Annexure

1.	*Guidelines for Thesis Preparation*	*A*
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Annexure-A

Guidelines for Thesis Preparation

THESIS WRITING

1. **Thesis Contents**

The thesis should consist of the following in that order:

- Title page
- Certificate-I
- Certificate-II
- Acknowledgements
- Contents
- Abbreviations Used
- List of Tables/Figures/Plates
- Abstract
- Introduction (Chapter I)
- Review of Literature (Chapter II)
- Materials and Methods (Chapter III)
- Results and Discussion (Chapter IV)
- Summary and Conclusions (Chapter V)
- Literature Cited
- Appendices
- Brief Resume of the Student

TITLE OF THESIS

(IN BOLD & CAPITAL LETTERS)

THESIS

By

(Full name of the student in capital & bold letters)

(Admission Number)

Submitted to

(University Seal)

CHAUDHARY SARWAN KUMAR

HIMACHAL PRADESH KRISHI VISHVAVIDYALAYA

PALAMPUR-176 062, INDIA

in

Partial fulfilment of the requirements for the degree

of

MASTER OF SCIENCE IN_____

(AGRICULTURE/HOME SCIENCE/BASIC SCIENCES/MASTER OF VETERINARY SCIENCE)

(whatever is applicable)

(NAME OF THE DEPARTMENT)

(NAME OF THE DISCIPLINE)

Year

2

Or

DOCTOR OF PHILOSOPHY IN _____

(AGRICULTURE/HOME SCIENCE/BASIC SCIENCES/VETERINARY SCIENCE)

(whatever is applicable)

(NAME OF THE DEPARTMENT)

(NAME OF THE DISCIPLINE)

Year

Name of Major Advisor

Department of _____
CSK Himachal Pradesh Krishi Vishvavidyalaya
Palampur – 176 062 (H.P.) India

CERTIFICATE-I

This is to certify that the thesis entitled, "_____" **(Title of thesis in bold letters)** submitted in partial fulfilment of the requirements for the award of the degree of **Master of Science (Agriculture/Basic Sciences/Home Science)/Master of Veterinary Science/Doctor of Philosophy(Agriculture/Veterinary Science/Basic Sciences/Home Science) in the discipline of _____(in bold letters)** of CSK Himachal Pradesh Krishi Vishvavidyalaya, Palampur is a bonafide research work carried out by _____(**Full name of the student in bold letters)** son/daughter of Sh._____(Full name of mother & Father) under my supervision and that no part of this thesis has been submitted for any other degree or diploma.

The assistance and help received during the course of this investigation have been fully acknowledged.

(Signature & Name of the Major Advisor)

Place:

Date:

CERTIFICATE-II

This is to certify that the thesis entitled, "_____" **(Title of thesis in bold letters)** submitted by _____ **(Name of the student in bold letters + Admission Number)** son/daughter of Shri _____to the CSK Himachal Pradesh Krishi Vishvavidyalaya, Palampur in partial fulfillment of the requirements for the degree of **Master of Science (Agriculture/Basic Sciences/Home Science)/Master of Veterinary Science/Doctor of Philosophy (Agriculture/Veterinary Science/Basic Sciences/Home Science)** in the discipline of_____ **(in bold letters)** has been approved by the Advisory Committee after an oral examination of the student in collaboration with an External Examiner.

_____	_____
(Signature & Name)	(Signature & Name)
Chairperson	External Examiner
Advisory Committee _____	_____
(Signature & Name)	(Signature & Name)
Member	Member
_____	_____
(Signature & Name)	(Signature & Name)
Member	Dean's Nominee

Head of the Department

Dean, Postgraduate Studies

(new page)

ACKNOWLEDGEMENTS

Place: Palampur (Signature & Name of the student)

Date:

(new page)

TABLE OF CONTENTS

Chapter	Title	Page (give range)
1.	Introduction	
2	Review of Literature	
3	Materials and Methods	
4	Results and Discussion	
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	Literature Cited	
	Appendix(ces)	
	Brief Bio-data of the Student	

(new page)

LIST OF TABLES

Table No.	Title	Page

(new page)

LIST OF FIGURES

Fig. No.	Title	Page

(new page)

LIST OF PLATES

Plate No.	Title	Page

Note: All photographs to be scanned and inserted with the text in running pages

Literature Citation

Citation Examples

The references in the text should be given as:

- For reference with a single author: Sharma (2006) or (Sharma 2006)
- For reference with two authors : Sharma and Verma (2006) or (Sharma and Verma 2006)
- For reference with three or more authors : Sharma et al. (2006) or (Sharma et al. 2006)
- While referring to more than one paper: (Sharma 2006; Verma 2006; Sharma et al. 2006) or as Sharma (2006), Verma (2006) and Sharma; et al. 2006.

Literature Cited

1. **Referred Journals**

Sharma PK. 2001. Cold formation-a serious problem for wheat cultivation in rice-wheat cropping system. *Journal of Agricultural Physics* 1: 76-79

Sharma PK and Kapur OC. 2005. Rainwater harvesting for enhancing crop productivity in hills. *Journal of Water Management* 12: 121-131

Sharma PK, Ladha JK, Verma TS, Bhagat RM and Padre AT. 2003. Rice-wheat productivity and nutrient status in a lantana (Lantana spp.) amended soil. *Biology and Fertility of Soils* l; 37: 108-114.

