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# **ANNEXURES**

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**RECOGNITION OF THE ASSOCIATESHIP OF THE INDIAN  
AGRICULTURAL RESEARCH INSTITUTE AS EQUIVALENT TO  
M.Sc. DEGREE OF THE INDIAN UNIVERSITIES**

Copy of office memorandum No. F. 17-13/49-T. dated the 8th October, 1949, from the Ministry of Education, Government of India (received under the Ministry of Agriculture, letter No. 1147 Institute/49, dated the 14th November, 1949).

The undersigned is directed to say that the Government of India have, in consultation with the Federal Public Service Commission, decided to recognise the Associationship of Indian Agricultural Research Institute, New Delhi, an alternative qualification to the M.Sc. degree of Indian Universities covered by the Associationship Diploma of the Institute.

**POST GRADUATE SCHOOL  
INDIAN AGRICULTURAL RESEARCH INSTITUTE  
NEW DELHI - 110 012**

**Proforma for Membership of the Post-Graduate Faculty**

1. Name:  
(in block letters)
2. Date of birth:
3. Parent discipline:
4. Present place of posting:
5. i) Designation:  
ii) Field of specialisation:  
iii) Specific area of research work:
6. Educational qualifications:

Name of the Degree	Name of the University	Whether by course work alone or course work + thesis	Year	Class/Division/ Equivalent Grade
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\*B.Sc./B.Sc. (Ag.)/  
B.Tech.

\*M.Sc./M.Sc. (Ag.)/  
M.Tech.

Ph.D.

\*Strike out words not applicable

7. Professional record:

Designation and grade	Period		Institution and place of posting
	From	To	

*Note:* Please indicate here whether facilities required are available in the same Division or outside e.g., inter-disciplinary units. If available outside, indicate whether the consent of the concerned establishment and the officer has been obtained.

8. Teaching discipline in which faculty membership is sought:

9. (a) Total years of research/teaching experience at P.G. Level/extension experience if any after M.Sc. (for those who do not hold Ph.D. degree)

(b) Courses taught.: Code No. of course & years:

Whether attested copies of degree certificate enclosed. (Yes/No.)

Signature of the applicant

A. Recommendation by the Board of Studies for faculty membership in the discipline of ..... (full justification with specific recommendation whether applicant's induction to the faculty add to the efficiency of the teaching programme in the discipline may be given).

B. Certified that the attested copies of the degree certificates are enclosed.

Chairman of the Board of Studies

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**POST GRADUATE SCHOOL**

Recommended by the Standing Committee on Faculty and Discipline for faculty membership on .....

Chairman, Standing Committee  
on Faculty and Discipline

**POST GRADUATE SCHOOL  
INDIAN AGRICULTURAL RESEARCH INSTITUTE  
NEW DELHI - 110 012**

**Proforma for becoming eligible for Research Guide**

1. Name:  
(in block letters)
2. Date of birth:
3. Parent discipline:
4. Present place of posting:
5. i) Designation:  
ii) Field of specialisation:  
iii) Specific area of research work:
6. Educational qualifications:

Name of the Degree	Name of the University	Whether by course work alone or course work + thesis	Year	Class/Division/ Equivalent Grade
--------------------	------------------------	--	------	----------------------------------

\*B.Sc./B.Sc. (Ag.)/  
B.Tech.

\*M.Sc./M.Sc. (Ag.)/  
M.Tech.

Ph.D.

\*Strike out words not applicable

7. Professional record:

Designation and grade	Period		Institution and place of posting
	From	To	

a.

b.

c.

8. Teaching discipline in which faculty membership is/has been granted (No. and date of Post Graduate School letter may be quoted).
9. Teaching discipline in which faculty membership is sought:
10. (a) Total years of research/teaching experience at P.G. Level/extension experience, if any, after M.Sc. (for those who do not hold Ph.D. degree)

(b) Courses taught: Please provide year-wise details of the courses taught indicating the course code no. & no. of lectures taken.

Whether attested copies of degree certificate enclosed. (Yes/No.)

Signature of the applicant

- A. Recommendation by the Board of Studies for recognition of the faculty member as Research Guide in the discipline of ..... (full justification with specific recommendation whether applicant's induction as Research Guide will add to the efficiency of the teaching programme in the discipline may be given).
- B. Certified that the attested copies of the degree certificates are enclosed.

Chairman of the Board of Studies

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**POST GRADUATE SCHOOL**

Recommended by the Standing Committee on Faculty and Discipline for recognition as Research Guide in the discipline of .....

Chairman, Standing Committee  
on Faculty and Discipline

**POST GRADUATE SCHOOL  
INDIAN AGRICULTURAL RESEARCH INSTITUTE  
NEW DELHI - 110 012**

**REGISTRATION-CUM-ROSTER FORM**

Name ..... Roll. No. ....

Discipline .....

Academic Year. .... Trimester: I/II/III/IV/V/VI/VII/VIII/IX/X/XI/XII.

Whether progress report of the preceding  
trimester is submitted to the Chairman      Yes/No

Fees Paid:

Amount Rs ..... : Syndicate Bank Receipt No. ....  
(Copy to be attached)

Proposed Title of the Thesis .....

.....

