificate to the concerned student on the recommendation of the Advisor and the Head of the Department.

PART-XIV

Formats enclosed

S. No.	Performa	Performa No.
1.	Format of Registration Form	PGS-I
2.	Format of Formation of Advisory Committee	PGS-II
3.	Format of Program of Work for Postgraduate Studies	PGS-III
4.	Format of Title Page of Synopsis	PGS-IV
5.	Format of Inside Cover Page of Synopsis	PGS-V
6.	Format of Synopsis	PGS-VI
7.	Format of Postgraduate Thesis	PGS-VII
8.	Format of Title Page of Thesis	PGSVIII
9.	Format of Certificate of Adviser	PGS-IX
10.	Format of Certificate of Advisory Committee	PGS-X
11.	Format of Certificate of Head of the Department	PGS-XI
12.	Format of Sending Panel of Examiners	PGS-XII
13.	Format of Thesis Evaluation Report	PGS-XIII
14.	Format of Viva-Voce Report	PGS-XIV
15.	Format of Undertaking of Copy Right by Student	PGS-XV

**(Format of Registration Form)***

Date of Registration.....

COLLEGE OF BIOTECHNOLOGY**U.P. Pandit Deen Dayal Upadhyaya Pashu Chikitsa Vigyan Vishwavidyalaya****Evam Go-Anusandhan Sansthan (DUVASU), Mathura****REGISTRATION FORM FOR POST GRADUATE STUDENTS-M.Sc./M.V.Sc./Ph.D.**

NAME :			ENROLMENT No.:			
FATHER'S NAME:			SEMESTER/ SESSION:			
PROGRAMME:			HOSTELLER/ NON HOSTELLER:			
CONTACT ADDRESS with Phone & E-mail ID:						
TYPE OF COURSE	COURSE NO.	COURSE TITLE	CREDIT HOURS	SIGNATURE OF COURSE INCHARGE		
TOTAL CREDIT HOURS REGISTERED						
Signature of Student	Signature of Advisor/ HOD	Signature of Cashier	Signature of Librarian	Signature of D.S.W.	Signature of Dean P.G.	Signature of Registrar

* Blue coloured for College of Veterinary Science & Animal Husbandry and pink coloured for College of Biotechnology.



Date of Registration.....

COLLEGE OF VETERINARY SCIENCE & ANIMAL HUSBANDRY

U.P. Pandit Deen Dayal Upadhyaya Pashu Chikitsa Vigyan Vishwavidyalaya

Evam Go-Anusandhan Sansthan (DUVASU), Mathura

REGISTRATION FORM FOR POST GRADUATE STUDENTS-M.V.Sc./ Ph.D.

NAME :			ENROLMENT No.:			
FATHER'S NAME:			SEMESTER/ SESSION:			
PROGRAMME:			HOSTELLER/ NON HOSTELLER:			
CONTACT ADDRESS with Phone & E-mail ID:						
TYPE OF COURSE	COURSE NO.	COURSE TITLE	CREDIT HOURS	SIGNATURE OF COURSE INCHARGE		
TOTAL CREDIT HOURS REGISTERED						
Signature of Student	Signature of Advisor/ HOD	Signature of Cashier	Signature of Librarian	Signature of D.S.W.	Signature of Dean P.G.	Signature of Registrar

(Format of Formation of Advisory Committee)**PANEL OF ADVISORY COMMITTEE**

1. Name of the student..... Enrol. No.....
2. Programme: MVSc, MVSc/ MSc Biotechnology/ PhD.....
3. Name of the College.....
4. Department.....
5. Details of Advisory Committee:

S. No.	Name & Designation	Status	Department
1.			
2.			
3.			
4.			
5.			

N.B.: A maximum of four members for Master's and five members for PhD inclusive of Major Advisor.

**Name and Signature
Major Advisor**

Date:

Recommended and forwarded, in duplicate, to the Dean, PGS.

Head of Department

Dated.....

Dean of the College

The above Advisory committee is approved.

Dean, PGS

Dated:.....

