



**स्नातक विद्यालय**  
**THE GRADUATE SCHOOL**  
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**NOTIFICATION**

The Academic Council, in its 423<sup>rd</sup> meeting held on 20/03/2025 has approved the following guidelines with regard to allotment of Research Guides to Ph.D. /M.Sc./M.Tech. students:

***A. Eligibility of faculty members for the allotment of Ph.D./M.Sc./M.Tech. students:***

- i. The faculty member must be recognized as “*Research Guide*” in the respective discipline by the Graduate School, ICAR-IARI, New Delhi.
- ii. A recognized research guide should be considered for the allotment of students only if the faculty member has taken a minimum of 16 lectures/practicals in the teaching courses during the preceding academic year. This condition may be relaxed for faculty members holding the RMP positions.
- iii. At any given point of time, the maximum number of students working under the guidance of a Principal Scientist/Senior Scientist/Scientist will be 8/6/4 respectively as per the UGC (Minimum Standards and Procedures for Award of Ph.D. Degree) Regulations, 2022.
  - However, if a student has submitted his/her thesis and waiting for Viva-Voce, he/she should not be counted towards the total number of students against the name of the research guide.
  - Similarly, if a student has taken relief, but he/she is still on-roll of the Graduate School, ICAR-IARI such students should not be counted as existing students with the concerned research guide during the period of his relief period, while counting the total of number existing students with a research guide. However, as soon as such students rejoin in the Graduate School for the completion of his/her research/thesis work, they will be counted against their respective research guides for all practical purposes.
- iv. The Eligible Research Guides, who are due to retire within 24 months from the date of commencement of the academic session, should not be considered for the nomination as Chairperson of Ph.D. & M.Sc./M.Tech. students.
- v. Research Guides, who have not guided 2 M.Sc./M.Tech. students, are not eligible for guiding Ph.D. students.

***B. The procedure for the Allotment of Research Guides to the PG and Ph.D. students:***

1. The professor of each discipline will invite suggestions from the eligible research guides of their respective disciplines for the researchable issues/topics from their respective field of specialization(s) atleast one month before the start of an academic session and the researchable issues/topics will be finalized by the Board of Studies (BoS) of each discipline

- for circulation amongst the newly admitted students for obtaining their choices/preferences atleast one week before the start of an academic session.
2. The procedures of allotment of guides to Ph.D. and M.Sc./M.Tech. students should be adequately explained to the students by the Professor of the concerned discipline atleast 15 days before seeking the choice/preference in a sealed envelope from them.
  3. The names of all eligible faculty members for guiding Ph.D./M.Sc./M.Tech. students along with the BoS approved researchable topics (*maximum 2 each for M.Sc./M.Tech. & Ph.D. for each guide strictly from their fields of specialization as evident from their measurable research outcomes*) should be circulated among the students and choice/preference of students should be obtained for all the guides/researchable issues.
  4. Guide allotment for Ph.D. students should be done before the allotment of M.Sc./M.Tech. students to provide a wider choice of eligible research guides to the Ph.D. students.
  5. **Research Guide allotment to Ph.D. students:**
    - It should be strictly done as per the merit and choice of the students.
    - Student will indicate order of choice for all researchable topics in the proforma received from the Graduate School, ICAR-IARI.
    - Depending upon the number of students admitted and research guides available in a discipline, following procedure would be adopted for research guide allotment to the students:

**Scenario I: Number of Ph.D. students to be allotted are more than the number of eligible research guides for Ph.D. guidance:**

- Based on the difference in the number of students admitted and eligible research guides available, the BoS will decide about the maximum number of slots available for the inevitable allotment of two students to an eligible research guide in a year.
- The BoS will allot the research guides to the Ph.D. students as per their merit and choice, even if two students are allotted to an eligible research guide and others are yet to be allotted a student.
- However, once the ceiling for the allotment of two students to an eligible research guide in a year (*as determined above*) is attained, no research guide will be allotted two students at a time and all the remaining eligible research guides will be allotted one student each based on the merit and choices given by the remaining students.
- After completion of the guide allotment process, the BOS will ensure that each eligible guide will be allotted at least one student so as to ensure the equitable distribution of students amongst faculty to strengthen all research domains in a discipline.
- In a particular academic session, no more than 2 students will be allotted / guide irrespective of UGC category-wise ceiling [Principal Scientist (8), Senior Scientist (6), and Scientist (4)]. In case, situation arises to deviate from this rule, special permission with due justification will be sought by the Chair, BoS from the Joint Director (Edn.) & Dean, ICAR-IARI.
- The BoS will submit the recommendations within same day for consideration and approval from Joint Director (Edn.) & Dean. The Graduate School will ensure necessary action within 48 hours of the receipt of BoS recommendations.

**Scenario II: Number of Ph.D. students to be allotted is less than the number of eligible research guides for Ph.D. guidance:**

- The research guide allotment should be done as per the merit and choice of the students. However, a limit of **“allotment of maximum one student per faculty in a year”** should be followed in such disciplines to ensure equitable and non-equitable skewed distribution of the students.

6. **Research Guide allotment to M.Sc./M.Tech. students:** On receipt of JD (Edn.) & Dean's approval for the BoS's recommendations for the allotment of research guides to Ph.D. students, the Chairperson, BoS will call an assembly of M.Sc. /M.Tech. students and circulate the list of researchable topics provided by eligible and available Research Guides for M.Sc. /M.Tech. guidance. Students will fill the order of choice on the spot, after which BoS will initiate the process of M.Sc. /M.Tech. student allotment by considering following points:

- 6.1 The allotment will be done as per the merit and choice of the students.
- 6.2 In the first instance, M.Sc. /M.Tech. students should be allotted to only those guides, who are eligible for guiding only M.Sc. /M.Tech. students. The 2<sup>nd</sup> priority should be given to those research guides, who could not get any Ph.D. student during Ph.D. students' allotment process, despite being eligible for the same, due to lesser number of Ph.D. students admitted as against the total number of research guides eligible for guiding Ph.D. students. After allotment of students to such guides, the remaining students should be allotted to other eligible research guides as per student's merit and choice.
- 6.3 There should be a special consideration and procedure for guide allotment to M.Sc. /M.Tech. students in those disciplines, where the ratio of the number of eligible guides for only M.Sc. /M.Tech. guidance and the total number of students intake in M.Sc. /M.Tech. is more than 2. In such cases, a roster system may be developed and names of eligible guides for allotment of M.Sc. /M.Tech. students should be considered in alternate years. If any M.Sc. /M.Tech. student leave degree program in between without submitting his/her thesis, name of such guide will be considered in alternate years also.



(P.K. Jain)

Sr. Registrar & Joint Director (Admn.)

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7. Tech. Assistant (IT Cell), The Graduate School for inclusion of the above modification in the Graduate School Calendar.
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