

COMMON ACADEMIC REGULATIONS
FOR
POST GRADUATE STUDY PROGRAMME
AND
P.G. ACADEMIC FORMS



N.M.College of Agriculture
Navsari Agricultural University
Navsari-396450

GUIDE LINE FOR P.G.GUIDE AND STUDENT

It has come to the notice of the undersigned that many P.G. teachers/guides and their students find difficulties in the routine academic procedure to be followed in N.M. College of Agriculture, Navsari. In this context, all the head of the Departments, P.G. guides and teachers working under Agriculture faculty are hereby informed to follow the guide lines given below while registration of post graduate students and routine academic procedure.

At the entry level (First Semester)

1. The students when admitted for P.G. studies in Agriculture faculty, they should collect the prescribed forms [Joining report, enrollment form, semester course card and registration/ campus forms] from the academic branch of N.M. College of Agriculture.
2. The students will submit the joining report, enrollment form and semester course card duly and carefully filled in all respect within prescribed time limit through their major guide and departmental head as mention in admission memo. The major guide will verify all the details critically and will mention the exact date of joining to the PG programme.
3. Concern major guide will form the advisory committee for the student concern in consultation with Head of the department.
4. The major guide will first discuss with concern Head of the Department regarding total number of courses offered during odd and even semester by respective department.
5. Then student will be called by major guide to finalise the number of courses to be taken under major, minor and supporting field in consultation with advisory committee looking to the research problem. Then student will fill up the campus forms as per PG regulations.
6. The student while filling the form must mension the post graduate research/thesis credit under major field as per PG regulation laid down for the respective degree programme..
7. The campus forms duly and carefully filled in all respect must be submitted within three months from the date of joining.
8. The inservice student(candidate) have to submit the surety bond duly filled in all respect before the end of first semester.
9. Utmost care to be taken by students and major guide in filling the registration/campus forms. particularly with respect to name, registration number, course numbers, title of course, credit for respective course etc.,

10. The major guide should maintain the separate file for each students registered under him/her.

At the subsequent semester(Second Semester onward)

1. Student will collect the semester course card well in advance from the academic branch of N.M. College of Agriculture, Navsari
2. The major guide will approve the course/s under major, minor and supporting field from the campus form only in a respective semester.
3. Student will fill up the semester course card in all respect with utmost care as approved and signed by his major guide.
4. The student will contact the course teachers for getting registration in respective course.
5. The concern teacher before putting his/her signature alongwith name will carefully verify the course number, title and credit hours filled by student in a respective course. The concern teacher will also maintain the list of students for attendance record of student/s registered in his/her course. At the end of semester, attendance report along with minimum academic requirement for award of I grade to be submitted by the concern teacher.
6. The filled course card in all respect invariably be submitted to the academic branch at the time of registration of respective semester.
7. The semester registration fees will not be accepted without course card.
8. In case the student does not complete his study in prescribed semesters of respective degree programme, and if required one or more semester extension to complete his/her study, needs to submit the proposal in prescribed format with the recommendation of his/her advisory committee.
9. The proposal in prescribed format duly fill in all respect with proper justification and signed by all members of advisory committee must be submitted to academic branch for approval of extension. Considering the recommendation of advisory committee two semester extension will be granted by the Principal and if required more it will be approved by the Director of Research & Dean PG studies.
10. Once the candidate list for the semester end examination of respective semester is approved and circulated/declared by the Principal, the PG teachers should verify and tally the list of registered students in concerned course and accordingly follow the instructions given in the examination circular.

11. Following academic reports/ forms are available from academic branch as well as can be down loaded from the NMCA, home page on NAU website(www.nau.in)

1. Undertaking Forms
2. Joining report
3. Registration / Campus forms
4. Semester Registration course card
5. Proposal for appointment of committee for priliminary viva-voce examination of M.Sc. student.
6. Proposal for appointment of committee for priliminary viva-voce examination of Ph.D. student.
7. Preliminary viva-voce evaluation report
8. Proposal for appointment of Examiners for thesis evaluation of M.Sc./M.Sc.(Agri.)
9. Proposal for appointment of Examiners for thesis evaluation of Ph.D.
10. Permission of Extension of Semester
11. Report of viva-voce on thesis
12. Report of seminar
- 13 Post Graduate Seminar Evaluation Score Card
- 13 Remuneration bill to be paid to external examiner
- 14 *Kachcha* bound thesis forwarding
- 15 *Pakka* bound bound thesis forwarding
- 16 PG Recognition Performa
- 17 Result sheets for course, seminar, special problem, thesis credit.
- 18 Pakka bound thesis certificate

JOINING REPORT

To,
The Principal and Dean
N.M. College of Agriculture
NAU, Navsari.