Note: Give full name of the journal typed in italics.

2. **Books/Book Chapters/Thesis**

Paul EA and Clark EE. 1966. Soil Microbiology and Biochemistry. Academic Press, Inc.p 354.

Crips RW and Matocha JE. 1987. Effect of long-term tillage and cropping systems on soil physical properties. In: Proceedings of the Southern Regional No.-Tillage Conference (TJ Gerik and BD Harris, eds), College Station, Texas. P.84

Sharma PK, Ladha JK and Bhushan L. 2003. Soil physical effects of puddling in rice-wheat cropping systems. In: Improving the Productivity and Sustainability of Rice-Wheat Systems: Issues and Impacts (JK Ladha ;et al., eds.). ASA Special Publication Number l65. American Society of Agronomy, Inc. Madison, Wisconsin, USA. P 97-113

Verma S. 2006. Physical characterization of an acid Alfisol under maize-wheat cropping. Ph D Thesis, p 176. Department of Soil Science, CSK Himachal Pradesh Krishi Vishvavidyalaya, Palampur, India

3. **Institution/Society Publications**

Vander Heide WM, Tripp R and de Boef WS. 1996. Local Crop Development: an annotated bibliography. IPGRI (International Plant Genetic Resources Institute). Rome, Italy.

4. **Government Publication**

Chandel AS and Kamal RM. 1995. Dynamics of agricultural biotechnology: SAARC bibliographical database. Dhaka, Bangladesh.

5. Online citations to online-only journals and books should include the author(s), title, website and date of access.

John NA. Durability of available potash after application in soil http://soilsoc.org.usa(20th October, 2008).

Note : *The references in the 'Literature cited' should be arranged alphabetically (and chronologically under the given alphabet) but without numbers.*

General Instructions

(Thesis may be written in Time Roman 12 pt font on double side of paper in 1.5 space)

Title of thesis	It should be exactly the same as approved in the synopsis
Introduction	It should be contained within 2-3 typed pages. Briefly introduce the problem highlighting its importance along with the proposed hypothesis. Avoid too many references.
Review of literature	Review the most relevant literature aspect wise. Give references under each aspect in chronological order, starting with the earliest ones. If there are more references involving the same aspect, give only a few important ones including the earliest and the latest. The review should not be too descriptive but concise and should have link from one aspect to another. The last para must conclude the research gaps that the proposed research would like to address. Avoid giving irrelevant references.
Materials and Methods	Give complete description of all experimental procedures employed. Give only the reference(s) in case of standard method(s) used. Describe new methods developed or improved in detail. Specify the instruments used, along with their make etc.
Results and Discussion	The data may be presented in tables, figures, illustrations, etc.. Data given in the tables should not be repeated in figures. The data pertaining to figures should be given in tables as appendices. Small tables should be adjusted in the running text but others should be given separately and inserted appropriately. Photographs/sketches should be scanned and inserted in the text at appropriate places. Findings should be presented in an orderly and logical manner, and discussed simultaneously. Interpret the data presented in the results. Bring out clearly the conclusions by giving supporting evidence from published literature. Don't conceal the negative results but interpret them objectively. Cite relevant references. **Give results in past tense; present tense may be used in discussion, giving sound reasoning.**
Summary and Conclusions	Summarize the sections on Introduction, Materials and Methods, and Results and Discussion. Bring out clearly the conclusions by giving supporting evidence from published literature. The conclusions must be based on the objectives. No objective should go without conclusion.
Literature Cited	As per details given above.
Brief Bio-data of student	One-page bio-data of the student as per the format.

The format of the Bio-data of the Student

Brief Bio-data of the student

Name
Father's Name
Mother's Name
Date of Birth
Permanent Address
Academic Qualifications:
(Starting with 10th Class)

10th Class :	Month, Year; School; Board/University; Marks(%); Division
12th Class	-do-
B.Sc.(Ag)/B.V.Sc./B.Sc.(Home Science)/B.Sc.(Basic Sci.)	Month; College/Institute; University; Marks(%)/OGPA; Division
M.Sc.(Ag)B.V.Sc./B.Sc.(Home Science)/M.Sc.(Basic Science)	OGPA; Division
Ph.D./M.V.Sc. (Discipline)	-do-

Thesis title in M.Sc. (applicable to Ph.D. students only)

Fellowships/Scholarships/Gold Medals/Awards/Any Other Distinction

Year: Distinction

Year: Distinction, and so on_____

Publications: (Give numbers only)

Total :

Research papers (in peered journals):

Scientific Popular Articles :

Others :

Visits Abroad along with duration and purpose of visit:

1.

2. and so on____

Any Other Remarks (in bullets) _____

Abstract One-page note, highlighting very briefly the significance of the research project, treatments, important results (with few significant data) and conclusions. The matter should be printed in single space in prescribed format.