.....

Course No.	Title of Course	No of Credits

Research work to be undertaken

(.....)

*Signature of the student*

Certified that the student has submitted his progress report of the preceding trimester, as per his programme of work.

(.....)

*Signature of Professor*

(.....)

*Signature of Chairman Advisory Committee*

Registered on .....

(.....)

*Signature of Registrar*

## **INSTRUCTIONS**

1. Submit complete set consisting of five copies of this form.
2. Prior approval of the Dean is necessary for any deviation from the approved PPW.
3. When a student has no course work or research work in a trimester indicate “nil” in the space for courses and research respectively.
4. In case any student desires to take more than 15 credits in a trimester, he/she should obtain prior approval of the Dean, Post Graduate School for relaxation of the prescribed limit.

**POST GRADUATE SCHOOL  
INDIAN AGRICULTURAL RESEARCH INSTITUTE  
NEW DELHI - 110 012**

**Progress Report for Trimester Ending :** \_\_\_\_\_

1. Academic Year 200      -200      Trimester \_\_\_\_\_ M.Sc./Ph.D. \_\_\_\_\_

2. Discipline \_\_\_\_\_ Roll No. \_\_\_\_\_

3. Name of student \_\_\_\_\_

4. Date of Admission \_\_\_\_\_

5. Name of Chairman, Advisory Committee \_\_\_\_\_

6. Total No. of credits included in PPW \_\_\_\_\_

7. Total No. of credits completed so far trimester-wise	Trimester	Credits	OGPA
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

8. Whether Thesis Problem identified:

9. Date of submission of ORW:

10. Date of Passing Qualifying Examination:

11. Has research work started ? If so, give a resume of the work done so far bringing out the salient points including difficulties, if any:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of the student

12. (a) Is the statement in column 11 correct ? If not, indicate factual position

\_\_\_\_\_

(b) Is the student regularly attending to his approved research work ? \_\_\_\_\_

13. Date of meeting of the Advisory Committee of the student during the trimester under report \_\_\_\_\_

14. Comments of the Advisory Committee \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date : \_\_\_\_\_

Signature of Chairman, Advisory Committee

Date : \_\_\_\_\_

Signature of Professor

**Note :**

1. The student should submit this, in duplicate, to his Chairman, Advisory Committee, 15 days before the end of each trimester.
2. The Chairman, Advisory Committee shall deliver both copies of the Progress Report to Professor of the discipline after recording his comments within 2 days.
3. The Professor shall get the Progress Report reviewed in the Board of Studies well before the start of the next trimester.
4. The Professor shall furnish the duplicate copy of the Progress Report to P.G. School Office along with comments of the Divisional Board of Studies.

**POST GRADUATE SCHOOL  
INDIAN AGRICULTURAL RESEARCH INSTITUTE  
NEW DELHI - 110 012**

PROFORMA FOR THE APPROVAL OF STUDENTS' ADVISORY COMMITTEE  
AND PLAN OF POST GRADUATE WORK FOR M.Sc./Ph.D. STUDENTS

1. Name of the student : \_\_\_\_\_
2. Roll No. :  3. Date of enrolment:
4. Discipline : \_\_\_\_\_
5. Major field : \_\_\_\_\_
6. Minor fields : i) \_\_\_\_\_ ii) \_\_\_\_\_
7. Other fields : \_\_\_\_\_
8. Degrees/Diploma earned elsewhere:

Institution/University	Subject	Year	% of marks /OGPA
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9. Proposed Research Problem : \_\_\_\_\_  
(Thesis Title)  
(Two page note with objectives,  
introduction indicating gaps and  
expected outcome to be enclosed) \_\_\_\_\_

10. Whether radioactivity is involved in proposed research work?

11. Composition of the Advisory Committee and its approval for PPW :

	Name & Designation	Division	Signature
i)	Chairman	_____	_____
ii)	Co-Chairman	_____	_____
iii)	Member	_____	_____
iv)	Member	_____	_____
v)	Member	_____	_____
vi)	Member	_____	_____
vii)	Member	_____	_____

Signature of Chairman

*Recommended by:*

Signature of Professor

Signature of Head

Approved

Signature of Dean

12. Details of courses proposed to be taken :

	Sl. No	Course code	Course Title	Credits	Trimester
Major Field					
Minor Field (i)					
Minor Field (ii)					
Others if any					
Remedial courses if any					

13. No of Credits of course recommended :

Major field  Minor field  Others  Remedial  Total

**Copy for :**

P.G. School

Professor

Chairman

Student

Signature of the Student

**POST GRADUATE SCHOOL  
INDIAN AGRICULTURAL RESEARCH INSTITUTE  
NEW DELHI - 110 012**

**Proforma for Introduction of New Courses/Revision of Courses**

1. Name of discipline in which course is to be listed:
2. Title of the course and course no:
3. Course content:
4. (a) Number of credits:  
(theory and practical)
- (b) Number of theory lectures  
per week and duration
- (c) Number of practical lectures  
per week and duration
5. To be offered: Trimester No.:                      Yearly/Odd year/Even year
6. Need for new course/revising the course:
7. Relation to other course:
  - (a) Pre-requisite(s), if any:
  - (b) This course is to be a formal  
pre-requisite for course no.:
  - (c) In your judgement, does this course overlap  
to a considerable extent, with any other course  
whether in your discipline or in another discipline?