Submitted with respect through : The major Guide

Respected Sir,

I the undersigned Shri. _____
admitted for M.Sc/M.Sc.(Agri)/ Ph.D degree course in the subject
_____ under Dr./Prof. _____ at your college as per
admission memo No. _____ dated. _____. I have to join the
course on or before Date _____.

I have paid all the required fees for the first semester of the academic
year. _____ on _____.

Yours faithfully

Signature of student
(Name of the candidate)

Copy F.W.Cs To :-

The Principal and Dean, N. M. College of Agriculture, Navsari for information

Shri. _____ has joined M.Sc/M.Sc.(Agri)/ Ph.D
study programme under my guidance on date: _____.

Date :

SIGNATURE OF THE MAJOR GUIDE
(WITH DESIGNATION & NAME)

UNDERTAKING

I Mr./Msresidence
ofMobile No.....admitted in M.Sc.(Agri.)/M.Sc./Ph.D. in
the discipline ofReg.No.....at Navsari Agricultural University,
Navsari during the academic year hereby declare that at present I am not doing
any full time or part time job in any of the Government/Cooperative/Private organization. I
am aware that Post Graduate study in Navsari Agricultural University is a full time residential
course and I will not join any service during my P.G. study in this University. I know that
concealing such information is indiscipline under PG study rules of the University and my
P.G. registration is liable to cancel.

Place :Navsari

Date:

Signature of student

Signature of Major Advisor
(with Name & Designation)

Signature of Professor & Head
(with Stamp)

NAVSARI AGRICULTURAL UNIVERSITY
N. M. COLLEGE OF AGRICULTURE, NAVSARI

APPLICATION FORM FOR REGISTRATION AS A POST – GRADUATE
STUDENT

(Please read the instruction carefully, before submitting the application to the registrar's office)

Sir,

I request you to register my name as a post graduate student leading for the _____ * degree of the Navsari Agricultural University, I intend to offer myself as a candidate for the Examination for that degree in the Year _____.

I further declare that my name has not been registered as Post – graduate student for any other degree or for any other branch of the same degree.

The Registration fee of ` _____ is remitted by M.O. / Paid in cash under Receipt No. _____ dated _____.

I give below particulars about myself.

Yours faithfully

Date :

(Signature of the applicant)

(1) Name in full

(As per school
leaving certificate
copy attached

Personal Particulars

Surname: _____

Name: _____

Father's Name: _____

* M.Sc. (Agri.) / M.Sc/ and Ph.D.

(2) Full address for correspondance : _____

(3) Nationality : _____

(4) Particulars regarding the degree examinations passed :

Name of the examinations	Date of passing	Class obtained	Name of the college and the university	Subject offered

P.T.O

- (5) Details about a terms if any, kept at any other college in the state of Gujarat.
- (6) (i) The date of application for the certificate of eligibility.
(ii) The number and the date of provisional eligibility certificate issued.
- (7) The major subject of study for the post – graduate degree for which the candidate is applying for registration. _____
- (8) Admission details :-
1) Admitted for degree :-
2) Admission letter / Memo No. and Date :-
3) College / Campus admitted :-
- (9) The name of major Advisor under whom the applicant proposes to study of Work: _____
- (10) The name of the institution where the applicant proposes to study of work : _____
- (11) (i) Whether the fee prescribed by the University has been paid :
Yes / No _____
(ii) The date of Payment: _____
(iii) The amount paid: ` _____
(Rupee _____)
(iv) Receipt No. and date.
Certified that the above information is correct

Place :

Date : (Signature of the applicant)

I declare that the student named above is permitted by me / us to work under me/us.

Place :

Date :

(Signature of Major Guide
with Name & Designation)

(Signature of the Head of the Deptt.)

Remarks

(To be filled in by the University Office)

The application is in order. The applicant may be registered for M.Sc.
(Agri.)/M.Sc./Ph.D.

Registration Certificate may be issued.

