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# **Post-Graduate Program Bulletin**

**Agriculture and Forestry University**

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**Post-Graduate Studies Center  
Rampur, Chitwan, Nepal  
2016**



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# **Post-Graduate Program Bulletin**

**Agriculture and Forestry University**

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**Post-Graduate Studies Center  
Rampur, Chitwan, Nepal  
2016**

## **Post-Graduate Committee**

Vice Chancellor:	Chairperson
Registrar:	Member
Dean, Faculty of Agriculture:	Member
Dean, Faculty of Animal Sc, Veterinary Sc & Fisheries:	Member
Dean, Faculty of Forestry:	Member
Director, Research:	Member
Controller, Examination:	Member
Director, Curriculum Development Center:	Member
Coordinator, Post Graduate Studies Center:	Member Secretary



**Agriculture and Forestry University**  
**Office of the Vice Chancellor**  
Chitwan, Nepal

**Liaison Office**  
P.O.Box No.: 13712  
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New Baneshwor, Kathmantu

December 21, 2016

**Forewords**

The Post Graduate Bulletin (PG Bulletin) intends to serve as a clear, simple and straight forward guideline regarding the Post Graduate requirements (rules, norms and standard procedure) to be followed while completing Post Graduate Studies. This is a guideline to all faculties and the post graduate students. This will also be useful to the potential post graduate students. The PG Bulletin also contains the formal requirements of courses and thesis that one should strictly follow to pursue higher education at Agriculture and Forestry University (AFU).

The AFU, since its establishment in 2010 has been gradually developing its functions of teaching, research and extension. Quality research - a reflection of teaching research procedure and to follow standard protocol through thesis work has thus remained as a prime concern to all of us including scientific community. This PG Bulletin 2016 is updated version of PG Bulletin 2014 approved by PG committee.

I hope, this bulletin will eventually serve as reference guidelines to the faculty members, students and other concerned stakeholders. The success of such initiative would certainly reflect quality and standard maintenance of the university. I am confident enough that attempts made in this bulletin will integrate all disciplines of agriculture, animal science, veterinary science, aquacultural and forestry sciences including ecological, genetic, biological, environmental and social sciences.

Prof. Dr. Ishwari Prasad Dhakal

Vice Chancellor

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## **Agriculture and Forestry University (AFU)**

### **Post-Graduate Program**

#### **1. Postgraduate Academic programs**

##### ***Faculty of Agriculture***

- a. Master of Science in Agriculture (M.Sc. Ag.) in different disciplines
- b. Doctor of Philosophy (PhD) in different disciplines

##### ***Faculty of Forestry***

- a. Master of Science in Forestry (M.Sc. Forestry)

##### ***Faculty of Animal Science, Veterinary Science and Fisheries***

- a. Master of Science in Animal Science (M.Sc. AnSc.) in different disciplines
- b. Master of Veterinary Science (M.V.Sc.) in different disciplines
- c. Master of Science in Fisheries (M.Sc. Fisheries) in different disciplines
- d. Doctor of Philosophy (PhD) in different disciplines

#### **2. Requirements and Eligibility for Admissions**

##### **M.Sc. Program:**

##### ***M.Sc. Ag.***

Applicant must have earned a B.Sc. Ag., or equivalent degree.

Minimum schooling years required to be eligible is 16 years (10+2+4).

##### ***M. Sc. AnSc.***

Applicant must have a B.Sc. Ag. or B.Sc. AnSc., or B.V.Sc. & A.H. or equivalent degree.

Minimum schooling year required to be eligible is 16 years (10+2+4).

##### ***M.Sc. Fisheries***

Applicant must have a B.Sc. Fisheries, B.F.Sc., B.Sc. Ag., B.V.Sc. & A.H., M. Sc. Zoology (Fisheries) or equivalent degree.

Minimum schooling year required to be eligible is 16 years (10+2+4).

##### ***M.V.Sc***

Applicant must have a B.V.Sc. & A.H. or equivalent degree.

Minimum schooling year required to be eligible is 17 years (10+2+5).

### ***M.Sc. Forestry***

Applicant must have B.Sc. Forestry degree.

Minimum schooling year required to be eligible is 16 years (10+2+4).

### ***M.Sc. Forestry (Biodiversity) / M.Sc. Forestry (Environmental Science)***

Applicant must have B.Sc. Forestry or B.Sc. Environmental Science or M.Sc. Botany or M.Sc. Zoology or B.Sc. Ag. or equivalent degree.

Minimum schooling year required to be eligible is 16 years (10+2+4).

### **PhD Program:**

#### ***Degree by Course and Research***

An applicant must have M.Sc. degree in first division in the related/relevant field. However, prerequisite courses may be required for eligibility based on M.Sc. degree obtained.

The candidate must have graduated from an institution where undergraduate and postgraduate teaching medium is English. However, special cases could be reviewed by the committee.

The applicant must submit confidential letters of recommendation from two referees who would be in a position to judge academic and research capabilities of the candidate to undertake the PhD study successfully. At least one of the letters must be from a university professor.

The applicant must submit an acceptable concept research proposal for PhD dissertation.

Applicant must have assured research fund.

#### ***Degree by Research***

An applicant must have 3 years experience in academic, research or development after M.Sc. degree passed with 60% marks in the related/relevant field. However, prerequisite courses may be required for eligibility based on M.Sc. degree obtained.

The candidate must have published at least two research articles in the referred journal as a first author.

The candidate must have graduated from an institution where undergraduate and postgraduate teaching medium is English. However, special cases could be reviewed by the committee.

The applicant must submit confidential letters of recommendation from two referees who would be in a position to judge academic and research capabilities of the candidate to undertake the PhD study successfully. At least one of the letters must be from a university professor.

The applicant must submit an acceptable concept research proposal for PhD dissertation.

Applicant must have assured research fund.



### ***PhD Candidacy***

PhD student after successful defense of proposal and candidacy exam will then be PhD Candidate/Scholar. Student's advisory committee will conduct candidacy exam either in written or oral along with proposal defense.

Student of degree by course and research category will complete proposal defense and candidacy exam by the 1<sup>st</sup> month of 3<sup>rd</sup> Semester.

Student of degree by research category will complete proposal defense and candidacy exam by the end of 1<sup>st</sup> Semester.

### **Candidates from other Countries**

An applicant must meet the requirements stated in above and must have a proof of financial support to undertake PhD studies.