The format of the Abstract (One-page only)

Name of the Department

CSK Himachal Pradesh Krishi Vishvavidyalaya

Palampur – 176 062 (HP)

Title of the thesis:
Name of the student:
Admission number:
Major discipline:
Minor discipline(s):
Date of thesis submission:
Total pages of the thesis:
Major Advisor:

ABSTRACT

_____ _____

Student Major Advisor

(Signature/Name/Date) (Signature/Name/Date)

_____

Head of the Department

Note: *The M.Sc. students shall submit 10 copies, and Ph.D. students shall submit 15 copies, ten copies as the above format land five copies also as per the above format but also countersigned by the Dean, Postgraduate Studies for use by Board of Management*.

Paper and Typing

Use white bond paper of standard size (28 cm x 22 cm) for typing of thesis. Keep a margin of 3.5 cm on the both side, 2 cm on the right side, 2.5 cm on the top and 2.5 cm at the bottom to facilitate easy binding and reading. Thesis should be computer-printed in black ink using Times New Roman font or Aerial size 12 in 1.5 line-spacing on both sides of the paper. Photostat copies, if need be, should be made on bond papers only. Begin every chapter on a new page.

General

- Only the word 'Thesis" is to be used and not "Dissertation", as both are synonymous words.
- There should be scientific impersonality, i.e. avoiding using the words: I, we you, me, my, our and us.
- Avoid giving sweeping statements and making exaggerated claims.
- The thesis should be written in past tense.
- The chapters should be numbered in capital Arabic numerals, as

  1. INTRODUCTION 2. REVIEW OF LITERATURE 3. MATERIALS AND METHODS 4. RESULTS AND DISCUSSION 5. SUMMARY AND CONCLUSIONS. The headings under each chapter should be numbered as:

     For chapter1: 1.1, 1.2 ,1.3 ……..

     For Chapter2: 2.1, 2.2, 2.3,…….. and so on. The sub heading should be numbered as i, ii, ii, iv,…… for Example:

  2. REVIEW OF LITERATURE

     2.1 Soil Physical properties

     2.1.1. Soil aggregation

     i Dry aggregation

     ii Wet aggregation

     2.1.2 Bulk Density

     i Wet bulk density

     ii Dry bulk density, and so on…….

     The sub heading should be numbered as a, b, c, ……. and so on.
- The preliminaries (acknowledgement, Contents, List of Tables and Figures, etc.) should be numbered using small roman numerals (i ii, iii…) and given at the bottom of page.
- Arabic numerals should be used for pages starting from Chapter 1. The pagination starting from Chapter 1 should be continuous including Literature Cited and Appendices. Page number should be given top right hand corner of the page.
- Tables and figures should always follow their first mention in the text.
- Avoid using abbreviations or symbols in the text of the thesis. This may be shown in tables/figures and defined in footnotes.
- Use per cent in running matter and % in bracket.
- The colour of the cover page carrying the title of the thesis should be white/cream

Annexure-B

Recommendations of the Lyngdoh Committee Report

(The recommendation of the Committee accepted by the Hon'ble Supreme Court for Implementation :)

6.1.1 Universities and colleges across the country must ordinarily conduct elections for the appointment of students to student representative bodies. These elections may be conducted in the manner prescribed herein, or in a manner that conforms to the standards prescribed herein.

6.1.2 Where the atmosphere of the university campus is adverse to the conduct of peaceful, free and fair elections, the university, its constituent colleges and departments must initiate a system of student representation based on nominations, especially where elections are being held at present. It would be advisable, however, not to base such nomination system on purely academic merit, as is being practiced throughout the country.

6.1.3 In cases where elections are not being held, or where the nomination model prevails, the nomination model should be allowed to continue for a limited period of time. It is to be noted that the nomination system suffers from several flaws, and must only be resorted to as an INTERIM MEASURE.

6.1.4 Subject to the recommendations in respect of the possible models of elections, all institutions must, over a period of 5 years, convert from the nomination model to a structured election model, that may be based on a system of parliamentary (indirect) elections, or on the presidential (direct) system, or a hybrid of both. It is highly desirable that all institutions follow this mechanism of gradual conversion, especially for privately funded institutions that prefer a status quo situation.

6.1.5 All institutions must conduct a review of the student representation mechanism. The first review may be conducted after a period of 2 years of the implementation of the mechanism detailed above, and the second review may be conducted after the 3rd or the 4th year of implementation. The primary objective of these reviews will be to ascertain the success of the representation and election mechanism in each individual institution, so as to decide whether or not to implement a full-fledged election structure. Needless to say these reviews will be based on a consideration of the views and suggestions of all stakeholders, such as students, faculty, administration, student bodies, and parents.

6.1.6 Institutions must, as a primary objective, subject to the pertinent issue of discipline on campus, seek to implement a structured system of student elections by the conclusion of a period of 5 years from the date of the implementation of these recommendations.

6.1.7 Subject to the autonomy of the universities in respect of the choice of the mode of election, all universities must institute an apex student representative body that represents all students, colleges, and departments coming under the particular university. In the event that the university is geographically widespread, individual colleges may constitute their own representative bodies, which would further elect

representatives for the apex university body.

6.1.8 The union/representative body so elected shall only comprise of regular students on the rolls of the institution. No faculty member, nor any member of the administration shall be permitted to hold any post on the executive of such representative body, nor shall be allowed to be a member of any such representative body.