Issued Reg. Cert. No. _____ Date _____

Date of Registration _____ (Signature of the Clerk)

(Signature of Asstt. Registrar)

(Signature of Registrar)

(Signature of Dean P.G. Studies)

Semester:

Four copies
M.Sc.(Agri.)/M.Sc/Ph.D

NAVSARI AGRICULTURAL UNIVERSITY
POST GRADUATE FACULTY
N.M. COLLEGE OF AGRICULTURE, NAVSARI
Semester Registration Course Card

- (1) Full Name of Student:-----
(2) Registration No.----- (3) Registered for : M.Sc./M.Sc.(Agri.)/Ph.D.
(4) Academic Year :----- (5) Semester No. :-----
(6) Major Field of study :----- (7) Minor Field of study :-----

List of the courses approved by the Major Guide for registration during the Odd/Even semester of the academic year 20 - 20				
Sr. No.	Course Number	Title of course	Credits	Signature of teacher
Courses from Major field of study :				
Courses from Minor field of study				
Courses from Supporting / Allied field of study				
Pre- requisite / Non-Credit Compulsory courses :				

Place :Navsari

Date :

Signature of student

Signature of Major Guide
(with Name & Designation)

Six copies
M.Sc. / M.Sc.(Agri.)

NAVSARI AGRICULTURAL UNIVERSITY
N.M.COLLEGE OF AGRICULTURE, NAVSARI
PROPOSAL FOR APPOINTMENT OF THE COMMITTEE FOR PRELIMINARY
EXAMINATION FOR M. Sc. / M. Sc.(Agri.)

- (1) Name of Candidate:- _____
(Capital Letters) Surname (First) (Second)
- (2) (A) Degree _____ (B) Major Field _____
- (C) Minor Field _____
- (3) Registration No. _____ Date: _____
- (4) Semester :- _____
- (5) Courses successfully completed:-

Sr. No.	Course No.	Credits	Grade Obtained	When Passed (Year & Semester)
(1)	Major field of study			
(2)	Minor field of study			
(3)	Allied field of study			
(4)	Pre-requisite			

PROPOSED COMMITTEE

Name and Designation	Address

No. ACN/ / /2015
Date :- - -2015, Navsari

Signature of Major Guide
(with Name and Designation)

Recommended
Professor & Head

The members listed above are hereby appointed for conducting viva-voce of candidate. The major professor is requested to arrange for the viva-voce and send report in quadruplicate as soon as the examination is over.

Approved

Ref. No. ACN/C.3/PGT/ /2015
Navsari. Date. / /2015

Principal and Dean
N.M. College of Agriculture
NAU, Navsari

Copy F.W.Cs to:-

- (1) The Dean, P.G. Studies, Navsari Agricultural University, Navsari
- (2) The Registrar, Navsari Agricultural University, Navsari
- (3) The Major advisor concerned

Four copies
Ph. D.

NAVSARI AGRICULTURAL UNIVERSITY
N. M. COLLEGE OF AGRICULTURE, NAVSARI
PROPOSAL FOR APPOINTMENT OF THE COMMITTEE FOR PRELIMINARY
EXAMINATION FOR Ph. D.

- (1) Name of Candidate:- _____
(Capital Letters) Surname (First) (Second)
- (2) (A) Degree: _____ (B) Major Field: _____
(C) Minor Field _____
- (3) Registration No. : _____ (4) Semester :-----
- (5) Courses successfully completed:-

Sr. No.	Course No.	Credit	Grade Value	When Passed (Year & Semester)
(1)	Major field of study			
(2)	Minor field of study			
(3)	Allied field of study			
(4)	Pre-requisite			

PROPOSED COMMITTEE

Name and Designation	Address

No. ACN/ / /2015
Date :- - -2015, Navsari

Signature of Major Guide
(with Name and Designation)

Recommended
Professor & Head

Recommended

Ref.No. ACN /C.3/PGT/ /2015

Principal

Navsari. Date. / /2015

N.M. College of Agriculture
NAU, Navsari

Copy F.W.Cs to:-

- (1) The Dean, P.G. Studies, Navsari Agricultural University, Navsari
- (2) The Registrar, Navsari Agricultural University, Navsari
- (3) The Major advisor concerned

Confidential

(To be filled in quadruplicate)