If so, Please name the common topic and the course

Topic	Course
(i)	(i)
(ii)	(ii)
(iii)	(iii)

Please indicate the reason why overlapping is justified.

8. Would the introduction of this course necessitate any addition to the staff strength of the division concerned ?

9. (a) Name of the course leader:  
(b) Name of alternate course leader(s):
10. Topical outline of course separately for theory and practicals (give under major and minor heading the principal topics covered in this course together with the approximate number of class hours to be devoted to each topic. Please be specific and inclusive).
11. List of reading and reference material required for the course :
12. Class room, laboratory, equipment and other facilities required and whether they are available:
13. Examination and weightage:

Type of Examination	Number	Weightage to be given
(a) Quizzes		
(b) Mid term		
(c) Term paper/assignment		
(d) Practical		
(e) Final		
(f) Other type of examination		

14. Sequence of action:

Request prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by the Board of Studies \_\_\_\_\_ Date: \_\_\_\_\_

Approved by the Standing  
Committee on Course,  
Curricula and Academic Affairs \_\_\_\_\_ Date: \_\_\_\_\_

Approved by the Academic Council \_\_\_\_\_ Date: \_\_\_\_\_

**POST GRADUATE SCHOOL  
INDIAN AGRICULTURAL RESEARCH INSTITUTE  
NEW DELHI - 110 012**

**Proforma for Outline of Research Work**

1. Name of the student :
2. Roll No. :
3. Discipline :
4. M.Sc./Ph.D. :
5. Date of joining the Post Graduate School :
6. Major field :
7. Minor field :
8. Title of the thesis :
9. Objectives :
10. Previous work done :
11. Programme of research work :
12. Methodology :
13. \*Facilities required & their availability

Date:

Signature of the Student

Recommended by:

1. Advisory Committee: (a) (Chairman)
- (b)
- (c)
- (d)

14. Whether radioactivity is involved in the proposed work: if yes
  - (i) Whether Radio-safety badge has been obtained or applied for?
  - (ii) Whether the laboratory in which the work has to carried out is approved for radioactivity work?

Certify that ORW of the student has been formulated and finalised in accordance with the procedure prescribed in Para 8.14.2 of the Calendar.

2. Professor

Date:

3. Head of the Division

Date:

4. Approved by the Dean, Post Graduate School:

Date:

**POST GRADUATE SCHOOL  
INDIAN AGRICULTURAL RESEARCH INSTITUTE  
NEW DELHI - 110 012**

**I. Performa for Forwarding Final Trimester Examination Result**

**Academic Year :**

**Trimester :**

1. Course Code No.            Title

Credits (L+P):

2. Name(s) of instructor(s) :

Lectures given

L            P

(i)

(ii)

(iii)

3. Details of classes

Lecture (No.) Scheduled :

Given :

Practicals (No.) Scheduled :

Given :

4. *Details of Examination held*

*Date on which held*

Quiz :

Mid-term :

Final Theory :

Practical :

5. Invigilation done by :

6. Date of dispatch of result :

(Result should be sent to the Post Graduate School within 7 days of the examination)

7. Reasons for delay, if any :

8. Analysis of grading (Give details of result overleaf)

No. of students who took the examination :

M.Sc.

Ph.D.

Total :

No. of students for whom result furnished :

M.Sc.

Ph.D.

Total :

No. of students obtained grade between

9.00 to 10.00      8.00 to 8.99      7.0 to 7.99      6.0 to 6.99      below 6.00

M.Sc.

Ph.D.

*Note:* Please enclose one copy each of the Question Papers given for the final examination :

**Trimester Final Examination Result for Course Code No.**

To check the attendance requirement indicate here the number of Lectures/Practicals equal to 85 or nearest higher percentage of the total Lectures/Practicals given:

Roll No.	Name of the student	No. of classes attended		OGPA Awarded	Remarks
		Lectures	Practicals		

It is certified that :

- a. the type of examinations and the weightage attached to each course including practicals had been announced by me at the commencement of the trimester;
- b. the result has been declared to and discussed with the students concerned as per Post Graduate School calendar guidelines; and
- c. the course Evaluation Proforma was obtained by me duly filled in by the concerned students.

Forwarded to the Dean, Post Graduate School

Signature of Professor

(Signature with date)  
Name & designation of  
Course Instructor

Date :

*Note:* Course instructors may themselves declare the result to the students at the end of evaluation and discussion with the students shall be completed within 2 days of such declaration and result communicated to Post Graduate School through Professor within 7 days of date of examination.

**II. PROFORMA FOR SENDING RESULT OF MAKE UP EXAMINATION IN RESPECT OF MISSED FINAL THEORY EXAMINATION**

Course No.

Credit:

Title of the Course:

Total No. of Classes conducted:

Lectures:

Practicals:

Roll No.	Name of student	No. of classes attended		Grade Awarded
		Lectures	Practicals	
1.				
2.				
3.				

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Certified that the student has completed 85% attendance separately in lectures and practicals.