### **Residential requirements**

All the students must meet the residential requirement of at least one and half years. However, PhD students under category of degree by research should get advice from the advisory committee regarding residential requirement.

## **3. Course and Research Requirements**

### ***M.Sc. Program (Total credit requirements)***

Faculty / Program	Courses	Credit hr
1. Agriculture	Major (Minimum)	15
2. Forestry		18*
3. Animal Science	Minor (Range)	5-10
4. Veterinary Science*	Supporting (Range)	5-11
5. Fisheries	Seminar	1
	Thesis	15
	<b>Total (Minimum)</b>	<b>45</b>

### ***PhD by Course & Research (Total credit requirements)***

Faculty / Program	Courses	Credit hr
1. Agriculture	Major (Minimum)	12
2. Forestry	Minor / Supporting	11
3. Animal Science	Seminar	2
4. Veterinary Science	Dissertation	35
5. Fisheries	<b>Total (Minimum)</b>	<b>60</b>

**PhD by Research (Total credit requirements)**

Faculty / Program	Courses	Credit hr
1. Agriculture	Literature Review, Proposal & Candidacy	10
2. Forestry		
3. Animal Science	Seminar (1/Semester)	5
4. Veterinary Science	Dissertation	45
5. Fisheries	Total	60

**Types of Courses:**

*Major courses*

Courses offered by the department/ field of study in which the student takes the admission

*Minor Courses*

Courses related to thesis or dissertation of other departments approved by advisory committee of the student

*Supporting courses:*

Biochemistry, Statistics, Field Design, Survey Research Methodology, Advanced Plant Physiology and Technical Writing and Communication

**Maximum & Minimum Credit Hours Allowable:**

*Course Work (M.Sc./PhD)*

The unit of credit hours enrollment in a 1<sup>st</sup> Semester: 9 - 12 credit; 2<sup>nd</sup> semester onward: 9-15 credit.

*Research Enrollment*

M Sc: 3<sup>rd</sup> Semester onwards

PhD with Course: 3<sup>rd</sup> Semester onwards (after candidacy)

PhD by Research: 2<sup>nd</sup> Semester onwards (after candidacy)

**Duration for Degree:**

*Normal Duration*

M.Sc. – 2 years (4 Semesters)

PhD – 3 years (6 Semesters)

*Maximum Allowable Duration*

M.Sc. – 4 years (8 Semesters)

PhD – 7 years (14 Semesters)

## **Requirements for PG Departments and Student intake capacity:**

### *Requirements for PG Faculty*

PhD degree,

or

M. Sc. degree and 3 years teaching/research experiences and 2 journal articles in peer reviewed journal (at least 1 as senior author),

or

Faculty who has produced M Sc graduates as major advisor.

### *PG Department*

Minimum 3 faculty members are required to offer PG program in department.

One faculty member is allowed to teach 1 course in one semester.

One faculty member is allowed to guide maximum 3 thesis students at a time.

### *Student Enrollment Capacity*

Student enrollment in a department will be as per the capacity of a department

Absolute minimum of 3 student enrollment is required to the run PG program of a department.

## **4. Thesis / Dissertation**

### ***Guidelines for M.Sc./M.V.Sc. Thesis:***

1. Student should develop research proposal in guidance of major advisor. The research proposal should be submitted to advisory committee in respective departments and must be approved by advisory committee. Approved research proposal must be forwarded to Faculty Dean and PG Studies Center through Department head for record and monitoring.
2. Student gets the research proposal approved by the end of 2<sup>nd</sup> Semester or 1<sup>st</sup> month of 3<sup>rd</sup> Semester.
3. Proposal defense week is set for 4<sup>th</sup> week of 1<sup>st</sup> month of 2<sup>nd</sup> year (3<sup>rd</sup> Semester).
4. Major advisor for M.Sc. student will be decided before the end of 1<sup>st</sup> Semester. Department head with the consultation with PG faculty and student will recommend name of Major advisor to Faculty Dean for approval. Relevant PG faculty will be allotted for major advisor based on research field.

5. Major advisor in consultation with student will recommend two names of advisory committee members through Department head to Faculty Dean for approval.
6. Faculty Dean will send a list of advisors, committee members and thesis students to PG Studies Center to maintain record and monitoring.
7. Students are required to finish all the research work and produce draft thesis in supervision and approval of advisory committee by the end of class day of the 4<sup>th</sup> Semester.
8. Thesis defense week will be scheduled as of exam week of the Semester.
9. An external Examiner for respective field will be appointed for Thesis defense for each department by PG Coordinator in consultation with Faculty Dean.
10. Thesis defense will be held in departmental level.
11. Department Chair will conduct defense in respective department in presence of Advisory committee and external examiner along with faculty and students of the department.
12. Thesis will be evaluated separately by each advisory committee members and external examiner.
13. Based on the average marks of evaluators, Thesis will be graded as: Excellent, Very Good, Good and Fair.
14. Signed thesis graded form from evaluators will be forwarded by advisor through department chair to Faculty Dean, PG Studies office and examination Controller office.
15. Student should submit corrected final thesis duly signed by Major Advisor, Committee members, Department head and Faculty Dean before Semester break.
16. After collection of signed hard copies of theses before the dead line date for the semester, result will be declared at one time for each semester.

***Guidelines for PhD Dissertation:***

1. The Major Advisor will be assigned by a PhD committee (Respective Department Head, Research Director, Faculty Dean and PGS Coordinator).
2. The Major Advisor must be a PhD from among the faculty members or equivalent and have published 5 peer reviewed articles with a minimum of 3 as the senior author. Major advisor will have responsibility to complete PhD dissertation even after his/her retirement from University. If he/she is unable to continue as major advisor, PhD committee will decide for new major advisor.
3. A minimum of two and maximum of three members of advisory committee will be appointed by PhD committee based on the recommendation of Major advisor. Members may be appointed from any department/institution relevant to the research study.
4. The members of the Advisory Committee from AFU must be a PhD and have 3 research articles published in the peer reviewed journal as a senior author.
5. The non-teaching member from outside AFU must be a PhD with proven records of research experience and published at least 3 research articles in the journal as a senior author.
6. PhD degree holding Faculties/Senior Scientist from outside AFU with proven records of research experience and published at least 3 research articles in the journal as a senior author may serve on the Advisory Committee as Co-advisor on the recommendation of the Major Advisor and approved by PhD committee.

