

KERALA AGRICULTURAL UNIVERSITY

Proceedings

KAU – DoR - Short term training / research work as part of PG projects of external students – revision of fee and simplification of procedures – Sanctioned – Orders issued.

DIRECTORATE OF RESEARCH

R7/65863/08

Dated, Vellanikkara, 04.07.2014

Read: Proceedings of even no dated 20/03/2010 and 29/10/2010.

ORDER

As per the general orders referred above, sanction had been accorded to undertake short term research work of PG students from other Colleges / Universities at various Stations / Colleges of KAU after collecting a nominal fee of ₹ 3,500/- per month + Service Tax @ 12.36% for the 1st month and @ ₹ 3000/- + ST for every subsequent months. Till date 183 students have completed their research work in this stream. A mid course evaluation of the system revealed that a few research publications were only possible from the above programme. However most of the station heads had informed that engaging such students will improve the academic activities of the stations, and were in favour of continuing the system with slight changes.

But the present system of giving sanction by the Director of Research for each and every student after accepting of requests from the Principal of the College and the student, collection of required fee and execution of agreement in stamp paper worth ₹ 100/- signed between the Registrar and the Principal of the college is found to be time consuming and causing undue delay in starting the Project works in time. It has also been decided to enhance the fee structure considering the price hike in all fields of research inputs and infrastructure.

Hence, it is felt necessary to decentralize the powers to accord sanction for engaging MSc. students and to revise the fees structure as follows.

1. Revision of the structure of fees proposed

Present rate	Revised proposal
For the 1 st one month of research = Rs. 3500+ST @ 12.36% of fees	For the 1 st one month of @ ₹ 5000 + S.T. + contingencies
For additional months @ 3000+ST @ 12.36% of fees	For additional months @ ₹ 4000 + S.T. @ 12.36%

In the circumstances, the following orders are issued :

1. All Head of Colleges / Stations are hereby authorized to give sanction for permitting external students for undertaking short term research works in their stations and to sign up agreements in this regard on behalf of the University, as per the fee structure proposed as above.
2. A legally vetted standard format of the MoU and general guidelines for the proposals are appended herewith.
3. Station Heads will insist on a declaration from the Scientists who offer guidance to the students in writing that the guidance will be imparted without any prejudice to their normal duties. Also, in all the publications based on the works undertaken at KAU, the scientists involved and the KAU should be properly acknowledged.
4. The scientists designated as Advisors in such projects should have competence in same discipline/area.
5. A copy of the order permitting the student should be forwarded to DoR quoting this order No. (R7/65863/08 dated 30/06/2014 of DR)
6. The maximum number of students to be guided by a scientist will be limited to 'two' at a time.
7. Chemicals for project purpose will be supplied from the Stations and the cost of chemicals used by the students is to be collected by the guides in proportion to the price of the chemicals in the stock register.

By the Order of Vice Chancellor

Sd/-

DIRECTOR OF RESEARCH

To : All Heads of Stations / Colleges,
PA to Hon'ble VC ,
Steno to Registrar,
Steno to Comptroller,

Copy to : AO – DoR/Steno to DR/SF/Spare.

//Forwarded by order//

SECTION OFFICER.

KERALA AGRICULTURAL UNIVERSITY

General Guidelines

KAU – DoR - General guidelines for undertaking short term research work of PG students from other Colleges / Universities at various Stations / Colleges of KAU.

No.R7/65863/08

Dated : 04.07.2014

1. The payment of fees for carrying out short term Research / Training of candidates from other institutions will be by way of DD drawn in favour of the Head of Stations. The fee collected will be treated as its internal revenue.
2. Rate of fee may be fixed on the basis of duration. For a period up to one month the fee will be Rs.5000/- and there after Rs.4000/- p.m. will be charged for each additional month or part thereof.
3. Service Tax has to be charged from the students @ 12.36% of the total fee for remittance at the Central Excise Department.
4. The fixed rate is only for the facilities available at KAU in the respective station.
5. The station Head should maintain a register showing the name of student, College, Title of the Project, Name of KAU Scientist associated with work, period, details of DD collected and sanctioning order of Head of stations permitting the student.
6. A copy of the research proposal collected from the student should be kept in the station. This should reflect in the report of the station.
7. Expenses on additional facilities are to be met by the candidate or by the sponsoring organization.
8. Outside candidates are not allowed to do independent projects unrelated to KAU activities, and mandate. Problems are to be identified from the ongoing research programmes of the colleges and stations and to be carried out under a scientist identified as the advisor.
9. Heads of institutions shall have the freedom to assign the work / supervision of the candidate to a qualified scientist/teacher who will be designated as the advisor.
10. The Scientist designated as Advisors in such projects should have competence in the same discipline/area.
11. The KAU stations and advisors are to be properly acknowledged with due authorship in the publication and report of the project work under facilitation/supervision.
12. Application of the external candidates duly recommended by the Head of their Institution shall be sent to the college / station heads of KAU.
13. An undertaking from the candidate shall be given at the time of registration.
14. An undertaking from the Advisor shall be given at the time of research work.
15. Boarding and lodging charges if any should be met by the candidate from his own sources. The available accommodation facilities of the KAU can be provided to the candidates at a rate similar to that of KAU candidates or at the rate fixed by the University from time to time, ensuring that facilities available for KAU students/staff are not affected.
16. Additional requirements including chemicals required for the conduct of research work will be supplied from the stations and expenses as assessed by the HoS are to be borne by the candidate.
17. A detailed statement on students who have conducted the project works in the stations is to be informed to the Directorate of Research annually, in the attached format.

Sd/-

Director of Research.

//Forwarded by order//

SECTION OFFICER.