6.2 Modes of Elections

6.2.1 A system of direct election of the office bearers of the student body whereby all students of all constituent colleges, as well as all students of the university departments vote directly for the office bearers. This model may be followed in smaller universities with well-defined single campuses (for e.g. JNU/University of Hyderabad), and with a relatively smaller student population. A graphic representation of this model is annexed herewith at Annexure IV-A. In respect of universities with large, widespread campuses and large student bodies, either of the following models may be adopted:

6.2.2 A system of elections, where colleges and campuses directly elect college and campus office bearers, as well as university representatives. The university representatives form an electoral college, which shall elect the university student union office bearers. A graphic representation of this model is annexed herewith at Annexure IV-B.

6.2.3 A system of elections where on one hand, directly elected class representatives elect the office bearers of the college as well as the university representatives, and the campus itself directly elects the campus office bearers and the university representatives. The university representatives shall form an electoral college, which shall elect the office bearer of the university student union. A graphic representation of this model is annexed herewith at Annexure IV-C.

6.2.4 A system of elections wherein class representatives shall be directly elected in the colleges and universities campus and they in turn shall elect the office bearers for the college unions and the university campus union. Also they shall elect their representatives for university student union. These elected representatives from colleges and university campus shall form the Electoral College, which shall elect the office bearers of the university student union. This model shall be applicable to large university with large number of affiliated colleges. A graphic representation of this model is annexed herewith at Annexure IV-D.

6.3 Disassociation of Student Elections and Student Representation from Political Parties

6.3.1 During the period of the elections no person, who is not a student on the rolls of the college/university, shall be permitted to take part in the election process in any capacity. Any person, candidate, or member of the student organisation, violating this rule shall be subject to disciplinary proceedings, in addition to the candidature,

as the case may be, being revoked.

6.4 Frequency and Duration of the Election Process

6.4.1 It is recommended that the entire process of elections, commencing from the date of filing of nomination papers to the date of declaration of results, including the campaign period, should not exceed 10 days.

6.4.2 It is further recommended that elections be held on a yearly basis and that the same should be held between 6 to 8 weeks from the date of commencement of the academic session.

6.5 Eligibility Criteria for Candidates

6.5.1 Undergraduate students between the ages of 17 and 22 may contest elections. This age range may be appropriately relaxed in the case of professional colleges, where courses often range between 4 to 5 years.

6.5.2 For Postgraduate students the maximum age limit to legitimately contest and election would be 24 – 25 years.

6.5.3 For research students the maximum age limit to legitimately contest an election would be 28 years.

6.5.4 Although, the Committee would refrain from prescribing any particular minimum marks to be attained by the candidate, the candidate should in no event have any academic arrears in the year of contesting the election.

6.5.5 The candidate should have attained the minimum percentage of attendance as prescribed by the university or 75% attendance, whichever is higher.

6.5.6 The candidate shall have one opportunity to contest for the post of office bearer, and two opportunities to contest for the post of an executive member.

6.5.7 The candidate shall not have a previous criminal record, that is to say he should not have been tried and/or convicted of any criminal offence or misdemeanor. The candidate shall also not have been subject to any disciplinary action by the University authorities.

6.5.8 The candidate must be a regular, full time student of the college/university and should not be a distance/proximate education student. That is to say that all eligible candidates must be enrolled in a fulltime course, the course duration being at least one year.

6.6 Election - Related Expenditure and Financial Accountability

6.6.1 The maximum permitted expenditure per candidate shall be Rs.5000/-

6.6.2 Each candidate shall, within two weeks of the declaration of the result, submit complete and audited accounts to the college/university authorities. The college/university shall publish such audited accounts, within 2 days of the submission of such accounts, through a suitable medium so that any member of the student body may freely examine the same.

6.6.3 The election of the candidate will be nullified in the event of any noncompliance or in the event of any excessive expenditure.

6.6.4 With the view to prevent the inflow of funds from political parties into the student election process, the candidates are specially barred from utilizing funds from any other sources than voluntary contributions from the student body.

6.7 Code of Conduct for Candidates and Elections Administrators

6.7.1 No candidate shall indulge in, nor shall abet, any activity, which may aggravate existing differences or create mutual hatred or cause tension between different castes and communities, religious or linguistic, or between any group(s) of students.

6.7.2 Criticism of other candidates, when made, shall be confined to their policies and programs, past record and work. Candidates shall refrain from criticism of all aspects of private life, not connected with the public activities of the other candidates or supporters of such other candidates. Criticism of other candidates, or their supporters based on unverified allegations or distortion shall be avoided.

6.7.3 There shall be no appeal to caste or communal feelings for securing votes. Places of worship, within or without the campus shall not be used for election propaganda.

6.7.4 All candidates shall be prohibited from indulging or abetting, all activities which are considered to be “corrupt practices” and offences, such as bribing of voters, intimidation of voters, impersonation of voters, canvassing or the use of propaganda within 100 meters of polling stations, holding public meetings during the period of 24 hours ending with the hour fixed for the close of the poll, and the transport and conveyance of voters to and from polling station.