***Dissertation Evaluation:***

1. The student must conduct the research, write a report, and present to advisory committee.
2. With the approval of dissertation for external evaluation by Advisory Committee, PhD Committee will select external examiner.
3. The PGS Coordinator will send the PhD dissertation for the external evaluation either in country or outside the country.
4. PhD scholar (by research) must have published 3 peer reviewed journal articles (at least one in international journal) and by course and research must have published at least one peer reviewed journal article in the journal approved by the advisory committee.

Or

PhD scholar could produce accepted letter from journal before it is processed for external examination.

5. The student should satisfactorily incorporate the comments of external examiner(s) before the degree award.
6. In case of disapproval of a dissertation, a second opinion would be sought from a second examiner. If the second examiner also rejects the dissertation, the student will be automatically dropped from the PhD program.
7. After the acceptance from the external examiner, the student is required to defend it successfully through an open seminar in the presence of the members of his/her advisory committee who will evaluate the performance and recommend for the award of the degree if the student has successfully defended the dissertation.

## **5. Academic Session**

*Academic Year:*

One Academic year is divided into two semesters.

*Semester:*

Semester is a period of start of classes to the end of the final exams. A semester will cover a period of 18 weeks in which, 16 weeks of effective teaching and 2 weeks for examination.

*Credit Unit (semester hours):*

Each unit of credit carries at least 15 semester hours for instruction. Each credit hour represents one hour of theory class per week and three hours of laboratories or field work per week.

### **Semester Session**

*First Semester:*

November – March (Mangsir – Chaitra)

*Second Semester:*

May - September (Jestha – Aswin)

There will be semester break after each Semester. However, academic calendar will be developed each year to specify the dates for semesters.

**Academic Calendar:**

Call for Application: 2 weeks before the start of Dashain holidays

Entrance Exam: Between Dashain and Tihar

*1<sup>st</sup> Semester:*

Course Registration and Class Start: November 1<sup>st</sup> week

1<sup>st</sup> Internal Assessment: December 3<sup>rd</sup> week

2<sup>nd</sup> Internal Assessment: February 1<sup>st</sup> week

End of Class: March 2<sup>nd</sup> week

Final Exam: March last week

Semester break: April

Semester Results: April 20

*2<sup>nd</sup> Semester*

Course Registration and Class Start: May 1<sup>st</sup> week

1<sup>st</sup> Internal Assessment: June 3<sup>rd</sup> week

2<sup>nd</sup> Internal Assessment: August 1<sup>st</sup> week

End of Class: September 1<sup>st</sup> week

Final Exam: September 2<sup>nd</sup> week

Semester break: Dashain to Chhat

Semester Results: After Dashain and before Tihar

However, Academic calendar for every year may be adjusted based on Dashain, Tihar and Chhat holidays.

**6. Student Category and Fee Structure****Student Categories:**

*Competitive subsidized student*

*Competitive full pay student*

*Sponsored Nepalese student*

*Sponsored foreign student*

**Fee structure:****M.Sc. (Ag./AnSc. /Fisheries/Forestry) / M.V.Sc.:**

*Competitive subsidized student Fee (NRs):*

Admission Fee: 10000 (one-time payment)

Semester Fee: 5000/Semester

Tuition Fee: 1000/credit hr  
Total fee with minimum required credit hours: **NRs 75000**

*Competitive full pay student Fee (NRs):*

Admission Fee: 20000 (one-time payment)  
Semester Fee: 10000/Semester  
Tuition Fee: 2000/credit hr  
Total fee with minimum required credit hours: **NRs 150000**

*Sponsored Nepalese student Fee (NRs):*

Admission Fee: 25000 (one-time payment)  
Semester Fee: 10000/Semester  
Tuition Fee: 5000/credit hr  
Total fee with minimum required credit hours: **NRs 290000**

*Sponsored Foreign student Fee (US \$):*

Admission Fee: 500 (one-time payment)  
Semester Fee: 500/Semester  
Tuition Fee: 100/credit hr  
Total fee with minimum required credit hours: **US \$ 7000**

## **PhD**

*Nepalese student Fee (NRs)*

Admission Fee: 25000 (one-time payment)  
Semester Fee: 10000/Semester  
Tuition Fee: 5000/credit hr  
Total fee with minimum required credit hours: **NRs 385000**

*Foreign student Fee (US \$):*

Admission Fee: 500 (one-time payment)  
Semester Fee: 500/Semester  
Tuition Fee: 100/credit hr  
Total fee with minimum required credit hours: **US \$ 9500**

## **7. Examination System**

There will be 3 exams for each course (Theory as well as for Practical)

- First term of 20% marks – Internal
- Second term of 20% marks – Internal
- Final exam of 60% marks – External

There will be no separate grade for practical. It will be combined with theory and allotted one grade per course. Student failing to appear in term examination will get 'zero' mark.



Each course should have at least 2 assignments/case studies graded to supplement internal exam marks.

### **Grading System**

#### *Grade:*

- A = Excellent
- B = Good
- C = Satisfactory
- D = poor (Fail)
- I = Incomplete

#### *Grade Point:*

- A = 4 point
- B = 3 point
- C = 2 point
- D = 1 point
- I = no grade

#### *Grade Allocation:*

- A = 85% and above
- B = 70 to less than 85%
- C = 50 to less than 70%
- D = Less than 50%
- I = Incomplete of the courses/thesis which is replaced by other grade upon the completion of the course or thesis

Credit seminar of PhD candidate will be graded as satisfactory /unsatisfactory, and major advisor will serve as seminar in-charge.

#### *Requirement for degree:*

Cumulative Grade Point Average (CGPA) should be 2.5 for Master.

If he/she has less than the passing CGPA, the student would disqualify to get the degree.

However, he/she can reappear in any subjects of his/her choice till he/she attains the minimum required CGPA to get the degree.

No division will be allotted in PhD degree. However, transcript of course work with grade will be provided and should have 3.0 passing CGPA.

Transcript with Dissertation topic with satisfactory grade will be provided upon the completion of the degree.

*CGPA: M.Sc. Level*

3.8 and above:	Distinction
3.5 and above:	First division
2.5 and above:	Second division

## **8. Credit Transfer and Enrollment**

*Credit Transfer System and Enrollment:*

M.Sc. /PhD students enrolled at other university may apply to AFU for enrollment with his/her completed credit credentials.

AFU may accept those students with credit transfer based on AFU's credit requirements and regulations.

Such students should pay admission fee and registration fee as required.