NAVSARI AGRICULTURAL UNIVERSITY

FACULTY OF POST GRADUATE STUDIES

N. M. COLLEGE OF AGRICULTURE, NAVSARI

POST GRADUATE PRELIMINARY VIVA-VOCE EVALUATION REPORT

(Vide Office order No.ACN/PGT/C-3/ /20 Dt: / /20 from Principal NMCA, Navsari)

Name of Candidate:- _____
(Capital Letters) (Surname) (First) (Second)
Registration No.: _____ Registration Date: _____

Course : M.Sc (Agri)/ M.Sc / Ph.D Major field of study:
Semester :----- Attempt: First/Second/Third

The Advisory Committee hereby certify that in their judgment, the above named student has successfully passed/failed to pass the preliminary examination and recommend that this student be admitted to candidacy for the _____ degree

Name	Signature	
_____	_____	Chairman (Major Advisor)
_____	_____	(Minor Advisor)
_____	_____	(Member)
_____	_____	(Member)
_____	_____	(Member)

Place :

Date: **Recommendations of the Committee**

- (1) The candidate is given second chance
- (2) The Candidate is given third chance
- (3) The following courses should be added to the programme of study of the candidate.

Course number	Title of the course	Credit
I.		
II.		
III.		

(4) The candidate is discouraged from prosecuting further studies leading to Ph.D degree.

(5) Other remarks:- _____

Signature of the Major Advisor
(Name & Designation)

Copy F.W.Cs to :

- (1) Dean faculty of Post Graduate studies, Navsari Agril. ,University, Navsari
- (2) The Registrar, Navsari Agriculture University, Navsari
- (3) The Major advisor concerned

Ref.No.ACN/ PGT/ C.3/ /2015
Navsari. Date. / /2015

Principal and Dean
N.M. College of Agriculture
NAU, Navsari

Four copies

For M.Sc. (Agri. /M.Sc.)

NAVSARI AGRICULTURAL UNIVERSITY
FACULTY OF POST GRADUATE STUDIES
N. M. COLLEGE OF AGRICULTURE, NAVSARI
PROPOSAL FOR APPOINTMENT OF EXAMINERS FOR THESIS EVALUATION

1.	Name of the Candidate (Full Name)	:	
2.	Degree for which Registered	:	
3.	Registration No.	:	
4.	Major Field of study	:	
5.	Minor field of study	:	
6.	Title of thesis (Capital letters)	:	
7.	Expected date of submission of the thesis	:	
8.	No. of total credits completed	:	
9.	Whether following requirements are completed or not	:	
	a. Course work and other residential requirements	:	
	b. Whether term granted time to time	:	
	c. Date of preliminary examination passed	:	
	d. Completion of course work	:	
	e. Submitted the agreement/ surety bond (for In – Service candidate)	:	
10.	Proposed External Examiners for the thesis evaluation (Total three, two from out states and one from Gujarat state)		
No.	Name & Designation	Address	
1.			
2.			
3.			

PTO

Place: Navsari Date:	Signature of Major Advisor
No. ACN/ / /2015 Date :- - -2015	Recommended Professor & Head
No. ACN/C3/PGT/ /2015 Date :- - -2015	Recommended Principal and Dean N. M. College of Agriculture Navsari

Copy F.W.Cs. to :

- (1) The Director of Research & Dean, Post – Graduate Studies, Navsari Agricultural University, Navsari for information
- (2) The Registrar, Navsari Agricultural University, Navsari for information
- (3) The Major advisor concerned

*Four copies
(For Ph. D.)*

**NAVSARI AGRICULTURAL UNIVERSITY
FACULTY OF POST GRADUTE STUDIES
N. M. COLLEGE OF AGRICULTURE, NAVSARI
PROPOSAL FOR APPOINTMENT OF EXAMINERS FOR THESIS EVALUATION**

1.	Name of the Candidate (Full Name)	:	
2.	Degree for which Registered	:	
3.	Registration No.	:	
4.	Major Field of study	:	
5.	Minor field of study	:	
6.	Title of thesis (Capital letters)	:	
7.	Expected date of submission of the thesis	:	
8.	No. of total credits completed	:	
9.	Whether following requirements are completed or not	:	
	a. Course work and other residential requirements	:	
	b. Whether term granted time to time	:	
	c. Date of preliminary examination passed	:	
	d. Completion of course work	:	
	e. Submitted the agreement/ surety bond (for In – Service candidate)	:	
10.	Proposed External Examiners for the thesis evaluation (Total five, three from out states and two from Gujarat state)		
No.	Name & Designation	Address	
1			
2			
3			
4			
5			