6.7.5 No candidate shall be permitted to make use of printed posters, printed pamphlets, or any other printed material for the purpose of canvassing. Candidates may only utilize hand-made posters for the purpose of canvassing, provided that such hand-made posters are procured within the expenditure limit set out herein above.

6.7.6 Candidates may only utilize hand-made posters at certain places in the campus, which shall be notified in advance by the election commission/university authority.

6.7.7 No candidate shall be permitted to carry out processions, or public meetings, or in any way canvass or distribute propaganda outside the university/college campus.

6.7.8 No candidate shall, nor shall his/her supporters, deface or cause any destruction to

any property of the university/college campus, for any purpose whatsoever, without the prior written permission of the college/university authorities. All candidates shall be held jointly and severally liable for any destruction / defacing of any university/college property.

6.7.9 During the election period the candidates may hold processions and /or public meetings, provided that such processions and /or public meetings do not, in any manner, disturb the classes and other academic and co-curricular activities of the college/university. Further, such procession/public meeting may not be held without the prior written permission of the college/university authority.

6.7.10 The use of loudspeakers, vehicles and animals for the purpose of canvassing shall be prohibited.

6.7.11 On the day of polling, students' organizations and candidates shall -:

(i) co-operate with the officers on election duty to ensure peaceful and orderly polling and complete freedom to the voters to exercise their franchise without being subjected to any annoyance or obstruction;
(ii) not serve or distribute any eatables, or other solid and liquid consumables, except water on polling day;
(iii) not hand out any propaganda on the polling day.

6.7.12 Excepting the voters, no one without a valid pass/letter of authority from the election commission or from the college/university authorities shall enter the polling booths.

6.7.13 The election commission/college/university authorities shall appoint impartial observers. In the case of deemed universities and self financed institutions, government servants may be appointed as observers. If the candidates have any specific complaint or problem regarding the conduct of the elections they may bring the same to the notice of the observer. Observers shall also be appointed to oversee the process of nomination of students in institutions that are following the nomination model of student representation.

6.7.14 All candidates shall be jointly responsible for ensuring the cleaning up of the polling area within 48 hours of the conclusion of polling.

6.7.15 Any contravention of any of the above recommendations may make the candidate liable to be stripped of his candidature, or his elected post, as the case may be. The election commission/college/university authorities may also take appropriate disciplinary action against such a violator.

6.7.16 In addition to the above-mentioned code of conduct, it is also recommended that certain provisions of the Indian Penal Code, 1860 (Section 153A and Chapter IXA – "Offences Relating to Election"), may also be made applicable to student elections.

6.8 Grievance Redressal Mechanism

6.8.1 There should be a Grievances Redressal Cell with the Dean (Student Welfare)/ teacher in charge of student affairs as its chairman. In addition, one senior faculty member, one senior administrative officer and two final year students – one boy and one girl (till the election results declared, students can be nominated on the basis of merit and/or participation in the co-curricular activities in the previous year). The grievance cell shall be mandated with the redressal of election-related grievances, including, but not limited to breaches of the code of conduct of elections and complaints relating to election related expenditure. This cell would be the regular unit of the institution.

6.8.2 In pursuit of its duties, the Grievance cell may prosecute violators of any aspect of the code of conduct or the rulings of the grievance cell. The grievance cell shall serve as the court of original jurisdiction. The institutional head shall have appellate jurisdiction over issues of law and fact in all cases or controversies arising out of the conduct of the elections in which the grievance cell has issued a final decision. Upon review, the institutional head may revoke or modify the sanctions imposed by the grievance cell.

6.8.3 In carrying out the duties of the office, the Grievance cell shall conduct proceedings and hearings necessary to fulfill those duties. In executing those duties they shall have the authority:

(i) to issue a writ of subpoena to compel candidates, agents, and workers, and to request students to appear and give testimony, as well as produce necessary records; and (ii) to inspect the financial reports of any candidate and make these records available for public scrutiny upon request.

6.8.4 Members of the Grievance cell are prohibited from filing complaints. Any other student may file a complaint with the Grievance cell, within a period of 3 weeks from the date of declaration of results. All complaints must be filed under the name of the student filing the complaint. The Grievance cell shall act on all complaints within 24 hours after they are received by either dismissing them or calling a hearing.

6.8.5 The Grievance cell may dismiss a complaint if:
(i) the complaint was not filed within the time frame prescribed in Recommendation 8.4 above;
(ii) the complaint fails to state a cause of action for which relief may be granted;
(iii) the complainant has not and / or likely will not suffer injury or damage.

6.8.6 If a complaint is not dismissed, then a hearing must be held. The Grievance cell shall inform, in writing, or via e-mail, the complaining party and all individuals or groups named in the complaint of the time and place of the hearing. The parties are not considered notified until they have received a copy of the complaint.

6.8.7 The hearing shall be held at the earliest possible time, but not within twenty-four (24) hours after receipt of the notice described above, unless all parties agree to

waive the 24-hour time constraint.

6.8.8 At the time notice of a hearing is issued, the Grievance cell, by majority vote, may issue a temporary restraining order, if it determines that such action is necessary to prevent undue or adverse effects on any individual or entity. Any restraining order, once issued, will remain in effect until a decision of the Grievance cell is announced after the hearing or until rescinded by the Grievance cell.