## **9. Degree Award**

*PG Degree Award*

As PGS Center maintains the individual file of PG students (e- file / hard file), PGS center will check whether students have completed all the requirements for degree and then recommend for degree award (It is a kind of cross check between faculty Dean Office and PGS Center office).

PhD Committee will recommend for PhD degree award.

## **10. PG program monitoring**

Roster of PG Faculty will be maintained at Faculty Dean Office and PG Studies Office.

Courses offered with course instructor's list will be sent to Faculty Dean and PGS office for record through Department head.

A monitoring and evaluation committee headed by PG coordinator approved by VC will monitor PG classes and researches to maintain and cross check quality between different faculties.

By the end of the semester each course with instructor will be evaluated by students.

Outcome of the evaluation will be shared within the PG Committee.

PG Committee will have necessary action on the outcome.

Any disputes between students and faculties in courses and research will also be addressed by the committee.

A discussion with course instructors and faculty Deans will be organized at the end of the semester focusing to grade distribution, internal evaluation and course content covered

The outcome of the discussion would be shared in the PG Committee for necessary action.

## **FORMS (M.Sc./M.V.Sc.)**

Receipt No.....

Applicant's Regd. No.....

## Agriculture and Forestry University



### Post Graduate Studies Rampur, Chitwan, Nepal

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Recent Photo  
(3 copies,  
name  
written  
underside)

Master of Science/Veterinary Science (MSc/MVSc)

#### ADMISSION APPLICATION FORM

##### A. FACULTY (Field of Study):

###### Faculty of Agriculture:

Field of Study .....

###### Faculty of Animal Science, Veterinary Science and Fisheries:

Field of Study .....

###### Faculty of Forestry:

Field of Study .....

##### B. APPLICANT'S DETAILS:

1. Full Name (in BLOCK Letters): .....

(First name) (Middle name) (Surname)

2. Date of Birth: ...../...../..... (B.S.) ...../...../..... (A.D.)

Day Month Year Day Month Year

3. Place of Birth: .....

4. Nationality: .....

5. Marital Status: Unmarried/ Married

6. Sex: Male / Female

7. Present Occupation/Position (if any): .....

8. Employer and Address (if any): .....

9. Guardian's Full Name: .....

10. Relation to Guardian: .....

11. Guardian's Occupation: .....

**12. Permanent Address:** Country:.....Zone:.....District: .....  
 VDC/Municipality/Metro:.....Ward #:.....Village/Tole: .....  
 Street:..... House #:.....Tel.:.....Fax: .....

**13. Mailing Address:** .....  
 PO Box #:.....Tel.:..... Fax: .....  
 Mobile:..... E-mail: .....

**C. ACADEMIC BACKGROUND:**

Academic Records	Degree	Board/ University & Country	Passed Year	Percentage / Grade	Major Subjects	Remarks
Bachelor's Level						
Master's Level						
Others:						

(Attach additional sheet, if required)

**D. PROFESSIONAL TRAINING RECORDS:**

Year	Duration/Date	Country	Subject

(Attach additional sheet, if required)

**F. PROFESSIONAL / WORK EXPERIENCES:**

Duration	Designation	Organization

(Attach additional sheet, if required)

**G. AWARDS/MEDALS/SCHOLARSHIP RECEIVED:**

Year	Name of Award/Medals/Scholarship	Organization	Field of Contribution

(Attach additional sheet, if required)

**H. ACADEMIC / EMPLOYEE REFEREES:**

Name	Designation	Contact Address (including Tel./Mobile & E-mail)

(Attach additional sheet, if required)

<b>ENCLOSURE CHECK LIST</b>	<b>DOCUMENTS</b>	<b>DECLARATION / CERTIFICATION:</b>
<p><i>Submit the OFFICIAL COPY (attested copy) of followings, in order as:</i></p> <ol style="list-style-type: none"> <li>1. Citizenship/Passport</li> <li>2. Complete Academic Certificates and Transcripts (from bachelor degree)</li> <li>3. Grade conversion certificate (if marks are mentioned in GRADE basis)</li> <li>4. Official Release Letter &amp; Recommendation Letters</li> <li>5. Work Experience Letter</li> <li>6. Concept Note of Proposed Study</li> <li>7. Letter of Sponsorship (Funded by sponsoring agencies)</li> <li>8. Application fee paid receipt (from account section of AFU)</li> <li>9. Others (if any): .....</li> </ol>		<p>The information given above is true to best of my knowledge and I shall take sole responsibility on any false statements. I apply for the admission under post graduate program of AFU and will abide all the rules, regulations and future amendments of AFU.</p> <p><i>Applicant's Sig. : .....</i></p> <p>Date: .....</p>

**(For Official Use Only)**

Application Receipt No.: ..... Regd. No.: ..... Checked by .....

Verified by .....

Date: .....

➤ *Kindly print or make a hard copy, duly filled and submit to Post Graduate Studies Office, AFU, Rampur, Chitwan.*



**Post Graduate Program**  
**Agriculture and Forestry University**  
**Rampur, Chitwan, Nepal**

**Course Registration Card**

Name of Student \_\_\_\_\_ Registration # \_\_\_\_\_

Faculty & Field of Study \_\_\_\_\_ Semester \_\_\_\_\_ Year \_\_\_\_\_

M.Sc./M.V.Sc. ( )                  PhD ( )                  PhD by Research ( )

<b>Course Code</b>	<b>Course Title</b>	<b>Cr. Hr.</b>	<b>Signature of Instructor</b>

\_\_\_\_\_  
Student  
Date

\_\_\_\_\_  
Major Advisor  
Date

\_\_\_\_\_  
Account  
Date

\_\_\_\_\_  
Faculty Dean  
Date



**Post Graduate Program  
Agriculture and Forestry University  
Rampur, Chitwan, Nepal**

**Recommendation/Approval Form for Major Advisor**

Degree: MSc / M.V.Sc.