PTO

Place: Navsari Date:	Signature of Major Advisor
No. ACN/ / /2015 Date :- - -2015	Recommended Professor & Head
No. ACN/C3/PGT/ /2015 Date :- - -2015	Recommended Principal and Dean N. M. College of Agriculture Navsari

Copy F.W.Cs. to :

- (1) The Director of Research & Dean, Post – Graduate Studies, Navsari Agricultural University, Navsari, for necessary action
- (2) The Registrar, Navsari Agricultural University, Navsari for information
- (3) The Major advisor concerned

NAVSARI AGRICULTURAL UNIVERSITY
FACULTY OF POST GRADUATE STUDIES
N. M. COLLEGE OF AGRICULTURE, NAVSARI
Performa to accord permission for Extension of Semester for PG study

1	Name of Student	:	
2	Registration No.	:	
3	Degree	:	
4	Major Field	:	
5	Minor Field	:	
6	Progress of study :		
	• Course work	:	
	• Seminar given	:	
	• Title of research	:	
	• Research completed?	:	
	• Pre – qualifying examination passed?	:	
	• Prelim viva – voce examination passed?	:	
	• Thesis submitted (<i>Kachha</i> bound)	:	
7	Semester required to be complete the study	:	
8	Reason for delaying study with full justification	:	
9	Previous permission given by Dean, P.G. (Proof required)	:	
10	Signature of student	:	

11	Recommendation of Advisory committee	:	Signature
	Major Guide	:	
	Co – Guide	:	
	Member	:	
	Member	:	
	Member	:	
	Member	:	
12	Recommendation of faculty Dean	:	

Confidential

(To be filled in quadruplicate)

**NAVSARI AGRICULTURAL UNIVERSITY, NAVSARI
FACULTY OF POST-GRADUATE STUDIES**

College / Centre :- **N. M. College of Agriculture, Navsari**

REPORT OF VIVA-VOCE ON THESIS

- (1) Name of the candidate :- _____
(As per Registration)
- (2) Registration No.:----- (A) Major Field :-----
- (3) Degree :----- (B) Minor Field :-----
- (4) Semester :-----

The examination committee hereby certify that after due consideration of the reports of the external referee on the thesis entitled."

submitted by the above named student in partial fulfillment of the requirements for award of _____ degree in subject of _____

The viva-voce of the candidate was subsequently conducted and that, in their judgment the candidate has satisfactorily met/failed to meet the requisite standards of performance for the award of the _____ degree.

The committee therefore recommends/does not recommend the acceptance of thesis for the award of the degree.

Name & Designation	Signature
(1) _____	_____ (Major Advisor)
(2) _____	_____ (Minor Advisor)
(3) _____	_____ (Member)
(4) _____	_____ (Member)

Remarks-----

Place : Navsari

(Signature of Major Advisor)

Date :

Name and

Designation :

PTO

CERTIFICATE

Necessary corrections/modifications have been incorporated in all the copies of the thesis as per suggestions of the external referee(s) and the members of the examination committee.

Place : Navsari

(Signature of Major Advisor)

Date and Day :

(Name & Designation)

CERTIFICATE

(1) This is to certify that Mr/Ms _____

Registration No. _____ Degree. _____

Major field _____ has submitted bound

volume of thesis to the Principal and Dean, N.M.College of Agriculture, Navsari

on Date: - -2015 (Day:) (In words) _____

Two Thousand _____ after incorporating all the suggestions,
corrections indicated by the examiners.

(2) This is to certify that the candidate has completed all the requirements.

No.ACN/PGT/C-3/ /2015.

Place : Navsari.

Date : / / 2015.