Signature

& Name of Course Leader

Signature of Professor

**POST GRADUATE SCHOOL  
INDIAN AGRICULTURAL RESEARCH INSTITUTE  
NEW DELHI - 110 012**

**Grade Card**

Name of the student :

Roll No. :

Academic year :

Trimester No. :

M.Sc./Ph.D. :

Discipline :

Course code no. and title

Credits  
(L + P)

Grade

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Date :

Signature : Registrar

**POST GRADUATE SCHOOL  
INDIAN AGRICULTURAL RESEARCH INSTITUTE  
NEW DELHI - 110 012**

**M.Sc./Ph.D. Transcript**

1. Name:
2. Roll number :
3. Father's name :
4. Permanent address :
5. Date of birth :
6. Institution last studied and degree obtained :
7. Date of admission at IARI :
8. Subject :

Major :

Minor(s) :

9. Qualifying Examination passed on :
10. Title of thesis :
11. Thesis submitted on :
12. Date of passing the Final thesis *viva-voce* examination :
13. Details of courses credited : (see reverse)
14. Overall grade point average :

New Delhi

Date :



**POST GRADUATE SCHOOL  
INDIAN AGRICULTURAL RESEARCH INSTITUTE  
NEW DELHI - 110 012**

**PROPOSAL FOR HOLDING M.Sc./Ph.D. QUALIFYING EXAMINATION  
(TO BE SUBMITTED IN TRIPLICATE TO THE CHAIRMAN)**

1. Name of the student :   
(In block letters)

2. Roll No. :  3. Date of joining

4. Discipline :

5. Major field :

Minor field :

6. Course work :

Total No. of courses	<input type="text"/>	No. of credits completed	<input type="text"/>	% of credit completed	<input type="text"/>
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7. Overall Grade Point Average earned :

8. Date of submission of ORW to the Professor :

9. Advisory Committee :

1.

Chairman

2.

3.

4.

5.

(Signature of the Student)

10. Names to be proposed by the Chairman, Advisory Committee for co-opted member of the Examining Committee:

For M.Sc.: From amongst the faculty members outside the major discipline at IARI

For Ph.D.: From amongst the experts in the major discipline out of IARI

Name	Designation with complete address	Phone No.	Email
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1.

2.

3.

( )

**Signatures of Chairman**

11. Names proposed by Professor/Head of Division:

1.

2.

Signature :

**Professor**

**Head of Division**

*Note :*

1. Chairman to give two copies to Professor.
2. The qualifying examination must be completed at least three months in advance of the proposed date for completion of M.Sc. and six months for Ph.D. degree programme of the student.

**POST GRADUATE SCHOOL  
INDIAN AGRICULTURAL RESEARCH INSTITUTE  
NEW DELHI - 110 012**

**Report on the M.Sc./Ph.D. Qualifying Examination**

Name of the student :

Roll No. :

Major field of specialisation :

The Examining Committee hereby certify that in their judgement the above named student has Passed/Failed in the *Qualifying Examination Viva* which has been held this day the \_\_\_\_\_ and *Recommended/Do not Recommend* that this student be admitted to the *Candidacy* for the degree of *Doctor of Philosophy/Master of Science* of the Institute.

Signature

Chairman :

Co-opted Member :

Member :

Member :

Member :

Member :

Findings of the Committee :

1. The student should be encouraged to proceed/discouraged from proceeding.
2. The student should add to the programme of study the following :
3. The student should modify the approved programme of study as follows :
4. Other comments, if any :
5. Certified that, except for the addition of the Co-opted member nominated by the Dean, the Examining Committee given above is the same as the approved Advisory Committee of the student if the change in the Examining Committee from that of the approved Advisory Committee of the student has been duly approved by the Dean, Post-Graduate School.

Chairman, Examining Committee

No.

Date :

To

The Dean, Post-Graduate School

Signature of Professor

*Note:* The oral examination shall be held only after the written examination has been successfully completed. If a student fails in one or more subjects in the written examination, the Examining Committee shall make specific recommendations as to whether the candidate is to be re-examined only in that/those subject. Similarly, if a student fails in the oral examination, the Examining Committee shall specifically recommend as to whether the candidate is to be re-examined in the oral examination alone or in the written portion as well.

**POST GRADUATE SCHOOL  
INDIAN AGRICULTURAL RESEARCH INSTITUTE  
NEW DELHI - 110 012**

**PROPOSAL FOR SUBMISSION OF M.Sc./Ph.D. THESIS**

**Part I :** To be neatly filled-in or typewritten by the student and submitted in duplicate to the Chairman Advisory Committee, not later than two months before the proposed date for submission of thesis.

1. Name in full :   
(in block letters)

2. Roll No. :

3. Date of joining :

4. Discipline :  Major :

Minor :

5. Proposed date of submission of thesis :

6. Approved thesis title :  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Total course work assigned (including additional course work; if any, assigned at the qualifying examination) :

8. Trimester in which course work completed :

9. Overall Grade Point Average earned :

10. Date of Qualifying Examination

11. Advisory Committee :
1. Chairman
  - 2.
  - 3.
  - 4.
  - 5.

**Date :** **(Signature of the Student)**

**Part II :** To be completed by the Chairman (after checking Part I above and one copy submitted to the Dean through the Professor and Head of the Division.

