

DIRECTORATE OF RESEARCH & DEAN P.G. STUDIES
AAU, ANAND

**Minutes of the Meetings held for discussing various issues pertaining to P.G. Teaching and Research
and improvement of P.G. education at AAU, Anand**

Three Meetings were held separately for different faculties as below.

Sr. No.	DATE & TIME	VENUE	FACULTY
1	12-08-2015	Examination Hall, B.A. College of Agriculture	Agriculture, Horticulture
2	13-08-2015	Conference Hall, Veterinary College	Veterinary Science
3	19-08-2015	Conference Hall, College of FPT & BE	Dairy Science, FPT & BE, Agril. Engi. & Tech., IABM

The Meetings were attended by the following University Officers/Deans/Faculty.

1. Dr. K. B. Kathiria, Director of Research & Dean, P.G. Studies
2. Dr. P. R. Vaishnav, Registrar
3. Dr. D. M. Korat, Associate Director of Research (Agri.) (on 12-08-2015)
4. Dr. M. K. Jhala, Associate Director of Research (Ani. Sci.)
5. Dr. K. P. Patel, Dean & Principal, B.A. College of Agriculture (on 12-08-2015)
6. Dr. A.M. Thaker, Dean & Principal, College of Vety. Sci. & A.H. (on 13-08-2015)
7. Dr. D. C. Joshi, Dean & Principal, College of FPT & BE (on 19-08-2015)
8. Dr. J. B. Prajapati, Dean & Principal, College of Dairy Science (on 19-08-2015)
9. Dr. Y. C. Zala, Principal, IABMI (on 19-08-2015)
10. Dr. M. L. Gaur, Principal, CAET, Godhra (on 19-08-2015)
11. Dr. S. H. Akbari, Asst. Registrar (Academic)
12. All the P.G. Guides and P.G. Teachers of respective faculty on respective date

All the three meetings were conducted as per the following agenda items.

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| 1. Introductory remarks and setting the agenda | - Dr. M. K. Jhala |
| 2. Challenges of P.G. programme administration | - Dr. P.R. Vaishnav |
| 3. Dean's remarks | - Respective Dean |
| 4. A way forward in P.G. education at AAU | - Dir. of Research & Dean P.G. Studies |
| 5. Issues and Solutions for P.G. programme administration | - Dr. M. K. Jhala |
| 6. Question- Answers & Interaction | |
| 7. Vote of thanks | - Respective Dean |

Dr. M. K. Jhala set the agenda for the Meetings by highlighting the significance of P.G. Education and a few areas which need attention of the Deans, HODs, P.G. Guides and Teachers so as to improve the standard of P.G. education. He stressed that Deans and the HODs have to play a proactive role in monitoring the P.G. teaching and research. He requested all the HODs and P.G. guides to go through the Common Academic (P.G.) Regulations-2013 so as to minimize the queries and related avoidable correspondence. Points pertaining to P.G. education raised by the Hon. Vice Chancellor during the

meeting with all the faculty and scientists of AAU held on 21-11-2014 at the Auditorium of B.A. College of Agriculture were also discussed for necessary actions to be taken by the concerned.

Dr. P. R. Vaishnav explained point-by-point the constraints and challenges faced by the Office of the Registrar. He stressed on the actions required to be taken on absence of the students, submission of registration forms and course cards in time and non-compliance of the information asked by the Registrar's office in time. It was decided to submit the Course cards within one month of commencement of semester and Campus forms within two months of admission to the office of the Registrar.

Deans of various faculties expressed their satisfaction in holding such meetings to improve P.G. education and suggested a few measures which can be undertaken.

Dr. K. B. Kathiria, Director of Research & Dean P.G. Studies, informed the house about the positive approach of the Dean, P.G. office in addressing various issues and asked everyone to play their role as P.G. Guides and Teachers more seriously. He also stressed on taking the P.G. classes regularly, which will be monitored and proper action will be taken for the defaulters. He informed all the HODs to keep the Attendance Register for all the P.G. students of his department. Various focus areas of research were also highlighted.

Dr. M. K. Jhala, then discussed the difficulties faced during P.G. Programme administration and the pertinent solutions by deliberating on following broader issues, along with the question-answers and interaction.

1. Recognition of P.G. teachers
2. Enrolled student joining service before thesis submission
3. Advisory Committee
4. Synopsis/Thesis
5. Students' attendance
6. Preliminary exam.
7. Points for action as raised during meeting with Hon. Vice Chancellor on 21-11-2014
8. Other/Miscellaneous points

The common points as well as the points specific for various faculties were discussed at length, and following directives were given for necessary action.

1. Recognition of P.G. teachers
 - a. HODs & Dean should properly scrutinize the applications for P.G. recognition and send with proper remarks to the Directorate of research & Dean P.G. office.
 - b. Retirement time of the Guide should be considered for deciding the intake capacity.
 - c. Deans should call a meeting to discuss and finalize the intake capacity of his faculty subject wise.
 - d. Fresh Assistant Professors (holding Ph.D. degree) recognized for P.G. Teaching should be first encouraged to get experience of U.G. Teaching first, before allotting full fledged P.G. course as far as possible.