6.8.9 All Grievance cell hearings, proceedings, and meetings must be open to the public.

6.8.10 All Parties of the Grievance cell hearing shall present themselves at the hearing, may be accompanied by any other student from which they can receive counsel, and have the option to be represented by that counsel.

6.8.11 For any hearing, a majority of sitting Grievance cell members must be in attendance with the Chair of the Grievance cell presiding. In the absence of the Chair, the responsibility to preside shall fall to an Grievance cell member designated by the Chair.

6.8.12 The Grievance cell shall determine the format for the hearing, but must require that both the complaining and responding parties appear physically before the board to discuss the issues through a complaint, answered, rebuttal, and rejoinder format. The purpose of the hearing is to gather the information necessary to make a decision, order, or ruling that will resolve an election dispute. To effectuate this purpose, the following rules should prevail at all hearings:

- Complaining parties shall be allowed no more than two witnesses, however, the Grievance cell may call witnesses as required. If said witnesses are unable to appear at the hearing, signed affidavits may be submitted to the Grievance cell Chair for the purpose of testifying by proxy.
- All questions and discussions by the parties in dispute shall be directed to the Grievance cell.
- There shall be no direct or cross-examination of any party or witness by complaining or responding parties during hearings.
- Reasonable time limits may be set by the Grievance cell, provided they give fair and equal treatment to both sides.
- The complaining party shall bear the burden of proof.
- Decisions, orders, and rulings of the Grievance cell must be concurred to by a majority of the Grievance cell members present and shall be announced as soon as possible after the hearing. The Grievance cell shall issue a written opinion of the ruling within 12 hours of announcement of the decision. The written opinion must set forth the findings of fact by the Grievance cell and the conclusions of law in support of it. Written opinions shall set a precedent for a time period of three election cycles for Grievance cell rulings, and shall guide the Grievance cell in its proceedings. Upon consideration of prior written opinions, the grievance cell may negate the decision, but must provide written documentation of reasons for doing so.

- If the decision of the Grievance cell is appealed to the institutional head, the Grievance cell must immediately submit its ruling to the commission.
- The Grievance cell shall select the remedy or sanction most appropriate to both the type and severity of the infraction, as well as the state of mind or intent of the violator as determined by the Grievance cell. Possible remedies and sanctions include, but are not limited to, fines, suspension of campaigning privileges, and disqualification from the election.
- Any fine or total amount of fines against a candidate in an election cycle may not exceed the spending limit as defined herein above.
- If, after a hearing, the Grievance cell finds that provisions of this Code were violated by a candidate, or a candidate's agents or workers, the Grievance cell may restrict the candidate, or the candidates agents or workers, from engaging in some or all campaign activities for some or all of the remainder of the campaign. If an order is issued covering only part of the remaining campaign period, it shall take effect immediately so that after its termination, the candidate will have an opportunity to resume campaigning during the days immediately prior to and including the election days.
- If, after a hearing, the Grievance cell finds that provisions of either this Code or decisions, opinions, orders, or rulings of the Grievance cell have been willfully and blatantly violated by a candidate, or a candidate's agents or workers, the Grievance cell may disqualify the candidate.
- Any party adversely affected by a decision of the Grievance cell may file an appeal with the institutional head within twenty-four (24) hours after the adverse decision is announced. The institutional head shall have discretionary appellate jurisdiction
- over the Grievance cell in all cases in which error on the part of the Grievance cell is charged.
- The decision of the Grievance cell shall stand and shall have full effect until the appeal is heard and decided by the institutional head.
- The institutional head shall hear appeals of Grievance cell rulings as soon as possible, but not within twenty-four (24) hours after the Grievance cell delivers to the Appellant and the institutional head a copy of its written opinion in the case. Appeal may be heard prior to this time, but only if the Appellant waives the right to a written opinion and the institutional head agrees to accept the waiver.
- The institutional head can issue suitable orders to suspend or halt the operation of the ruling issued by the Grievance cell until the appeals are decided.
- The institutional head shall review findings of the Grievance cell when appealed. The institutional head may affirm or overturn the decision of the Grievance cell, or modify the sanctions imposed.

6.9 Maintaining Law and Order on the Campus during the Election Process

6.9.1 Any instance of acute lawlessness or the commission of a criminal offence shall be reported to the police by the university/college authorities as soon as possible, but

not later than 12 hours after the alleged commission of the offence.

6.10 Miscellaneous Recommendations

6.10.1 Student representation is essential to the overall development of students, and, therefore, it is recommended that university statutes should expressly provide for student representation.

6.10.2 Student representation should be regulated by statute (either a Central Statue, State Statute or individual university statutes), incorporating the recommendations prescribed therein.

6.10.3 The institution should organize leadership-training programs with the help of professional organizations so as to groom and instill in students leadership qualities.

6.10.4 In the event of the office of any major post of office bearer falling vacant within two months of elections, re-elections should be conducted; otherwise the Vice President may be promoted to the post of President and Joint Secretary to the post of Secretary, as the case may be.