12. Suggestions about names for appointment as examiner for thesis adjudication by the Chairman of the Advisory Committee :

S. No.	Name	Designation & Address	Phone/Fax/E-mail
1.			
2.			
3.			

Certified that the student has completed all the course work.

Date : **Signature of Chairman,  
Advisory Committee**

15. Two additional names : To be proposed by Professor. (In case the Professor himself is the Chairman of Advisory Committee, these names are to be proposed by the Head of Division.)

- 1.
- 2.

Signature by : **Professor** **Head of Division**

To

The Dean  
Post Graduate School  
IARI, New Delhi - 110 012

**POST GRADUATE SCHOOL  
INDIAN AGRICULTURAL RESEARCH INSTITUTE  
NEW DELHI - 110 012**

**Report on Thesis and Final *Viva-voce* Examination**

1. Name of the student :
2. Roll No. :
3. Venue of the Examination :
4. Date of Examination :
5. Discipline :
6. Degree : *Doctor of Philosophy/Master of Science*
7. Major field of specialisation :
8. Thesis title :

The Examining Committee hereby certify that they have examined the above mentioned thesis presented by the above named candidate and after going through the report(s) of the External Examiner(s) on its adjudication, have finally conducted a *viva-voce*. In the judgement of the Examining Committee the candidate has SATISFACTORILY MET/FAILED TO MEET SATISFACTORILY the requisite standard of performance in these respects for the award of the Ph.D./M.Sc. degree.

Signature

Chairman

Co-opted Member

Member

Member

Member

- (a) Certified that the typographical and other errors/omissions pointed out by the External Examiner(s) in their assessment of the thesis as also by the Examining Committee at the final *viva* have been corrected by the candidate, and the thesis approved by the Advisory Committee.
- (b) Certified that the required number of copies of thesis duly bound have been deposited in the Central Library and Divisional Library.
- (c) Remarks, if any :

Forwarded :

Signature of Professor

(Chairman, Examining Committee)

To the Dean, Post Graduate School, IARI, New Delhi 110 012

**POST GRADUATE SCHOOL  
INDIAN AGRICULTURAL RESEARCH INSTITUTE  
NEW DELHI - 110 012**

**Course Evaluation Proforma**

Name of the Course and Code No.

Course Instructors:

Academic Year/Trimester:

(To be filled in by the Students)

**A. Course Content**

1. Is the objective of the course clear ?

Yes

No

2. (a) Was the detailed course outline given in the first week of the course ?

Yes

No

(b) If the answer to 2(a) is "No", was it given at all ?

Yes

No

3. Were the course contents covered as outlined in the beginning ?

Yes

No

4. Was there any overlapping in the course content with any other course ?

Yes

No

5. Was the overlapping avoidable without any deficiency in the course content ?

Yes

No

6. Do you have any suggestion with regard to the course content ?

Yes

No

7. Is the time provided for the course adequate ?

Yes

No

**B. Teacher (indicate your opinion about each instructor specially)**

1. Did the instructor(s) take interest in teaching ?

Yes

No

2. Did he/they encourage discussion in and outside the class?

Yes

No

3. Was he able to arouse interest in the subject ?

Yes

No

4. Was he easily approachable ?

Yes

No

5. (a) Did you like the teaching ?

Yes

No

(b) If the answer to above is "No" indicate whether it was a part or whole of the course.

(c) If in part, please state which part you did not like.

(d) You did not like the teaching because of (tick mark the most appropriate one):

(i) Poor knowledge of the subject matter

(ii) Poor delivery

(iii) Unpreparedness

**C. Teaching**

1. Were the theory classes held regularly ?

Yes

No

2. Were the text books and other reading materials suggested ?

Yes

No

3. (a) Were the library facilities in the Division/Central Library adequate in relation to the course?

Yes

No

(b) If "No", which text books or journals were wanting ?

4. (a) Were the suggested reading material adequate to cover the course content?
- Yes No
- (b) Did you read suggested literature ?
- Yes No
5. Were the practical classes held regularly ?
- Yes No
6. Were the laboratory facilities for conducting practicals adequate ?
- Yes No
7. Was the presentation of subject matter by the instructor clear, definite and forceful ?
- Yes No
8. Were the practicals conducted by the instructors themselves ?
- Yes No
9. Did you have any specific suggestions for the improvement in the theory/practicals ? if so, please state.
10. Organization of this course with respect to the following:
- |                              |                                |
|------------------------------|--------------------------------|
| (a) Scheduling of classes    | (d) Punctuality of instructors |
| (b) Number of instructors    | (e) Timing/duration of classes |
| (c) Distribution of syllabus |                                |

**D. Evaluation**

1. Should there have been a term paper assigned ?
2. If yes,
- (a) Was the term-paper relevant to the course ?
- Yes No
- (b) Were the term-papers presented in the class ?
- Yes No
- (c) Were the presentations of the term-papers of any benefit to you ?
- Yes No

3. (a) Were the quizzes conducted ?

Yes

No

(b) Were the quizzes too many ?