Faculty:

Department:

Roll #	Name of Student	Field of Interest	Proposed Major Advisor	Signature of Advisor
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				

**Recommendation:**

Department Head (Signature & date): \_\_\_\_\_

**Approved:**

Faculty Dean (Signature & date): \_\_\_\_\_





**Post Graduate Program  
Agriculture and Forestry University  
Rampur, Chitwan, Nepal**

**Approval of M.Sc./M.V.Sc. Student's Advisory Committee**

1. Name of Student: \_\_\_\_\_
2. I.D. No.: \_\_\_\_\_
3. Date of Enrollment: \_\_\_\_\_
4. Department: \_\_\_\_\_
5. Faculty: \_\_\_\_\_

**Composition of Advisory Committee**

Advisory committee	Name and Designation	Affiliated Institution	Signature
Chair-person			
Member			
Member			

**Recommendation:**

Chairperson (Signature & date): \_\_\_\_\_

Department Head (Signature & date): \_\_\_\_\_

**Approved:**

Faculty Dean (Signature & date): \_\_\_\_\_



**Post Graduate Program**  
**Agriculture and Forestry University**  
**Rampur, Chitwan, Nepal**

**M.Sc. Thesis Evaluation Form (Advisory Committee)**

Name of Student: \_\_\_\_\_  
I.D. No.: \_\_\_\_\_ Semester: \_\_\_\_\_  
Faculty: \_\_\_\_\_ Department: \_\_\_\_\_  
Course code: \_\_\_\_\_ Credit hr: **15**  
Thesis Title: \_\_\_\_\_  
\_\_\_\_\_

**Evaluation Criteria**

Heading	Marks Allotted	Marks Obtained	Remarks
Rational and Objectives	5		
Literature Review	10		
Methodology / Materials and Methods	10		
Results and Discussion	10		
Conclusion and Recommendations	5		
Presentation	5		
Response to Questions	5		
<b>Total</b>	<b>50</b>		

**Evaluator:**

**Advisory Committee:**

Chair / Member: \_\_\_\_\_  
Name Signature and date



**Post Graduate Program**  
**Agriculture and Forestry University**  
**Rampur, Chitwan, Nepal**

**M.Sc. Thesis Evaluation Form (External Examiner)**

Name of Student: \_\_\_\_\_  
I.D. No.: \_\_\_\_\_ Semester: \_\_\_\_\_  
Faculty: \_\_\_\_\_ Department: \_\_\_\_\_  
Course code: \_\_\_\_\_ Credit hr: **15**  
Thesis Title: \_\_\_\_\_  
\_\_\_\_\_

**Evaluation Criteria**

Heading	Marks Allotted	Marks Obtained	Remarks
Rational and Objectives	5		
Literature Review	10		
Methodology / Materials and Methods	10		
Results and Discussion	10		
Conclusion and Recommendations	5		
Presentation	5		
Response to Questions	5		
<b>Total</b>	<b>50</b>		

**Evaluator:**

**External Examiner:**

External Examiner: \_\_\_\_\_  
Name Signature and date



**Post Graduate Program**  
**Agriculture and Forestry University**  
**Rampur, Chitwan, Nepal**

**M.Sc. Thesis Evaluation Grade**

Name of Student: \_\_\_\_\_  
I.D. No.: \_\_\_\_\_ Semester: \_\_\_\_\_  
Faculty: \_\_\_\_\_ Department: \_\_\_\_\_  
Course code: \_\_\_\_\_ Credit hr: **15**  
Thesis Title: \_\_\_\_\_  
\_\_\_\_\_

**Marks Summary**

Evaluator	Full Marks	Marks Obtained	Remarks
Advisory Committee:			
Chair	50		
Member	50		
Member	50		
Average	50		
External Examiner	50		
<b>Total</b>	<b>100</b>		

**Grade:** \_\_\_\_\_

(Excellent: 85 and above; Very Good: 75 to below 85; Good: 65 to below 75; Fair: 50 to below 65)

**Advisory Committee Chair:** \_\_\_\_\_  
Name Signature and date

**External Examiner:** \_\_\_\_\_  
Name Signature and date

**Department Chair:** \_\_\_\_\_  
Name Signature and date

## **FORMS (PhD)**

Receipt No.....

Applicant's Regd. No.....



**Agriculture and Forestry University**  
**Post Graduate Studies**  
**Rampur, Chitwan, Nepal**

**Doctor of Philosophy (PhD)**  
**ADMISSION APPLICATION FORM**

PP Sized  
Recent Photo  
(3 copies,  
name  
written  
underside)

**A. FACULTY (Field of Study):**

**Faculty of Agriculture:**

Field of Study .....

**Faculty of Animal Science, Veterinary Science and Fisheries:**

Field of Study .....

**Faculty of Forestry:**

Field of Study .....

**B. APPLICANT'S DETAILS:**

**1. Full Name (in BLOCK Letters):** .....

(First name) (Middle name) (Surname)

**2. Date of Birth:** ...../...../..... (B.S.) ...../...../..... (A.D.)

Day Month Year Day Month Year

**3. Place of Birth:** .....

**4. Nationality:** .....

**5. Marital Status:** Unmarried/ Married

**6. Sex:** Male / Female

**7. Present Occupation/Position (if any):** .....

**8. Employer and Address (if any):** .....

**9. Guardian's Full Name:** .....

**10. Relation to Guardian:** .....

11. **Guardian's Occupation:** .....

12. **Permanent Address:** Country:.....Zone:.....District: .....

VDC/Municipality/Metro:.....Ward #:.....Village/Tole: .....

Street:..... House #:.....Tel.:.....Fax: .....

13. **Mailing Address:** .....

PO Box #:.....Tel.:..... Fax: .....

Mobile:..... E-mail: .....

**C. ACADEMIC BACKGROUND:**

Academic Records	Degree	Board/ University & Country	Passed Year	Percentage / Grade	Major Subjects	Remarks
Bachelor's Level						
Master's Level						
Others:						

(Attach additional sheet, if required)

**D. PROFESSIONAL TRAINING RECORDS:**

Year	Duration/Date	Country	Subject

(Attach additional sheet, if required)

**E. PUBLICATIONS:**

1. ....

.....

2. ....

.....

3. ....

.....

(Attach additional sheet, if required)

**F. PROFESSIONAL / WORK EXPERIENCES:**

<b>Duration</b>	<b>Designation</b>	<b>Organization</b>

(Attach additional sheet, if required)

**G. AWARDS/MEDALS/SCHOLARSHIP RECEIVED:**

<b>Year</b>	<b>Name of Award/Medals/Scholarship</b>	<b>Organization</b>	<b>Field of Contribution</b>

(Attach additional sheet, if required)

**H. ACADEMIC / EMPLOYEE REFEREES:**

<b>Name</b>	<b>Designation</b>	<b>Contact Address</b> (including Tel./Mobile & E-mail)

(Attach additional sheet, if required)

**I. PROPOSED TITLE OF STUDY:**

Title: .....