Principal and Dean
N. M. College of Agriculture
NAU, Navsari

Copy forwarded for information and necessary action to :-

- (1) The Director of Research and Dean, P.G.Studies, Navsari Agricultural University, Navsari
- (2) The Registrar, Navsari Agricultural University, Navsari
- (3) The Major advisor Concerned

Confidential

(In duplicate)

NAVSARI AGRICULTURAL UNIVERSITY
N.M. COLLEGE OF AGRICULTURE, NAVSARI
REPORT OF SEMINAR

1.	Name of student (In capital letter)	:	
2.	Registration No.	:	
3.	Degree	:	
4.	Discipline		
	Major	:	
	Minor/Supporting	:	
5.	Seminar topic	:	
6.	Date of Seminar	:	/ /20
7.	Course No.	:	
8.	Semester	:	

The seminar judging committee hereby certify that on considering the talk given by Mr./Ms. _____ in the partial fulfillment of the requirement of the degree of **M.Sc. (Agri.)/M.Sc./Ph.D.** in the discipline of _____ and in their judgment the candidate has **satisfactorily met / failed to met** the requisite standard of performance.

Sr. No.	Name of the committee members	Signature	Marks (100)
1.	Major Guide		
2.	Co Guide		
3.	Statistics nominee		
4.	Member		
5.	Member		
		Total Score	
		Av. Score	
		Out of 100)	
		(Out of 10)	

Place: Navsari

Date: / /20

Signature of Major Guide
(Name & Designation)

To
The P.G. Seminar Co-ordinator & Professor (-----)
N.M. College of Agriculture, N.A.U., Navsari

APPENDIX-A
NAVSARI AGRICULTURAL UNIVERSITY
N. M. COLLEGE OF AGRICULTURE, NAVSARI
Post Graduate Seminar Evaluation Score Card

1.	Name of student (In capital letter)	:	
2.	Registration No.	:	
3.	Degree	:	
4.	Discipline		
	Major	:	
	Minor/ Supporting	:	
5.	Seminar topic	:	
6.	Date of Seminar	:	
7.	Course No.	:	
8.	Semester	:	

EVALUATION REPORT

Sr. No.	Aspects	Marks	
		Maximum	Obtained
(i)	Synopsis (Covering objective, theme, methodology, literature appropriate to the topic)	10	
(ii)	Presentation Language (10) + Style (5) + Time (5)	20	
(iii)	Justice to the theme.....(30) (a) Presentation and expression (Covering/not up to the mark).	20	
	(b) Material presented (Appropriate/unnecessary/repetition/hardly justifying theme).	10	
(iv)	Preparation of matter/Material/ Charts/ Tables, slides, live specimens (Clarity content, easy in understanding the matters, statistical base and colour choice).	15	
(v)	Discussion on seminar: Ability to answer the queries/questions, etc.	25	
	Total score	100	
	Average Score	-	

Evaluators Signature:

Name:

Designation:

**NAVSARI AGRICULTURAL UNIVERSITY, NAVSARI
N. M. COLLEGE OF AGRICULTURE, NAVSARI**

Remuneration Bill

Thesis / Viva – voce/ Preliminary examination of student

(Registration No.)

Major Subject :

Minor Subject :

Name and Address of Examiner

.....

.....

.....in the subjectat the thesis / viva-voce / preliminary examination of Shri.vide appointment order

No. NAU/EXAM/PGT/ / / dated from the Registrar, Navsari Agricultural University, Navsari.

1.	Honorarium for examining the thesis of Shri. M.Sc. (Agri.)/ M.Sc./ Ph.D. Student	
2.	Honorarium for thesis viva – voce examination of M.Sc. / Ph.D. Student	
3.	Honorarium for Preliminary viva – voce examination of M.Sc. / Ph.D. Student	
	Total	
4.	Postage charges as per scale (Wherever separately payable postal receipt to be attached in duplicate)	
	Total	
5.	Deduction if any : Voucher No. ` of dated 200	
	TOTAL AMOUNT PAYABLE	
Note : All entries in this must be filed in by the person preparing the bill. All bills shall be receipted in advance.		
The rate of honorarium is revised vide notification No. 380/12 issued by the Director of Research, NAU, Navsari and it will be effective from 07/07/2012		
Honorarium for examine the thesis / preliminary Examination/ Thesis Viva – voce examination of M.Sc. Degree		500/-
Honorarium for examine the thesis / Preliminary Examination / Thesis Viva voce examination of Ph.D. degree		1000/-

PTO

I hereby declare that I am resident of situated in the republic of India in state and the income tax rules in force in the republic of India application to me.