(Format of Programme of Work for Postgraduate Studies)

U.P. Pandit Deen Dayal Upadhyaya Pashu Chikitsa Vigyan Vishwavidyalaya Evam Go-Anusandhan Sansthan (DUVASU), Mathura-281001 (UP)

To,

The Dean,

Postgraduate Studies

The Advisory Committee of.....

Enrolment No. admitted to MSc/ MVSc/ PhD programme in the College of
..... in majoring
in.....

(Academic year and semester)

After consultation with him/ her submit the following statement and recommendations:

Field of investigation for thesis/ Dissertation:

His/ her minor field.....

ACADEMIC QUALIFICATION PRIOR TO JOINING THE UNIVERSITY

Degree/ diploma	Year of passing	Division	Aggregate percentage of marks or grade point average	Institution	Major subject
High School					
Higher Secondary/ Intermediate					
BSc/ BVSc & AH					
MVSc/ MSc					

Undergraduate preparation of the major fields

Courses or subjects taken	Course No.	Credits or hours spent	Grade

Previous postgraduate training, if any, for the major and minor fields

Courses or subjects taken	Course No.	Credits or hours spent	Grade

Course to be completed by the student to meet postgraduate requirement

Course type		Course No.	Title of Course	Credits
i) Major subject	1			
	2			
	3			
	4			
	5			
	6			
	7			
	8			
	9			
	10			
	11			
Total credit (major subject)				
ii) Minor subject	1			
	2			
	3			
	4			
	5			
Total credit (minor subject)				
iii) Supporting/Elective subject	1			
	2			
	3			
Total credit (Supporting/elective subject)				
iv) Non-credit course	1			
	2			
	3			
Total of Non-credit course				
Total (i+ii+iii+iv)				

ADVISORY COMMITTEE

S. No.	Name	Status	Department	Signature
1				
2				
3				
4				

Forwarded **(6 copies)** to the Dean, Postgraduate Studies for approval

Head of Department

Dean of the College

APPROVED

Date:

Dean, Postgraduate Studies

(Format of Title Page of Synopsis)

(Title of thesis; Arial, font size 14, line spacing 1.5, centre text)

(University logo)

Synopsis

For

(MVSc/ MSc/ PhD)

In

(Name of the subject; Arial, font size 12, line spacing 1.5, centre text)

Submitted by

(Name of student; Arial, font size 14, line spacing 1.5, centre text)

Enrolment No.....

To

**U.P. Pandit Deen Dayal Upadhyaya Pashu Chikitsa Vigyan
Vishwavidyalaya evam Go-Anusandhan Sansthan (DUVASU),
Mathura-281001 (UP)**

(Year; Arial, font size 14, line spacing 1.5, centre text)

(Format of Inside Cover Page of Synopsis)**Name of the Student:****Enrolment No.:****Academic Session:****Department:****Degree:****Major Course:****Minor Course:****Title of Thesis:****Date:****Signature of the Student:****Advisory Committee**

S. No.	Name	Status	Signature
1.		Chairman	
2.		Member	
3.		Member	
4.		Member	
5.		Member	

Certified that the synopsis of the student has been formulated and finalized in accordance with PG Academic regulations- 2016 of the University.

Signature of Head of Department**Signature of Dean**

Date:

Date:

Signature of Dean, PGS

Date:

[Format of Synopsis]

1. Introduction

2. Objectives

3. Review of literature

4. Technical programme

5. References

Format and Reference Pattern for Synopsis

Synopsis should be written in times new roman, font size 12, line spacing 1.5, **heading/subheading in bold**, every page should be numbered in Arabic (1,2,3,...) continuously at centred bottom except reference section, reference section should be numbered by small roman numerals (i, ii, iii,...).

Reference Citations in the Text: Following pattern should be followed while citing reference in text.

- i. In the text refer to the author's name (without initial) and year of publication (Singh, 2016).
- ii. If reference is made in the text to a publication written by two authors: Hunt, 1988; Haddad, 2000.
- iii. If reference is made in the text to a publication written by three or more than three authors: Kumar et al. (2015) or (Kumar et al., 2016).
- iv. Publications by the same author(s) in the same year: (Koriat, 2008a & b).
- v. The name of the student followed by year of thesis submission should be used if reference is made in the text from thesis (dissertation), (Singh, 2016).
- vi. For web references as a minimum, the full URL should be given (<http://www.lawnmowerworld.co.uk/Rich.htm>).