Yes

No

4. Did the questions in mid-term and final examinations represent the course content fairly well?

Yes

No

5. Were the mode of evaluation and weightage for various examinations for the purpose of grading explained in the first week of the course ?

Yes

No

6. Is the evaluation system fair and consistent ?

Yes

No

7. What score do you expect in this course ?

**E. Others**

1. Why did you take this course ?

2. Is your expectation from the course fulfilled ?

Yes

No

3. How would you evaluate the course ?

Excellent

V. Good

Good

Fair

Poor

**POST GRADUATE SCHOOL  
INDIAN AGRICULTURAL RESEARCH INSTITUTE  
NEW DELHI - 110 012**

**Proforma for Relief of Students Pending/After Submission of Thesis**

1. Name of the student : \_\_\_\_\_ Roll No.: \_\_\_\_\_ (M.Sc./Ph.D.)
2. Regular/Departmental:
3. Date of enrolment:
4. Details of scholarship held (ICAR, IARI etc.):
5. Details of work completed:
  - (i) Credits taken and completed:
  - (ii) Date of qualifying examination:
  - (iii) Whether seminars have been completed:
  - (iv) Whether research work and analysis of data completed:
6. Expected date of submission of thesis :
7. Reasons for requesting relief before/after the date of submission of thesis (if taking up employment, indicate employer's name):
8. In case of accepting outside employment, whether application was routed through the Dean:
9. Date from which relief sought:
  - I. I undertake to pay the tuition fee of Rs. 400/- per month from the date of relief till the date of submission of thesis. (This shall be deposited in the Syndicate Bank up to the 10th of every month)
  - II. I undertake that I will submit my thesis within a period of one year from the date of relief, failing which, action may be taken against me as per PG School guidelines.

Date : \_\_\_\_\_ Signature of the Student

Comments of the Chairman, Advisory Committee

Chairman

Recommended and Certified:-

- (i) That he/she has completed all course work including research work and seminar except writing of thesis.
- (ii) That he/she has fulfilled the minimum requirements regarding residence and attendance.
- (iii) He/she has given the Thesis Seminar on \_\_\_\_\_.

Date : \_\_\_\_\_ Signature of Professor

**APPLICATION FOR EXTENSION IN THE TENURE OF THE IARI SCHOLARSHIP**

Name of the student :

Roll No. :

Division :

1. Whether awarded Junior or Senior Scholarship:
2. Date of start of the Scholarship:
3. Period for which Scholarship sanctioned:
4. Period for extension of the Scholarship sanctioned earlier, if any:
5. Date of registration with the Institute for M.Sc./Ph.D.:
6. Minimum period after registration prescribed by the Institute for submission of thesis:
7. Grade Point Average up-to-date:  
(where applicable)
8. Date of passing the comprehensive examination:  
(where applicable)
9. Report of the work done so far by the fellow with reference to the time schedule submitted earlier:
10. The work that remains to be done:
11. Specific justification for not completing the work according to the time schedule:
12. Detailed justification in support of the proposal for extension of the tenure of Scholarship:
13. Period of extension requested for:

Signature of the Student

14. Recommendations of the Guide of the scholar.

Signature of the Chairman, Advisory Committee  
of the student

15. Recommendations of the Professor:

*Note:* (Attach separate sheets if space is insufficient under any item)

### A. UNDERTAKING

1. I hereby undertake that if I am selected for the Scholarship applied for by me, I shall not leave the work assigned to me under the Indian Agricultural Research Institute scholarship programme unfinished.
2. I will not leave the course work prior to its completion without approval of the Dean, Post Graduate School. In case, I leave the course prior to its completion without the approval of the Dean, I will refund the entire amount received by me from the Institute as scholarship, contingency and temporary loan etc.
3. I authorise the Bank/Institute to recover from my bank account any sum that may have been drawn in excess or due to the Institute by way to rent, mess fee etc. remaining unpaid by me.

In witness whereof I ..... have signed those present on the ..... day of .....

Signature .....

(Ph.D./M.Sc.) .....

Roll No .....

Address .....

In the presence of

I. Signature .....

Name in full .....

Designation .....

Address .....

II. Signature .....

Name in full .....

Designation .....

Address .....

## B. UNDERTAKING

As I have been offered a Junior/Senior Scholarship of the Indian Agricultural Research Institute for study and research leading to M.Sc./Ph.D. in the subject of and as I have accepted the said Scholarship and also the terms and conditions governing the Scholarship, I hereby undertake that I shall complete the study and research work assigned to me by the Guide. I also undertake that I shall not leave the course before its completion without prior approval of the Dean, Post Graduate School. I also certify that I am not drawing any other fellowship/scholarship from any source. I shall not accept any other fellowship without the permission of the Dean.

In witness whereof I ..... have signed those present on the ..... day of .....

Signature .....

(Ph.D./M.Sc.) .....

Roll No .....

Address .....

In the presence of

I. Signature .....

Name in full .....

Designation .....

Address .....

II. Signature .....

Name in full .....

Designation .....

Address .....