Format of Annual Statement

Name of Station :

Period From To

Sl. No.	Name of students and College	Title of Project	Duration	Total Fee paid	Name of Advisor/guide in KAU	Remarks

I. Consolidated Remarks on fine tuning the system

1.

2.
.....
.....

II. Specific remarks as to whether the system is to be continued (Yes/No) with justification }
}

Declaration

I have satisfied myself that the scientists who acted as advisor/guide to the students have performed their duties without prejudice to their normal official duties and that prescribed charges have been levied from the students for any chemical/equipment used by them.

Head of office.

Memorandum of Understanding

Memorandum of Understanding signed on the day of between Principal, (herein after called as “Sponsoring Organization”) and the Kerala Agricultural University, Thrissur (herein after called as “the KAU”) for carrying out short term training / project works of **graduate/** post graduate students (herein after called as “Candidate”) at (here in after called “the station/college”) under KAU.

Where as both the above parties mutually agree upon the following terms and conditions to carry out short term **graduate** /Post Graduate research project/training at the (Name of College/Station).

The external candidates are permitted to conduct their project works at KAU Research Stations and Colleges on payment basis subject to the terms and conditions mentioned below:

1. Application of the external candidate duly recommended by the Head of Institution should be sent to the college / research station under KAU.
2. The admissibility of the project work will be decided by the Head of Institution in consultation with the Head of the Department or the scientist concerned.
3. The rate of fee may be fixed on the basis of duration. For a period upto one month the amount of fee will be Rs.5,000/-, and an additional fee @ of Rs.4,000/- month will be charged for every additional month or part there of The amount shall be paid as DD drawn in favour of (Head of station), payable at the concerned Bank Branch.
4. Service Tax has to be charged from the students @ 12.36% (or as applicable) of the total fee for remittance at Central Excise Department.
5. The rate fixed is only for the facilities available at KAU. Expenses on additional requirements including chemicals required for the conduct of research work are to be met by the candidate or by the sponsoring organization.
6. The boarding and lodging charges should be met by the candidate from his own source. The available accommodation facilities of the KAU can be provided to the candidates at a rate similar to that of KAU candidates or at the rate fixed by the University from time to time.
7. An undertaking in the prescribed proforma shall be given by the candidate duly countersigned by the concerned guide/head of the department/head of the sponsoring organization.
8. Head of the College/Station where the training/ project work is undertaken shall have the freedom to assign the work/supervision of the candidate to a qualified teacher/scientist (supervisor) who will be designated as the advisor.
9. The College/Station and supervisors of work in KAU will have joint right on the research finding or patent, if any, and the same are to be properly acknowledged with due authorship in the publication/presentation/patenting and report of the project work.
10. That in the event if any dispute or difference between the parties or in connection with the interpretation of the terms and condition above, such disputes or differences shall be referred to the sole arbitration of a person nominated by the Registrar, Kerala Agricultural University, subject to the provisions of the law of arbitration applicable.
11. The venue of Arbitration shall be at Thrissur.

12. The Kerala High Court and courts subordinate to it at Thrissur shall have exclusive jurisdiction in all matters, including any matter arising out of the arbitration proceedings or any Award made therein

Signed on day of By on the part of the sponsoring organization and, Head of the Station/College, (Kerala Agricultural University) on the part of the KAU.

Signature, Name, designation & Address of

1.

2.

(Sponsoring Organization)

Head of College/Station for (KAU)

Witness

Witness

1.

1.

2.

2.

Separate application for each student (duplicate)

**Application for Carrying out Short Term Project work/Trainings of External/PG
Students Candidates in KAU Stations/Colleges**

(To be submitted in triplicate to the KAU station/college)

1. Name of the Candidate :
2. (a) Class/Course of study; Disciple/Dept. &
complete postal address of the Institution :
Phone :
Fax :
E-mail :
(b) Name of University/where the institution is
affiliated/candidate has registered for the course :
3. Name & Designation of the Head of Department/
Advisor in the college with phone & e-mail :
4. Complete Residential address & phone/e-mail
of the Candidate. :
5. Tentative title & period /duration of the
Project/Training proposed :
6. Name & address of the KAU Station/College
& Department, where is work is proposed :

Declaration/Undertaking

I hereby declare that (i) I have read and understood the terms and conditions approved in the Memorandum of Understanding for undergoing the above project work/training at the Kerala Agricultural University station/college,(ii) I shall abide the terms and conditions specified and that (iii) I shall compensate the losses/damages if any made by me to the KAU, during the tenure of the programmes at the station/college.

Countersigned by

Signature

Sponsorship Certificate

File No:

Date.

Application of Shri/Mr. student of (name of course), in the department of Of this College is recommended and sponsored for carrying out the project work / training in the above KAU station/College, during the period to as per terms and conditions laid out in Memorandum of Understanding signed on By this college and the KAU.

Signature

Name:

Designation:
(Head of the Institution/Principal)

Place:

Date:

Office seal

Undertaking by the student

I,hereby agree to abide by the rules and regulations of Kerala Agricultural University, Vellanikkara (KAU) and instructions of head of office of station /College.

1. I,.....wish to undergo training/research work in the area of..... stipulated by the KAU authority.
2. I agree to pay the fee as per University regulations stipulated by KAU time to time
3. I shall pay the additional expenses, if necessary , for conducting the research work as stipulated by KAU.
4. I will not carryout independent project work at KAU station/ college and undertake the research work/training under a scientist identified as advisor.
5. I will properly acknowledge with due authorship in the publication/presentation and report of the project work / training offered by the station and advisor / advisors.
6. The boarding and lodging charges shall be met by me from my own source.
7. I will not make any statement/ activity against KAU.

Signature of the candidate

Name and address

Countersigned by the Dean / Principal /Head of Institution with date and address