Reference List: References should be arranged first alphabetically and then further sorted chronologically if necessary and following pattern should be followed:

- i. Reference to a journal publication: Zade S, Mani V, Deka RS, Kumar V, Kaur H, Kewalramani NJ, Tyagi AK. 2014. Energy metabolites, lipid variables and lactation performance of periparturient Murrah buffaloes (*Bubalus bubalis*) fed on diet supplemented with inorganic chromium. *Biological Trace Element Research*, 159:115–127.
- ii. Reference to a journal publication having more than 10 authors: Singh Y, Lathwal SS, Chakrabarty AK, et al. 2011. Effect of lameness (hoof disorders) on productivity of Karan Fries crossbred cows. *Animal Science Journal*, 82:169–74.
- iii. More than one reference from the same author(s) in the same year must be identified by the letters 'a', 'b', 'c', etc., placed after the year of publication:
 - a. Koriat A. 2008a. Easy comes, easy goes? The link between learning and remembering and its exploitation in metacognition. *Memory and Cognition*, 36:416–428.
 - b. Koriat A. 2008b. Subjective confidence in one's answers: The consensuality principle. *Journal of Experimental Psychology: Learning, Memory, and Cognition*, 34:945–959.
- iv. Article by DOI: Slifka MK, Whitton JL. 2000. Clinical implications of dysregulated cytokine production. *Journal of Molecular Medicine*, doi:10.1007/s001090000086.
- v. Abstract: Zhuoga X, Wilkins JF, Friend MA, Piltz JW. 2016. Effect of supplementing barley straw with lucerne silage or cottonseed meal on diet digestibility and growth rate of steers. *Animal Feed Science and Technology*, 218:84-92 (Abstract).
- vi. Book: South J, Blass B. 2001. *The future of modern genomics*. Blackwell, London.
- vii. Book chapter: Brown B, Aaron M. 2001. The politics of nature. In: Smith J (ed) *The rise of modern genomics*, 3rd edn. Wiley, New York, pp 230-257.
- viii. Thesis (Dissertation): Singh S. 2016. Effect of feeding biomethanated spent wash on growth and nutrient utilization in growing cattle. MVSc thesis submitted to U. P. Pandit Deen Dayal Upadhyaya Pashu Chikitsa Vigyan Vishwavidyalaya Evam Go-Anusandhan Sansthan (DUVASU), Mathura (Uttar Pradesh), India.
- ix. Conference proceeding: Neveux S, Oostra J, de Passille AM, Rushen J. 2003. Validating on-farm tools for their ability to detect lameness in dairy cows. In *Proceedings of 37th International Congress of the International Society for Applied Ethology*, Abano Terme, Italy, pp 129.
- x. References concerning unpublished data and "personal communications" should not be cited in the reference list but may be mentioned in the text.
- xi. Online document: FDA. 2001. Effect of the use of antimicrobials in food producing animals on pathogen load (Available: <http://www.fda.gov/cvm/antimicrobial/PathRpt.PDF>; Accessed 14 December 2001).

(Format of Postgraduate Thesis)**(To be inserted in the following order)**

Sequence	Item
1.	Title Page/ Cover Page
2.	Certificate by Advisor
3.	Certificate of Advisory Committee
4.	Certificate of HOD for using Correct Format
5.	Viva- Voce Report by Advisory Committee and External Examiner
6.	List of Abbreviations
7.	Acknowledgements (1 to 2 Pages)
8.	Contents
9.	Abstract (1 page)
10.	Introduction (having objective(s) at the end)
11.	Review of Literature
12.	Materials and Methods
13.	Results
14.	Discussion
15.	Summary and Conclusions (Maximum 4 pages)
16.	Bibliography
17.	CV of the Student (1 page)
18.	Undertaking of Copy Right

Note: The binding angle of thesis should have –

>Name of degree

>Year

>Subject

>Name of candidate

(Format of Postgraduate Thesis)

(Enclosure of PGS-VII)