.....

(Attach Concept Note of proposed study)



<b>ENCLOSURE DOCUMENTS CHECK LIST</b>	<b>DECLARATION/ CERTIFICATION:</b>
<p><i>Submit the OFFICIAL COPY (attested copy) of followings, in order as:</i></p> <ol style="list-style-type: none"> <li>1. Citizenship/Passport</li> <li>2. Complete Academic Certificates and Transcripts (from bachelor degree)</li> <li>3. Grade conversion certificate (if marks are mentioned in GRADE basis)</li> <li>4. Official Release Letter &amp; Recommendation Letters</li> <li>5. Work Experience Letter</li> <li>6. Concept Note of Proposed Study</li> <li>7. Letter of Sponsorship (Funded by sponsoring agencies)</li> <li>8. Application fee paid receipt (from account section of AFU)</li> <li>9. Others (if any): .....</li> </ol>	<p>The information given above is true to best of my knowledge and I shall take sole responsibility on any false statements. I apply for the admission under post graduate program of AFU and will abide all the rules, regulations and future amendments of AFU.</p> <p><i>Applicant's Sig. : .....</i></p> <p>Date: .....</p>

---

**(For Official Use Only)**

Application Receipt No.....Regd. No.:..... Checked by .....

Verified by ..... Date: .....

---

➤ *Kindly print or make a hard copy, duly filled and submit to Post Graduate Studies Office, AFU, Rampur, Chitwan.*



**Post Graduate Program  
Agriculture and Forestry University  
Rampur, Chitwan, Nepal**

**Approval of PhD Student's Advisory Committee**

1. Name of Student: \_\_\_\_\_
2. I.D. No.: \_\_\_\_\_
3. Date of Enrollment: \_\_\_\_\_
4. Category of student: General / Nominee / Others
5. Degree program: PhD by Course and Research / PhD by Research
6. Department: \_\_\_\_\_
7. Major Field: \_\_\_\_\_
8. Proposed Research Title: \_\_\_\_\_

**Composition of Advisory Committee**

Advisory committee	Name and Designation	Affiliated Institution	Signature
Chair-person			
Co-Chair person*			
Member			
Member			
Member			

\*Not mandatory

**Recommendation:**

Chairperson (Signature & date): \_\_\_\_\_

Department Head (Signature & date): \_\_\_\_\_

**Approved:**

Faculty Dean (Signature & date): \_\_\_\_\_

PGS Coordinator (Signature & date): \_\_\_\_\_



**Post Graduate Program  
Agriculture and Forestry University  
Rampur, Chitwan, Nepal**

**Proposal Defend and Candidacy**

1. Name of Student: \_\_\_\_\_
2. I.D. No.: \_\_\_\_\_
3. Date of Enrollment: \_\_\_\_\_
4. Category of student: General / Nominee / Others
5. Degree program: PhD by Course and Research / PhD by Research
6. Department: \_\_\_\_\_
7. Major Field: \_\_\_\_\_
8. Proposed Research Title: \_\_\_\_\_

**Recommendation from Advisory Committee**

Advisory committee	Name	Recommended for PhD Candidate		Signature and date
		Yes	No	
Chairperson				
Co-Chair person				
Member				
Member				
Member				

**Recommendation:**

Chairperson (Signature & date): \_\_\_\_\_

Department Head (Signature & date): \_\_\_\_\_

**Approved:**

Faculty Dean (Signature & date): \_\_\_\_\_

PGS Coordinator (Signature & date): \_\_\_\_\_



**Post Graduate Program  
Agriculture and Forestry University  
Rampur, Chitwan, Nepal**

**PhD Candidate Progress Evaluation**

1. Name of Student:
2. I.D. No.:
3. Date of Enrollment:
4. Category of student: General / Nominee ( ) / Others
5. Degree program: PhD by Course and Research ( ) / PhD by Research ( )
6. Department:
7. Major Field:
8. Research Title:

**Recommendation from Advisory Committee**

Advisory committee	Name	Recommended for Continue		Signature and date
		Yes	No	
Chairperson				
Co-Chair person				
Member				
Member				
Member				

**Recommendation:**

Chairperson (Signature & date): \_\_\_\_\_

Department Head (Signature & date): \_\_\_\_\_

**Approved:**

Faculty Dean (Signature & date): \_\_\_\_\_

PGS Coordinator (Signature & date): \_\_\_\_\_



**Post Graduate Program  
Agriculture and Forestry University  
Rampur, Chitwan, Nepal**

**PhD Candidate Seminar Evaluation Form**

1. Name of Student: \_\_\_\_\_
2. I.D. No.: \_\_\_\_\_
3. Date of Enrollment: \_\_\_\_\_
4. Category of student: General / Nominee / Others
5. Degree program: PhD by Course and Research / PhD by Research
6. Department: \_\_\_\_\_
7. Major Field: \_\_\_\_\_
8. Seminar Title: \_\_\_\_\_

Evaluation be Seminar In-charge/Chairperson of Advisory Committee:

Satisfactory:    Yes                          No   

**Recommendation:**

Chairperson (Signature & date): \_\_\_\_\_

Department Head (Signature & date): \_\_\_\_\_

**Approved:**

Faculty Dean (Signature & date): \_\_\_\_\_

PGS Coordinator (Signature & date): \_\_\_\_\_



**Post Graduate Program  
Agriculture and Forestry University  
Rampur, Chitwan, Nepal**

**PhD Student/Candidate Progress Report**

1. Name of Student: \_\_\_\_\_
2. I.D. No.: \_\_\_\_\_
3. Date of Enrollment: \_\_\_\_\_
4. Category of student: General / Nominee ( ) / Others
5. Degree program: PhD by Course and Research ( ) / PhD by Research ( )
6. Department: \_\_\_\_\_
7. Research Title: \_\_\_\_\_

Reporting Period (month and year): \_\_\_\_\_

Current semester (I/II/III/IV/V/VI): \_\_\_\_\_

To be filled by PhD student/candidate (use additional page if required)

S.N.	Description of work performed (Courses/ Candidacy / Seminar / Research part)

\_\_\_\_\_  
Signature of student/candidate

**Approved:**

Chairperson, Advisory Committee (Signature & date): \_\_\_\_\_

Department Head (Signature & date): \_\_\_\_\_

Faculty Dean (Signature & date): \_\_\_\_\_

PGS Coordinator (Signature & date): \_\_\_\_\_

# **GUIDELINES FOR THESIS/DISSERTATION PREPARATION**

# GUIDELINES FOR THESIS/DISSERTATION PREPARATION

## 1. Language

English

## 2. Paper Specifications

Color : White

Size : 21 cm x 29.7 cm (A4)