**POST GRADUATE SCHOOL  
INDIAN AGRICULTURAL RESEARCH INSTITUTE  
NEW DELHI - 110 012**

**Proforma giving details in respect of Short-term Training Course**

1. Name of the Division:
2. Name of the course:  
(Whether regular or ad-hoc)
3. Brief contents of the course:
4. Duration along with proposed dates of the course:
5. Staff member/Faculty member who will be in-charge of the course:
6. Number of trainees to be admitted:
7. Details of qualification and experience prescribed for participants:
8. (a) Number of persons for whom hostel accommodation will be necessary and whether its availability has been ascertained from the concerned Hostel.  
(b) Whether boarding facilities also required:
9. (a) Estimated expenditure on the course:  
(b) Source from which the expenditure will be met:

Signature of the Course Director

**POST GRADUATE SCHOOL  
INDIAN AGRICULTURAL RESEARCH INSTITUTE  
NEW DELHI - 110 012**

**Memorandum of Understanding**

Between POST GRADUATE SCHOOL, INDIAN AGRICULTURAL RESEARCH INSTITUTE and \_\_\_\_\_ in the areas of agriculture research and teaching.

1. This memorandum of understanding is executed on \_\_\_\_\_ between INDIAN AGRICULTURAL RESEARCH INSTITUTE (P G SCHOOL, IARI, New Delhi) and \_\_\_\_\_ for carrying out collaborative agricultural research and teaching in relation to improvement of \_\_\_\_\_.
2. Inducted \_\_\_\_\_ faculty will be accredited with PG SCHOOL, IARI for guiding Masters/Doctoral research of P G School, IARI students.
3. The students who opt for such research work that may require work at \_\_\_\_\_ or support of faculty of \_\_\_\_\_ along with sessions required to be completed at \_\_\_\_\_ will submit the thesis at P G School, IARI \_\_\_\_\_ for respective degrees.
4. The students will be admitted at IARI and will undergo Course work and written and all oral examinations at IARI. The Co-Supervisor of the student at \_\_\_\_\_ shall join the Final Viva-Voce Examination of the student.
5. \_\_\_\_\_ will provide necessary infra-structural support to students such as hostel, library, farm, laboratory and computer facilities, etc. during the research work undertaken there. P G SCHOOL, IARI and \_\_\_\_\_ will share joint credit in publications, reports and awards resulting from information generated under collaborative research and degree projects.
6. The Faculty identified at \_\_\_\_\_ and approved by the Academic Council as faculty of P G School, IARI shall be eligible to serve as Co-supervisors of students and may be required to visit IARI for short periods for teaching Theory and/or Practical classes. Such visiting faculty shall be provided guest house accommodation at IARI, New Delhi
7. Identified \_\_\_\_\_ faculty will look after the day to day conduct and progress of the student during his/her stay and also supervision of experiments at \_\_\_\_\_.
8. Any new developed technology will be taken up for commercialization or adoption in farmers fields through frontline demonstrations, Kisan Goshties and Kisan Melas. These activities will be undertaken under the supervision of \_\_\_\_\_, P G SCHOOL and IARI experts.
9. Joint meeting of \_\_\_\_\_ and P G SCHOOL, IARI teams will be held at least once a year.

(Signature of H.O.I., \_\_\_\_\_)

(Signature of H.O.I., IARI)

**POST GRADUATE SCHOOL  
INDIAN AGRICULTURAL RESEARCH INSTITUTE  
NEW DELHI - 110 012**

**Instructions to Examiners with regard to Evaluation of M.sc./Ph.d. Thesis**

1. The requirements for the degree of Master of Science and Doctor of Philosophy of the Indian Agricultural Research Institute include the taking up by the student of a specified amount of course work in his/her major field as well as in the minor and supporting fields and offering of seminars. On completion of the major portion of the course work the student has to pass the qualifying examination in order to be eligible for submission of thesis.
2. In addition to the above, the student has to submit a thesis embodying the results of a research investigation carried out under the supervision of his/her Advisory Committee. While the thesis for M.Sc. degree is required to be of such nature as to indicate the student's potentiality for conducting research, the thesis for the Ph.D. degree has to be a definite contribution of an original nature to the subject and the results and conclusions presented therein have to be of sufficient importance of merit for publication.
3. The manuscript based thesis submission has been introduced from 2009-10 academic session. This includes chapters on : (i) Introduction, (ii) Background, (iii) General Materials & Methods, (iv) Research Papers I, II, III ..... or Patent application/Prototype, etc., (v) General Discussion, (vi) Summary & Conclusion, (vii) Abstract, and (viii) Bibliography.
4. Examiners are requested to go through the thesis and give a critical assessment covering the different aspects such as whether:
  - a. The thesis addresses a relevant researchable issue;
  - b. The thesis has entailed the solution of one or more problems;
  - c. The planning and conduct of the experiments are appropriate;
  - d. The review of the literature is analytical and up-to date, the references to literature have been presented in the proper form, and the data are well presented and interpreted in a set of research papers/patent applications/prototype descriptions etc. and discussed in relation to previous literature;
  - e. General Materials and Methods do not elaborate methods described in detail in research papers and vice-versa, avoiding repetition as far as possible;
  - f. The general discussion is critical and links the different papers/applications/descriptions in totality in relation to the pervious literature and thoughts for future. General Discussion is not a repetition of the Discussion in the different research papers etc.;
  - g. The illustrations are appropriate and of good quality;
  - h. Only unavoidable repetitions exist in the text
4. Typographical and other errors should be pointed out and stated if these are considered serious which detract from the merit of the thesis and which the student may be required to correct before the thesis is accepted for the award of degree. It may also be indicated whether the thesis is considered fit for publication in extenso or in an abridged form.