Sr. No.	Attributes	Description
1.	Number of Copies	Four (one each for library, major advisor, HOD and student). In case of fellowship holder, one additional copy to the financing agency. One CD to library.
2.	Format	Printed both sides on A4 page (normal margin), times new roman, 12 font size, 1.5 line spacing, heading/subheading in bold , every page should be numbered in Arabic continuously at centred bottom starting from introduction upto summary and conclusion. Title page/Cover Page, Certificate by Advisor, Certificate of Advisory Committee, Certificate of HOD, Viva-Voce Report by Advisory Committee and External Examiner should be printed on one side and not numbered.
3.	Margin	One inch top and bottom, 1.25 inch left and right.
4.	References, Bibliography & Appendices	<p>Times new roman, 12 font size, 1.5 line spacing, should be numbered by small letter roman numerals at centred bottom</p> <p>Reference Citations in the Text: Following pattern should be followed while citing reference in text:</p> <ol style="list-style-type: none"> i. One author: Singh (2016) or (Singh, 2016). ii. Two authors: Hunt (1988) and Haddad (2000) or (Hunt, 1988; Haddad, 2000). iii. Three or more than three authors: Kumar et al. (2015) or (Kumar et al., 2016). iv. Publications by the same author(s) in the same year: Koriati (2008a & b) or (Koriati, 2008a & b). v. Thesis/Dissertation; lead research worker followed by year of thesis submission: Singh (2016) or (Singh, 2016). vi. Web references; full URL should be given (http://www.lawnmowerworld.co.uk/Rich.htm). <p>Reference List: References should be arranged first alphabetically followed by chronologically, if necessary.</p> <ol style="list-style-type: none"> i. Journal publication: Zade S, Mani V, Dekka RS, Kumar V, Kaur H, Kewalramani NJ, Tyagi AK. 2014. Energy metabolites, lipid variables and lactation performance of periparturient Murrah buffaloes (<i>Bubalus bubalis</i>) fed on diet supplemented with inorganic chromium. Biological Trace Element Research, 159:115-127. ii. Journal publication having more than 10 authors: Singh Y, Lathwal SS, Chakrabarty AK, et al. 2011. Effect of lameness (hoof disorders) on productivity of Karan Fries crossbred cows. Animal Science Journal, 82:169-74. iii. More than one reference from the same author(s) in the same year must be identified by the letters 'a', 'b', 'c', etc., placed after the year of publication: <ol style="list-style-type: none"> c. Koriati A. 2008a. Easy comes, easy goes? The link between learning and remembering and its exploitation in metacognition. Memory and Cognition, 36:416-428. d. Koriati A. 2008b. Subjective confidence in one's answers: The consensuality principle. Journal of Experimental Psychology: Learning, Memory, and Cognition, 34:945-959. iv. Article by DOI: Slifka MK, Whitton JL. 2000. Clinical implications of dysregulated cytokine production. Journal of Molecular Medicine, doi:10.1007/s001090000086. v. Abstract: Zhuoga X, Wilkins JF, Friend MA, Piltz JW. 2016. Effect of

	<p>supplementing barley straw with lucerne silage or cottonseed meal on diet digestibility and growth rate of steers. <i>Animal Feed Science and Technology</i>, 218:84-92 (Abstract).</p> <p>vi. Book: South J, Blass B. 2001. The future of modern genomics. Blackwell, London.</p> <p>vii. Book chapter: Brown B, Aaron M. 2001. The politics of nature. In: Smith J (ed) <i>The rise of modern genomics</i>, 3rd edn. Wiley, New York, pp 230-257.</p> <p>viii. Thesis (Dissertation): Singh S. 2016. Effect of feeding biomethanated spent wash on growth and nutrient utilization in growing cattle. MVSc thesis submitted to U. P. Pandit Deen Dayal Upadhyaya Pashu Chikitsa Vigyan Vishwavidyalaya Evam Go-Anusandhan Sansthan (DUVASU), Mathura (Uttar Pradesh), India.</p> <p>ix. Conference proceeding: Neveux S, Oostra J, de Passille AM, Rushen J. 2003. Validating on-farm tools for their ability to detect lameness in dairy cows. In <i>Proceedings of 37th International Congress of the International Society for Applied Ethology</i>, Abano Terme, Italy, pp 129.</p> <p>x. Online document: FDA. 2001. Effect of the use of antimicrobials in food producing animals on pathogen load (Available: http://www.fda.gov/cvm/antimicrobial/PathRpt.PDF; Accessed 14 December 2001).</p> <p>xi. References concerning unpublished data and "personal communications" should not be cited in the reference list but may be mentioned in the text.</p>
5. Photographs, Graphs and Tables	As far as possible photographs, figure/graphs and tables must be adjusted in between the running text. Photographs, graphs and tables should be numbered by using Arabic numbers starting (Photograph 1/Figure 1/Table 1). Times new roman, 12 font size, 1.5 line spacing.
6. Chapter Page	Chapter page before each chapter, Arial black font, 48 font size.