Weight : 80 g m<sup>-2</sup>

## 3. Typing

Left margin : 3.0 cm

Right margin : 2.0 cm

Top margin : 3.0 cm

Bottom margin : 2.5 cm

Spacing : 1.5 lines

Side : Front single

Font size : 12 (size 10 is smaller than 12)

Font type : Times New Roman

Font style : Regular

Font color : Black

Corrections with fluid : Not allowed

Overwriting : Not allowed

Crossing out words : Not allowed

Typing machine : Computer

Printing quality : Laser or letter quality

Copies : High quality photocopy

## 4. Illustrations and Photographs

- Place within thesis/dissertation text at appropriate places
- Paste the photographs or illustration plates which are printed on special papers
- Type titles at the bottom of the illustration in the font used in the text



**5. Top Cover** (A sample is given in Appendix A)

Typed in all capital letters, should include

- Approved thesis/dissertation title typed 7.5 cm below the top margin
- Full name of the author typed in the middle of the page
- Year of thesis/dissertation submission typed 5 cm above the bottom margin

The left binding width should contain

- Name of the degree, e.g., M.Sc./Ph.D
- Short name of the author followed by a dash mark and year of submission  
e.g., K.N. Shrestha-2015

**6. Title Page** (A sample is given in Appendix B)

Title length commonly not longer than 15 words.

It is the first page under the top cover typed in all capital letters and center justified on each line with the following information.

- Approved thesis title 5 cm below the top of the page
- Full name of the author typed 8 lines below the title
- The following contents typed 8 lines below the title:

THESIS / DISSERTATION  
SUBMITTED TO THE  
AGRICULTURE AND FORESTRY UNIVERSITY  
FACULTY OF .....  
.....(ADDRESS).....  
NEPAL

- Further 3 lines below the following should be typed:

IN PARTIAL FULFILMENT OF THE  
REQUIREMENTS FOR THE  
DEGREE OF

- Further 3 line below the following should be typed:

(name of the degree)  
(major subject within parentheses)

- Month and year of final copy of thesis/dissertation submission should be given at the bottom line

## **7. Certificates**

Each thesis/dissertation submitted for evaluation will have two certificates

- Certificate from the Chairman of the Advisory Committee (Appendix C)
- Certificate from the Advisory Committee (Appendix D)

## **8. Acknowledgement**

- A short acknowledgement sheet should be next to the title sheet
- It should acknowledge contributions of all concerned, including financial sponsors, if any.

## **9. Table of Contents**

Should include the chapter headings and also the subtitles, if any, with appropriate page references.

Should be placed next to the certificate sheets.

The text of the thesis/dissertation should usually consist of the following chapters:

- Introduction
- Literature Review
- Materials and Methods
- Results
- Discussion
- Conclusion
- Recommendation for further Research
- Literature Cited
- Appendices
- Biographical Sketch (A brief statement giving bio-data of the student)

## **10. Literature Cited**

A sample is given in Appendix E

## **11. Submission of Thesis/Dissertation**

Thesis/dissertation can be submitted during office hours on any day of the semester a student is registered for. Failing to do so will require the student to register and pay all fees for another semester.

Four unbounded copies of the thesis should be submitted to the respective faculty Dean.

**12. Abstract** (A sample is given in Appendix F)

**13. Final Submission of Thesis/Dissertation**

The final copy of the thesis/dissertation must contain the following information in the order given below.

1. Cover Page (hard bound)
2. Title Page
3. Certificate (Appendix C)
4. Thesis/Dissertation Acceptance Form (Appendix – I/J)
5. Acknowledgement
6. Table of Contents
7. List of Tables
8. List of Figures (if any)
9. List of Appendices (if any)
10. Abstract in English
11. Abstract in Nepali (one page)
12. Text of the thesis
13. Biographical Sketch

No page number should be shown on the title page and thesis acceptance form but it should be counted.

Page numbering should start from acknowledgement in Greek numerals with acknowledgement page numbered 'iii' at the bottom in the middle. Greek numbering this way should continue till abstract page. Arabic numerals should start from the page containing Introduction near the upper right corner of the page. The pages containing individual chapter titles such as Introduction, Literature Review, Materials and Methods, etc., should be counted but should not be numbered.

Both MS thesis and PhD dissertation should be bound in dark green hard cover with golden letters.

Corrections and modifications suggested during Thesis/Dissertation evaluation must be properly incorporated.

Two hard bound copies should be submitted to the respective faculty Dean after successful completion of the examination.

APPENDIX - A

(Sample of the Top Cover)

**PRODUCTIVE PERFORMANCE OF BLUE PANIC (*Panicum antidotale*)  
UNDER STRESS CONDITION**

BHARAT SAH

DECEMBER 2016

~ 38 ~

APPENDIX - B  
(Sample of the Title Page)

**PRODUCTIVE PERFORMANCE OF BLUE PANIC (*Panicum antidotale*)  
UNDER STRESS CONDITION**

BHARAT SAH

THESIS / DISSERTATION  
SUBMITTED TO THE  
AGRICULTURE AND FORESTRY UNIVERSITY  
FACULTY OF .....  
.....(ADDRESS).....  
NEPAL

IN PARTIAL FULFILMENT OF THE  
REQUIREMENTS FOR THE  
DEGREE OF

MASTER OF SCIENCE IN AGRICULTURE / DOCTOR OF PHILOSOPHY  
(AGRONOMY)

DECEMBER 2016

APPENDIX - C  
(Format of the Certificate)

**CERTIFICATE**

This is to certify that the thesis/dissertation entitled " \_\_\_\_\_ " submitted in partial fulfillment of the requirements for the degree of \_\_\_\_\_ ( \_\_\_\_\_ ) of the Agriculture and Forestry Univesity, Nepal is a record of original research carried out by Mr./Ms. \_\_\_\_\_ Id. No. \_\_\_\_\_, under my supervision, and no part of the thesis/dissertation has been submitted for any other degree or diploma.