It is requested to issue a Demand Draft of any nationalized bank payable at

Place :

Date:

(Signature of external examiner)

Payment received

(Signature of External Examiner)

Countersigned for ` (Rupees only)

Place :

Date:

(Signature of Major advisor)

Pass for payment for ` (Rupees only)

Head Chargable:

Grant allotted:

Amount of this bill:

Total expenditure including this bill:

Balance Available:

Place :

Date:

(Principal and Dean)

Mr. ABC
M.Sc(Agri.)/Ph.D. Student,
Reg.No
Department of
N.M.C.A., Navsari,
Dt.:

To,
Principal and Dean,
N. M. College of Agriculture,
Navsari Agriculture University,
Navsari-396 450

Sub: Submission of *kaccha* bound thesis of Mr. ABC (Reg. No.:)

Respected Sir,

With reference to the subject cited above, I am submitting herewith one/two copies of *kaccha* bound thesis entitled “.....” along with the result of research work to my major advisor Dr.XYZ for the further action.

Encl: (1) Hostel certificate

Signature of student

(2) Thesis result in duplicate

(Name of student)

Copy .F.W.Cs. through: The major advisor Dr. XYZ

Please find herewith one/two copy/ copies of thesis of my student Mr. ABC for onward transmission please

(Major Advisor)

Designation

Address of Office

Copy.F.W.Cs through: Professor and Head, Department of -----, N. M. College of Agriculture, Navsari Agriculture University, Navsari.

No. ACN/ / /2015

Navsari, Dated: / /2015

Forwarded the thesis for further necessary action

Professor and Head
Department of -----
N. M. College of Agriculture
N. A. U., Navsari

Name of Major Advisor
Designation and Address,
Date:

To,
Principal and Dean
N. M. College of Agriculture,
Navsari Agriculture University,
Navsari-396 450

Through: Professor and Head, Department of XYZ, N. M. College of Agriculture, Navsari Agriculture University, Navsari.

Sub: Submission of *pakka* bound thesis of M.Sc.(Agri.)/Ph.D. student Mr. ABC (Reg. No.:)

Sir,

With reference to the subject cited above, please find enclosed herewith the *pakka* bound thesis entitled “.....” of M.Sc.(Agri.)/Ph.D. student Mr. ABC (Reg. No.:.....), Department of -----, N. M. College of Agriculture, N.A.U., Navsari with following enclosures

1	<i>Pakka</i> bound thesis	:	1/2 copy/copies
2	CD of thesis		1(One)
3	Report of viva voce on thesis	:	4 copies
4	Thesis abstract	:	4 copies
5	Bibliographic details	:	4 copies
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Forwarded the thesis for further necessary action

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1	2	3	4	5	6	7
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Signature of Head of Department

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Semester:

Year:

Discipline: Major:

Minor / Supporting:

Date of Seminar: / /20

Sr. No.	Name of the Student (Full Name)	Registration No.	Topic of Seminar	Course No.	Credit	Grade Point	Remarks

To
The Principal and Dean
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Semester:

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(Signature and Designation of Major Guide)

To
The Principal and Dean
N. M. College of Agriculture
Navsari Agricultural University,

Navsari



NAVSARI AGRICULTURAL UNIVERSITY

**N.M. College of Agriculture
Navsari Agricultural University
Navsari-396 450 (Gujarat)**



विधा सर्वत्र गौरवा

**Dr. M. K.Arvidia
Principal and Dean**

Phone / Fax:- 02637-282766
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No. ACN/PGT/C-3/ /2015

Date :

C E R T I F I C A T E

This is to certify that **Mr.ABC(Reg. No.)** has completed all the courses, research work, preliminary viva-voce, thesis viva-voce examinations satisfactorily as well as the requirements for the degree of **M.Sc. (Agri.)/Ph.D.** in the discipline of..... He has submitted *Pakka* bound thesis entitled “.....” to N. M. College of Agriculture, Navsari Agricultural University, Navsari in partial fulfillment of the requirements for the award of **M.Sc. (Agri.)/Ph.D.** in To the best of my knowledge and belief, he bears a good moral character.

Place : Navsari

Date:/ /2015

Major Guide
Name and Designation

Principal
N. M. College of Agriculture
Navsari Agricultural University
Navsari

Copy F. W. Cs to:

1. Registrar, Navsari Agricultural University, Navsari – 396 450
2. Director of Research & Dean P. G. Studies, Navsari Agricultural University, Navsari – 396 450