Material Needed during Submission of Rough Bound Thesis

S. No.	Material	Number of Copies	
		MVSc/MSc	PhD
1.	Rough bound thesis	2	3
2.	Synopsis	2	2
3.	Summary and conclusion and abstract	4	4
4.	Attendance sheet	1	1

Material Needed during Submission of Final Thesis

S. No.	Material	Number of Copies	
		MVSc/MSc	PhD
1.	Hard bound thesis	1	1
2.	Compact disc (CD)*	3	3
3.	Viva-voce report	2	2
4.	Attendance sheet	1	1
5.	Thesis evaluation report	1	1
6.	Research paper along with submission proof	1	2
7.	No dues certificate	1	1

* CD must contains all thesis contents in single PDF (including signed certificates, reports, acknowledgements, CV of the student and undertaking of copy right)

Format of CV of Student

Photograph

1. Name :
2. Date of Birth :
3. Place of Birth :
4. Mother's Name :
5. Father's Name :
6. Permanent Address (with pin code) :
7. Telephone/Mobile :
8. E-mail :
9. Academic Qualifications :

Degree	University/Board	Year of Passing	Percentage/OGPA of Marks	Subjects

10. Number of Seminar/Conference/Workshop/Training attended :
11. Medals/Honours/Fellowships Received :
12. List of Publications (related to thesis work only) :

Date:

Place:

Signature

(Format of Title Page of Thesis)**Title of the Thesis**

THESIS SUBMITTED FOR PARTIAL FULFILMENT OF THE REQUIREMENT

FOR THE DEGREE

OF

(NAME OF THE DEGREE)

IN

(NAME OF THE SUBJECT)

BY

(NAME OF THE STUDENT)

Enrolment No.....

(NAME OF THE COLLEGE)

U.P. Pandit Deen Dayal Upadhyaya Pashu Chikitsa Vigyan

Vishwavidyalaya Evam Go-Anusandhan Sansthan

Mathura (DUVASU)-281001(UP)

(Year)

(Format of Certificate of Advisor)**CERTIFICATE**

This is to certify that the thesis entitled “.....” submitted by, Enrollment No.in partial fulfillment of the requirements for the award of the..... (Name of Degree)..... in(Name of Subject) of the **U.P. Pandit Deen Dayal Upadhyaya Pashu Chikitsa Vigyan Vishwavidyalaya Evam Go-Anusandhan Sansthan (DUVASU), Mathura (UP)**, India, is a bonafide research work carried out by him/ her under my supervision and guidance and no part of the thesis has been submitted for any other degree or diploma.

Dated:.....

(.....)

Major Advisor and Chairman

Designation

Name of Department

(Format of Certificate of Advisory Committee)**CERTIFICATE**

It is certified that the thesis entitled “.....” submitted by **Dr/Mr/Miss/Km.....**, **Enrolment No.....** in partial fulfillment of **(Name of the Degree)** Degree in the **(Subject)** at **(Name of the College)**, embodies the original work done by the candidate himself. The candidate has carried out his work sincerely and methodically.

We have carefully gone through the contents of the thesis and are fully satisfied with the work carried out by the candidate, which being presented by him for the award of the Degree of this University.

It is further certified that candidate has completed all the prescribed requirements governing the award of the degree of..... **(Name of College)**.....

MEMBERS OF STUDENT’S ADVISORY COMMITTEE

S. No.	Name	Status	Signature
1.		Chairman	
2.		Member	
3.		Member	
4.		Member	
5.		Member	

(Signature)
HOD

Date:.....