Annexure-C

Procedure to be Observed at the University Convocation

A. Annual Convocations

1. Degree recipient must appear in person and in the prescribed academic dress at the convocations.
2. Such candidates must reach at the prescribed place well in time notified by the Registrar and attend the rehearsal, which shall be arranged on or before the day of convocation.
3. Such candidates shall be seated at the specified places and during the course of ceremony shall maintain the dignity and decorum of the ceremony.
4. The members who are to form the Academic Procession, other than the Vice-Chancellor and the Registrar, will assemble in the robbing compartment at the time fixed for the purpose.
5. The members shall wear their academic robes and attend the rehearsal at the specific time and place.
6. The Chancellor and Chief Guest and the Honorary Degree Recipient (if any) will be received by Vice-Chancellor and Registrar.
7. In case of the inability of the Chancellor to attend the Convocation, the Vice-Chancellor and the Chief Guest shall be received by the seniormost Dean present and the Registrar.
8. The Chancellor, the Chief Guest and the Honorary Degree Recipient, if any, shall move to the robbing compartment and be robbed.
9. The Vice-Chancellor will introduce the members forming the Academic Procession to the Chancellor, the Chief Guest and the Honorary Degree Recipient, if any.
10. The Academic Procession shall be in two rows led by the Registrar. The procession will be in the following order:
    Registrar
    Professor and Heads
    Members of the Academic Council
    Members of the Board of Management
    Senate Members
    Vice-Chancellor and the Honorary Degree Recipient, if any,
    A.D.C.'s
    Chancellor and Chief Guest
    On the procession entering in the hall the assembly shall raise and remain standing till Academic Procession is seated.
11. The Chancellor, Chief Guest and Vice-Chancellor shall be seated in the center of dais. The Chancellor shall be seated in the centre of the front row and his/her left will be seated by the Vice-Chancellor and his right the Chief Guest.
    The Honorary Degree Recipient (if any) shall also sit in the front row of the dais on the left hand side of the Vice-Chancellor.
12. Members of the Senate Members, Board of Management shall be seated in the row(s), the members of the Academic Council and Professor & Heads shall be seated in two rows flanking the dais.
13. The A.D.C.'s and the Registrar shall sit just behind the Chancellor and Vice-Chancellor, respectively.
14. The proceedings of the convocation will commence with 'Saraswati Bandana'. During the 'Saraswati Bandana', the assembly shall rise, remain standing and sit only when the song is over. Then Chancellor shall, if he/she is present, will declare the convocation open. In the absence of the Chancellor, the Vice-Chancellor will declare the convocation open.

Convocation open

15. The Vice-Chancellor/Registrar will say "Mr. Chancellor/Mr. Vice-Chancellor, I request you to declare the convocation open."
16. The Chancellor/Vice-Chancellor will say, "I declare the convocation open."
17. The Vice-Chancellor shall read its report.

Exhortation

18. The Registrar will then request the degree recipients to rise in their places to receive the exhortation.
19. The Vice-Chancellor will then give his exhortation to the candidates for degrees. After receiving the exhortation from the Vice-Chancellor, the degree recipients will resume their seats.

Conferment of degrees

20. The Chancellor/ Vice-Chancellor will then say, "Let the candidates be presented."
21. The Chancellor/Vice-Chancellor will then conform the degrees upon the candidates in accordance with the prescribed procedures in the following order:
    i) The Honorary Degrees, if any
    ii) Doctor of Philosophy
    iii) Master of Science
    iv) Bachelor of Science (Hons.) Agriculture
    v) Bachelor of Science Home Science (Hons.)
    vi) Bachelor of Science
    vii) Bachelor of Veterinary Sciences & Animal Husbandry
    viii) Bachelor of Technology(Food Science & Technology)
    ix) Bachelor of Science(Hospitality & Hotel Management)
22. Honorary degree shall be awarded according to the procedure mentioned in special convocation. In case of the absence of degree recipient, the same shall be awarded in absentia.
23. Each degree shall be awarded as per ibid order.
24. The Dean concerned, or in his/her absence, the seniormost professor/equivalent will present the candidates.
25. All the presentees will stand when the concerned Dean presents them to the Chancellor/ Vice-Chancellor for the degree and will remain standing at their places till they are admitted to the degree.
26. The Concerned Dean will say-
    "Mr. Chancellor/Vice-Chancellor, I present to you (Name of in person degree Recipients) who has/have successfully completed the requirements for the degree of _____ to which degree, I pray, he/she/they may be admitted."
27. The Chancellor/ Vice-Chancellor will say-
    "By virtue of the authority vested in me as Chancellor/Vice-Chancellor of this Vishvavidyalaya, I admit these candidates to the degree of _____, authorise you to wear the robes ordained as the insignia of this degree and charge you to prove worthy of the same."
28. The Concerned Dean will say-
    "Mr. Chancellor/Vice-Chancellor, I present to you (Name of the absentia degree Recipients) who has/have successfully completed the requirements for the degree of _____ to which degree, I pray, he/she/they may be admitted in absentia."
29. The Chancellor/ Vice-Chancellor will say-

"By virtue of the authority vested in me as Chancellor/Vice-Chancellor of this Vishvavidyalaya , I admit these candidates to the degree of _____ in absentia, authorise him/them to wear the robes ordained as the insignia of this degree and charge him/them to prove worthy of the same."

30. After the conferment of the degree, the recipient of Ph.D. Degree will receive their degrees in person from Chancellor/Vice-Chancellor. He/she will proceed to the dais, will stay one step below the Chancellor/Vice-Chancellor, receive the degree, bow and resume his/her seat.
31. The Registrar shall then call the recipients of university Gold Medals. They shall stand before the dais and the Registrar will say to the Chancellor/Vice-Chancellor-
    "Sir/Madam, I seek your permission to present the medalists."
32. The Chancellor/Vice-Chancellor will say-
    "Let them be presented."
33. The name of the medalist will be read out by the Registrar. The candidate will proceed to the dais will stay one step below the Chancellor/Vice-Chancellor, receive the medals bow and resume his/her seat.
34. The Chancellor/Vice-Chancellor will introduce the Chief Guest and request him/her to deliver the convocation address.
35. Chief Guest will address the convocation.
36. The Vice-Chancellor/Senior most Dean will then offer thanks on behalf of University.
37. The Vice-Chancellor/ Registrar will then say-
    "Mr. Chancellor/Vice-Chancellor, I request you to declare the convocation closed."
38. The Chancellor/Vice-Chancellor will say-
    "I declare the convocation closed."
39. The assembly shall rise and proceedings of the convocation will end with the singing of National Anthem." The assembly shall remain standing till the Academic Procession in two rows led by Registrar has been taken departure in the following order:

Registrar	
Chancellor	<u>Chief Guest</u>
	A.D.C.
Vice-Chancellor	Honorary Degree recipients, if any
Senate Members	
Members of the Board of Management	
Members of the Academic Council	
Professor & Heads	

B. Special Convocation

1. The Special Convocation for the conferment of Honorary degrees of the university shall be held on such date and at such time and place as may be fixed by the Vice-Chancellor.
2. The Academic Procession shall walk in rows of two led by the Registrar. The procession shall be in the following order:
   Registrar
   Professor and Heads
   Members of the Academic Council
   Members of the Board of Management
   Senate Members
   Vice-Chancellor and the Honorary Degree Recipient, if any,
   A.D.C.'s
   Chancellor and Chief Guest
3. The Honorary Degree Recipients shall be seated on the left side of the Vice-Chancellor on the dais.
4. The proceedings of the Special Convocation shall be commence with the singing of 'Saraswati Bandana'.
5. The Chancellor shall declare the Special convocation open.
6. The Registrar shall read out the proposal of the university for the conferment of the Honorary Degree in the following form:
   The Board of Management of the CSK H.P.Krishi Vishvavidyalaya on the recommendation of the Academic Council and confirmation by the Chancellor, have decided to confer the Honorary Degree of Doctor of Science (Honoris Causa) on Mr./Mrs./ Dr._____ .
7. The Vice-Chancellor will present the Honorary Degree Recipient(s) in the following Form:
   Mr. Chancellor I have honour to present Mr./Mrs./ Dr._____ for conferment of the degree of Doctor of Science(Honoris Causa) for his outstanding contribution to the--------read out citation).
   I pray, Mr. Chancellor that Mr./Mrs./ Dr._____ be honoured by conferring the degree of Doctor of Science (Honoris Causa) of this university.
8. The Chancellor will confer the degree in the following terms:
   "By virtue of the authority vested in me as Chancellor/Vice-Chancellor of the CSK H.P. Krishi. Vishvavidyalaya, I confer the honorary degree of Doctor of Science (Honoris Causa) on Mr./Mrs./ Dr._____ (The Chancellor will decorate the recipient with hood and present the degree.
9. In case, the Honorary Degree Recipient may not be able to receive the degree in person formal announcement for the award of degree shall be made by the Vice-Chancellor in any Annual Convocation or Special Convocation, in the following terms:
   "The Board of Management of the CSK H.P.Krishi Vishvavidyalaya on the recommendation of the Academic Council and confirmation by the Chancellor, have decided to confer the Honorary Degree of Doctor of Science (Honoris Causa) on Mr./Mrs./ Dr._____ for his outstanding contribution for the objectives of the University----------(read out citation)."
   I pray, Mr. Chancellor that Mr./Mrs./ Dr._____ be honoured by conferring the degree of Doctor of Science (Honoris Causa) of this university in absentia.

10. The Chancellor will confer the degree in the following terms:
    "By virtue of the authority vested in me as Chancellor of the CSK H.P. Krishi Vishvavidyalaya, I confer the honorary degree of Doctor of Science (Honoris Causa) on Mr./Mrs./Dr._____ _____ in absentia.
11. The Hood for the Honorary Degree Recipient should be green in colour with golden embroidery work having University insignia in the middle.
12. The Honorary Degree Certificates shall be printed on silk and will be rolled in a casket for presentation.
13. Speech by Honorary Degree Recipient.
14. Observations by the Chancellor.
15. Thanks by the Vice-Chancellor.
16. The Chancellor will declare the Special Convocation closed.
17. Singing of National Anthem.
18. The Academic Procession will leave the pandal and the assembly will stand.