\_\_\_\_\_  
(Name)  
Chairman of the Advisory Committee  
(Name of the Department)  
Date:

APPENDIX - D  
(Certificate for draft)

**CERTIFICATE**

We, the undersigned, members of the Advisory Committee of Mr./Ms.  
\_\_\_\_\_ Id. No. \_\_\_\_\_, a candidate for the degree of  
\_\_\_\_\_ (\_\_\_\_\_) agree that the thesis entitled  
\_\_\_\_\_ may be submitted in partial fulfillment of the  
requirements for the degree.

\_\_\_\_\_  
(Name)  
Chairman  
Advisory Committee  
Date:

\_\_\_\_\_  
(Name)  
Member  
Advisory Committee  
Date:

\_\_\_\_\_  
(Name)  
Member  
Advisory Committee  
Date:

**CITATIONS**

**APA Reference List Examples**

**Book with Single Author:**

Gore, A. (2006). *An inconvenient truth: The planetary emergency of global warming and what we can do about it*. Emmaus, PA: Rodale.

**In-text reference:** (Gore, 2006)

**Book with Two Authors:**

Michaels, P. J., & Balling, R. C., Jr. (2000). *The satanic gases: Clearing the air about global warming*. Washington, DC: Cato Institute.

**In-text reference:** (Michaels & Balling, 2000)

**Book with Editor as Author:**

Galley, K. E. (Ed.). (2004). *Global climate change and wildlife in North America*. Bethesda, MD: Wildlife Society.

**In-text reference:** (Galley, 2004)

**Brochure or Pamphlet:**

New York State Department of Health. (2002). *After a sexual assault*. [Brochure]. Albany, NY: Author.

**In-text reference:** (New York, 2002)

**An Anonymous Book:**

*Environmental resource handbook*. (2001). Millerton, NY: Grey House.

**In-text reference:** (Environmental Resource Handbook, 2001)

**Articles in Reference Books (unsigned and signed):**

Greenhouse effect. (2005). *American heritage science dictionary*. Boston, MA: Houghton Mifflin.

Schneider, S. H. (2000). Greenhouse effect. *World book encyclopedia* (Millennium ed. Vol. 8, pp. 382-383). Chicago, IL: World Book.

**In-text references:** (Greenhouse effect, 2005)  
(Schneider, 2000)

**Magazine Articles:**

Allen, L. (2004, August). Will Tuvalu disappear beneath the sea? Global warming threatens to swamp a small island nation. *Smithsonian*, 35(5), 44-52.

Begley, S., & Murr, A. (2007, July 2). Which of these is not causing global warming? A. Sport utility vehicles; B. Rice fields; C. Increased solar output. *Newsweek*, 150(2), 48-50.

**In-text references:** (Allen, 2004)  
(Begley, 2007)



**Newspaper Articles (unsigned and signed):**

College officials agree to cut greenhouse gases. (2007, June 13). *Albany Times Union*, p. A4.

Landler, M. (2007, June 2). Bush's Greenhouse Gas Plan Throws Europe Off Guard. *New York Times*, p. A7.

**In-text references:** ("College Officials", 2007)  
(Lander, 2007)

**Journal Article with Continuous Paging:**

Miller-Rushing, A. J., Primack, R. B., Primack, D., & Mukund, S. (2006). Photographs and herbarium specimens as tools to document phenological changes in response to global warming. *American Journal of Botany*, 93, 1667-1674.

**In-text reference:** (Miller-Rushing, Primack, Primack, & Mukunda, 2006).

**Journal Article when each issue begins with p.1:**

Bogdonoff, S., & Rubin, J. (2007). The regional greenhouse gas initiative: Taking action in Maine. *Environment*, 49(2), 9-16.

**In-text reference:** (Bogdonoff & Rubin, 2007)

**Journal Article from a Library Subscription Service Database with a DOI (digital object identifier)"**

Mora, C., & Maya, M. F. (2006). Effect of the rate of temperature increase of the dynamic method on the heat tolerance of fishes. *Journal of Thermal Biology*, 31, 337-341. doi : 10.1016/j.therbio.2006.01.055

**In-text reference:** (Mora & Maya, 2006)

Pokhrel, N. (2014). *Effects of different fertilization and feeding systems on water quality and growth performance in Nile tilapia* (Master thesis, Agriculture and Forestry University, Chitwan, Nepal).

**In-text reference:** (Pokhrel, 2014)

**Website:**

United States Environment Protection Agency. (2007, May 4). *Climate Change*. Retrieved From the Environment Protection Agency website: <http://www.epa.gov/climatechange>

**In-text reference:** (United States Environment, 2007)

Gelspan, R. (2007). *The Heat Is Online*. Lake Oswego, OR: Green House Network. Retrieved from The Heat Is Online Website: <http://www.heatisonline.org>

**In-text reference:** (Gelspan, 2007)

APPENDIX -F

(Format for Abstract)

**ABSTRACT**

Name:

Id. No.:

Semester and year of admission:

Degree:

Major Advisor:

Department:

---

(Name)

Major Advisor

---

(Name)

Student

APPENDIX – G

(Final Thesis Acceptance Form)

The thesis attached herewith, entitled (“title of the thesis in capital letters”) prepared and submitted by (full name of the student in capital letters), in partial fulfillment of the requirements for the degree of (name of the degree), is here by accepted.

Sd.

(Name)

Chairman, Advisory Committee

Date:

Sd.

(Name)

Member, Advisory Committee

Date:

Sd.

(Name)

Member, Advisory Committee

Date:

Accepted as partial fulfillment of the requirements for the degree of (name of the degree).

Sd.

(Name)

Chairman

Department of .....

Date:

Sd.

(Name)

Dean

Faculty of .....

Date:

APPENDIX – H

(Final Dissertation Acceptance Form)

The dissertation attached herewith, entitled (“title of the dissertation in capital letters”) prepared and submitted by (full name of the student in capital letters), in partial fulfillment of the requirements for the degree of (name of the degree), is here by accepted.

Sd.  
(Name)  
  
Chairman, Advisory Committee  
Date:

Sd.  
  
(Name)  
  
Member, Advisory Committee  
Date:

Sd.  
(Name)  
  
Member, Advisory Committee  
Date:

Sd.  
(Name)  
  
Member, Advisory Committee  
Date:

Accepted as partial fulfillment of the requirements for the degree of (name of the degree).

Sd.  
(Name)  
  
Dean  
Faculty of.....  
Agriculture and Forestry University  
Date:

Sd.  
(Name)  
  
Co-ordinator  
Post Graduate Studies Center  
Agriculture and Forestry University  
Date: