



UNIVERSITY OF AGRICULTURAL SCIENCES, BANGALORE  
Office of the Registrar, GKVK, Bangalore-560065

No.RAR/SA/AC-192/Part-B-Item-29/2021-22

Date: 11.11.2021

Sub: Framing of Guidelines regarding Roles and Responsibilities of the PG Coordinator at UAS, Bangalore - reg.

- Ref.: 1. Minutes of the 192<sup>nd</sup> Academic Council Meeting (Item No.29, Part-B) held on 12.8.2021  
2. Draft Notification No. R/PS/AC-192/Part-B/Item-29/2021-22 dated 10-10-2021 of the Dean(PGS), UAS, Bangalore  
3. Recommendation of the Director of Education, UAS, Bangalore dated 10-11-2021  
4. Approval of the Vice-Chancellor, UAS, Bangalore dated 10-11-2021

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PREAMBLE:

Each Department has a nominated PG Coordinator for smooth conduct and operation of PG students' activities in the respective Departments. The faculty, other than the HoD was being nominated as PG Coordinator in the Departments. As there are no existing guidelines indicating for the Roles and Responsibilities of the PG Coordinator, a Committee was constituted at the Directorate of PGS to frame a proposal regarding the Roles and Responsibilities of the PG Coordinator in each Department offering PG & Doctoral degree programmes. The Roles and Responsibilities of the PG Coordinator suggested and framed by the Committee that has been reviewed at 18<sup>th</sup> BoS PGS and accepted with minor modifications. Further, the same was placed as an Item before the 192<sup>nd</sup> Academic Council meeting on 12.8.2021 (Item No.29, Part-B) and that was approved. Hence, the Notification:

NOTIFICATION

As per the decision of 192<sup>nd</sup> Academic Council Meeting held on 12.8.2021 (Item No.29, Part-B), the guidelines have been framed regarding Roles and Responsibilities of the PG Coordinator as mentioned below:

*Roles and Responsibility of Post-Graduate Coordinator (PGC), UASB*

The role of PG Coordinator (PGC) is an important in facilitating students to successfully complete their academic procedures. The PGC must serve as an important source of information for students and faculty. PGC acts as a **FACILITATOR** and PGC will support the HoD in smooth functioning of PG programme. PGC can also have additional roles which might differ between Departments, as determined by the Head of Department/Division. However, the major role would be related to the management of thesis (doctoral and masters') course work and facilitating evaluation processes at various levels.

*Specific Tasks*

1. PG Coordinator (PGC) is coordinating-link between PG students, Major Advisor & HoD.
2. Shall serve as the first port of call for all questions related to the PG rules and regulations for Post-Graduate students and Major Advisors in the Department.
3. Shall guide the students in the Department to understand and follow the relevant regulations so that students are able to successfully complete their academic programme appropriately
4. Shall coordinate with the Major Advisor of the Advisory Committee (AC) to conduct AC meeting, colloquia, qualifying viva voce, thesis viva voce, submission of academic Forms and work presentations as per the regulations of UASB.
5. Shall get to know students in the department (in consultation with the Major Advisor), and track their progress/research reports in the Department. Shall keep the HoD informed of significant and probable postgraduate issues that may arise in the Department and shall serve as channel of information between the students and HoD.
6. Facilitate and oversee the organization of PG events such as: admission process, [collection of questions and question paper preparation, moderating question paper, admission and registration of courses, deciding and communicating semester-wise courses, drawing course and exam time table, orientation programme - different

Forms, time line of submission, each activity and time), qualifying examinations (model paper, list of eligible students for written exam, oral qualifying exam by contacting external examiner, logistics to external examiner, ensure the guide will collect marks from members and signature in all the forms, entry of marks into respective Form].

7. The PGC has an important task in keeping the Major Advisors and students informed about Post-graduate issues, events (such as Science Week, Scientific Seminars, *etc.*) and time to time changes if any, in regulations.
8. Facilitate the Major Advisor in the final thesis *viva* of Ph.D. and PG students, logistics to externals, complete the necessary Forms and documents required for final submission. Maintenance of Dept. PG student's database (address, contact details, scholarships/fellowships, placements, higher studies, *etc.*).

NOTE:

1. It is the sole responsibility of student and the major advisor to follow the formats, timeline of submission of Forms, Plan of Work and Research proposal in the format, modifications to course work, changes in the research objectives and programme if any, submission of research reports for grading, Thesis format and corrections in the thesis, incorporation of external comments and other academic requirements.
2. PG Coordinator is only Advisory and immediate contact person in the department for consultation in respect of any information and clarifications regarding PG regulations
3. Any delay due to non-conformity of the Forms, timeline of submission, corrections in the thesis and deviation from academic requirements, the student is solely responsible.
4. The term of PGC shall be for a period of three years.



BY ORDER

  
REGISTRAR

To

The Chairman and all the Members of the Academic Council .

Cc to: The Asst. Registrar/ Asst. Comptroller, Dean(PGS) Office, UAS, Bangalore.