5. In case of Ph.D. thesis the Examiner should particularly mention whether in his opinion the contributions made by the thesis are of fundamental value or applied standpoint. Whether the thesis contains new ideas, solution of problem, inventions, discoveries, improved measurement and observations.
6. The thesis together with the Examiner's Report in the prescribed format provided and the Remuneration Bill must be returned in a month's time of its receipt by the Examiner. In case the thesis is delayed beyond the aforesaid period without any intimation, the Dean will have the right to cancel the Examinership and make alternate arrangement for evaluation of the thesis. The report must be returned in a sealed cover marked "SECRET" to the sender.
7. Remuneration payable for evaluating the thesis is ₹2,000/- for Ph.D. Thesis and ₹1,000/- for M.Sc. Thesis. The Dean may withhold the honorarium if the Report is not received within two months.
8. The Examiner's final recommendation as to whether or not the thesis should be accepted in the form in which it has been presented for the award of the degree must be clear and unambiguous.

**POST GRADUATE SCHOOL  
INDIAN AGRICULTURAL RESEARCH INSTITUTE  
NEW DELHI - 110 012**

**EVALUATION REPORT OF M.Sc./Ph.D. THESIS**

Title of the thesis :

Name of the student :

Roll No. :

Discipline :

Thesis received on:

Evaluation report submitted on:

**Chapter-wise comments on the thesis (please give your comments on each point as under):**

**1. Introduction and Objectives**

- (a) Relevance and novelty of researchable issue
- (b) Reasonability of hypothesis
- (c) Relevance of objectives

**2. Background**

- (a) Proper referencing of past studies in the background chapter, their exhaustiveness and up-to-date
- (b) Synthesis and analysis of available literature relevant to the present research problem

**3. Planning and conduct of experiments**

- (a) Specific comments on the novelty of research problem
- (b) Appropriateness of objectives and their clear statement
- (c) Academic contribution of the research work
- (d) Practical utility of research work
- (e) Whether the thesis has embodied any new ideas with original thoughts?

**4. Materials and Methods chapter**

- (a) Methodology technically sound and explained adequately
- (b) Statistical design, analytical or experimental skills utilised
- (c) Methodology common to most or all papers properly described in this chapter while specific methods are given in research papers etc.

**5. Results chapter (research papers)**

- (a) Research papers justify the thesis title and objectives
- (b) Is there duplication of data/results in different research papers?
- (c) Presentation of data with quality figures/illustrations and tables
- (d) Is there repetition of detail general materials and methods part in research papers?
- (e) Are the research papers fit for publication in peer reviewed journals?

**6. General Discussion**

(a) Is this a clear analysis and critical discussion of overall results avoiding repetition of data in relation to relevant literature, holistically and logically linking the different research papers?

**7. Summary and Conclusions**

(a) Findings and advancements summarized in brief without repetition of detailed data

(b) Conclusions valid and based on research findings described in thesis

**8. Bibliography**

(a) References properly arranged and presented in uniform pattern

(b) References quoted in text tally with the bibliography

**9. General comments on overall presentation of the thesis**

(a) Are there any unavoidable repetitions in the thesis?

(b) Quality of figures, photographs, illustrations etc.

(c) Appropriateness of tables

(d) Sample size, statistical design and analysis of data

(e) Quality of research papers

(f) Language and grammar

(g) Typographical errors of serious nature

(h) Abstract clear and conveys the work and significant findings in brief

(i) Is there plagiarism in the thesis to the best of your knowledge; if yes, kindly elaborate.

**10. Critical Comments on the contributions made on fundamental value or applied standpoint**

(a) Highlights and strong/weak points of the thesis

(b) Grading of the thesis (circle the mark in the grade columns)

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Thesis chapter/ parameters	Grading				
	Poor	Average	Good	Very Good	Excellent
Introduction	1	2	3	4	5
Background	2	4	6	8	10
Methods & Materials	2	4	6	8	10
Results	6	12	18	24	30
Discussion	2	4	6	8	10
Summery	2	4	6	8	10
Abstract	1	2	3	4	5
Bibliography	1	2	3	4	5
Language/ typographical errors	1	2	3	4	5
Overall novelty, Practical utility or scientific technology advancement	2	4	6	8	10
Total score					

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11. List of questions to be asked during the final *viva-voce* examination of the student.

12. Final Recommendation

a) **I recommend** that the thesis submitted by \_\_\_\_\_ be accepted for the award of degree of \_\_\_\_\_ of the Indian Agricultural Research Institute, New Delhi, subject to my observations.

OR

b) **I do not recommend** the acceptance of the thesis submitted by \_\_\_\_\_ for the award of the degree of \_\_\_\_\_ of the Indian Agricultural Research Institute, New Delhi, in view of my observations.

(Signature of Examiner)

Name :

Date:

Designation :

Address :

*(Note: Blank sheets may be added to complete the report under any particular head/s above)*