2. Enrolled student joining service before Thesis (kacha bound) submission
 - a. As per P.G. Rule 25.7, Major Guide has to report to the Registrar immediately.
 - b. If the student remains absent for 6 months or above after repeated intimation, his registration needs to be cancelled by informing the Registrar by the concerned Guide.
3. Advisory Committee
 - a. For Masters' Committee, 1 Chairman and 3 Members and for Ph.D., 1 Chairman and 4 Members should be included (One additional member for each may be permitted if the research demands so).
 - b. Changes in Advisory Committee due to retirement/transfer of members should be immediately processed by the concerned Guide.
 - c. Non-requirement of a Statistician in Advisory Committees of a few subjects in various disciplines were expressed by many members, and it was decided that the respective Deans will decide the subjects/disciplines for which statistician is must in the Committee and shall submit the list to the Dean P.G. Office.
 - d. Members of the Advisory Committee should be proactive in contributing to the P.G. research and thesis writing and should not merely be signatories.
4. Synopsis/Thesis
 - a. Synopsis must be submitted before the end of second semester of the P.G. programme.
 - b. Objectives should be precise and focused avoiding listing of parameters.
 - c. Title of the Synopsis/Thesis should be clear, precise and proper language wise.
 - d. Thesis credit distribution must be followed as per the Circular issued.
 - e. Result of Thesis credit should be submitted in time by the Guides/Deans.
 - f. Thesis Examiners' Panel should be proposed not before the beginning of 4th Semester for Masters and 6th Semester for Ph.D.
 - g. Each Dean has to submit new/revised subject wise Panel of Experts for Thesis evaluation.
 - h. As many members expressed the need to have a standard format for Synopsis/Thesis, as well as specific colour of Thesis cover for different faculty, a Committee shall be formed by the Dean, P.G. Studies to finalize the standard Synopsis and Thesis format.
5. Students' attendance
 - a. Each course teacher has to maintain record of students' attendance in class.
 - b. HODs must maintain register for attendance of the students under his department.
 - c. Permission must be taken for Extension of P.G. (in-service) programme as per the P.G. Rule, when necessary.
6. Preliminary exam.
 - a. HOD will monitor and coordinate the conduct of Qualifying Exam.
 - b. Proposal for taking permission to conduct Preliminary Exam. should be submitted to Dean P.G. Studies after preparing the consolidated list of eligible students at the beginning of each semester.
 - c. Number of Question papers for written exam. should be 2 for Masters (1 for Major & Allied courses, 1 for Minor subject), and 3 for Ph.D. (2 for Major & Allied courses, 1 for Minor subject).

7. Points for action as raised during meeting with Hon. Vice Chancellor on 21-11-2014.

- a. P.G. teaching should be more interactive so that students can ask more questions. Black Board Teaching should also be done with PowerPoint presentation (to be monitoring by Dean/HOD).
- b. It will be the responsibility of the Dean to monitor regular conduct of classes as per the Time Table. Each HOD must submit the time table for PG classes to the respective Dean.
- c. Attendance in Seminars must be reported by Seminar Incharge to the Dean. Seminar topics should be put on the website well in advance.
- d. P.G. Research topics must be decided as per the topics already submitted by each Department/Guide to the Dean P.G. Office. Topics must be updated with topics from newly recognized guides and to be submitted to Dean P.G office.
- e. Laisoning/Coordination should be established by Dean/HOD with overseas institutions.
- f. Field exposure visits should be arranged for P.G. students.
- g. Workshop for teachers/invited lectures on Communication Skills and motivation should be organized by the Deans.

8. Other/Miscellaneous points

- a. Post-facto permission for External Examiners to use private vehicle should be avoided.
- b. Errors noticed in various forms submitted should be avoided with regards to Student's details, not striking Recommended/not-recommended in the result, not mentioning trial no. in Preliminary Exam. result, discrepancy in date/s of thesis submission, un-signed result/form by Guide/member, spelling mistakes in name/thesis title etc.
- c. P.G. related correspondence should be routed through P.G.T. Incharge of the College to the Dean.
- d. Courses should be assigned to the teachers at the main campus, however if the need arises, permission of Dean P.G. should be taken before assigning the courses to teachers at sub-centers.
- e. Assigning a particular course to two or more teachers should be avoided, and single teacher should take the entire course, except the need arises for conducting practicals.
- f. Bond for the In-service students must be submitted within one month of their admission to In-service P.G. programme.
- g. Separate I-cards for the In-service students may be issued by the concerned College.
- h. For foreign students, the concerned Guide should submit the Progress Report on-line every 6 months to the Police Department through his Dean.
- i. Students' vices/untoward incidences/indiscipline must be addressed timely and suitably involving competent authority to avoid major issue later.
- j. Students must not be allowed to visit directly offices of the Directorate of Research & Dean P.G. and of Registrar for any issue without the knowledge of the Guide/HOD.
- k. Orientation for fresh P.G. students should be organized at the college level for better interaction later and creating cordial environment.

The meeting ended with Vote of Thanks by the respective Deans.

No. AAU/DR/RES/T-5/ 5373 /2015

Date: 28/08/2015


Copy to:

P.S. to Vice Chancellor

All the University Officers

All the Deans/Principals of AAU for necessary action and bring to the notice of P.G. Guides and Teachers

Director of IT, to place the Minutes on the Website


Director of Research &
Dean P.G. Studies