(Signature)
Chairman (Advisor)

Date:.....

(Format of Certificate of HOD)

CERTIFICATE

It is certified that the thesis submitted by Sri/KmEnrolment No., a Master's/ PhD student of this department has been checked and found as per specifications of the format mentioned in the PG Academic Regulation-2016.

Head of Department

(Format of Sending Panel of Examiners)**PANEL OF EXAMINERS FOR COMPREHENSIVE EXAMINATION/THESIS EVALUATION/
VIVA VOCE EXAMINATION**

1. Name of the student..... Enrol. No.
2. Programme: MVSc, MVSc/ MSc Biotechnology/ PhD.....
3. Name of examination: Comprehensive Examination/Thesis Evaluation/ Viva-Voce
4. Department.....
5. Name of the College.....
6. Name and Addresses of the External Examiners Proposed:

S. No.	Name & Designation	Contact Address	Phone No./ E-mail
1.			
2.			
3.			
4.			
5.			
6.			
7.			

N.B. – Five examiners for Master's and seven examiners for PhD for thesis evaluation and seven examiners for comprehensive examination (MSc/MVSc/PhD) to be listed.

Name and Signature of Major Advisor

Date:

Recommended and forwarded, in duplicate, to the Dean, PGS.

Head of Department

Dated:.....

Approval of panel of examiners by Dean, PGS.....

From the above panel, the examiners at Sr. No.....are appointed in preferential order.

Examination Committee

Dated:.....

(Format of Thesis Evaluation Report)

U.P. Pandit Deen Dayal Upadhyaya Pashu Chikitsa Vigyan Vishwavidyalaya Evam Go-Anushandhan Santhan (DUVASU), Mathura-281001 (UP)

THESIS EVALUATION REPORT

Name of the Student :

Enrolment No. :

Subject :

College :

Title of the Thesis :

Degree : MVSc, MVSc/ MSc Biotechnology/ PhD

Technical evaluation of thesis:

1. Review of literature:

2. Research technique and methodology:

3. Result and their Interpretation:

4. Presentation of Data:
 - h) Clarity of expression:

 - ii) Tabulation and summarization:

 - iii) Illustration (Graphics, Histograms, Photographs etc)

5. Language and Grammar:
 - i) Corrections:

 - ii) Punctuation:

 - iii) Suggested improvement:

6. General remarks about the thesis including modifications and suggestions:

i) The Thesis may be accepted:

ii) If accepted, whether with modification:

iii) If not accepted, suggestion for re-writing/ further work:

7. Whether this research is a valid contribution towards the betterment of Veterinary/Animal Science/Biotechnology (Comments):

(Please use separate sheet if required)

(Signature of Examiner)

Designation and address

(Format of Viva Voce Report)

U.P. Pandit Deen Dayal Upadhyaya Pashu Chikitsa Vigyan Vishwavidyalaya Evam Go-Anusandhan Sansthan (DUVASU), Mathura-281001 (UP)

VIVA – VOCE REPORT

Name of the Student :

Enrolment No. :

Subject :

College :

Title of the Thesis :

Degree : MVSc, MVSc/ MSc Biotechnology/ PhD

This is to certify that the corrections of the thesis indicated by the external examiner have been incorporated and the viva-voce examination of the student before the advisory committee was found **satisfactory/unsatisfactory**. Therefore, the degree of**may/may not be** conferred to the candidate.

Advisory Committee

S. No.	Name	Status	Signature
1.		Major Advisor/ Chairman	
2.		Member	
3.		Member	
4.		Member	
5.		Member	

**Signature with date, Name, designation
and address of External Examiner**

**HOD
Name of the Department**

(Format of Undertaking of Copy Right by Student)

IEnrolment No..... undertake that I
give copy right to the DUVASU, Mathura of my thesis entitled.....
.....

I also undertake that patent, if any, arising out of research work conducted during
the programme shall be filed by me only with due permission of the competent authority
of U.P. Pandit Deen Dayal Upadhyaya Pashu Chikitsa Vigyan Vishwavidyalaya Evam Go-
Anusandhan Sansthan (DUVASU), Mathura (UP).

Signature of the Student