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KERALA AGRICULTURAL UNIVERSITY PINEAPPLE RESEARCH STATION

Vazhakulam, Muvattupuzha, Ernakulam District, Kerala, PIN-686 670

No. PRS-R31/10

Date:

**UNDERTAKING SIGNED BY _____
BEFORE THE ASSOCIATE PROFESSOR & HEAD, PINEAPPLE RESEARCH STATION,
VAZHAKULAM ON BEHALF OF KERALA AGRICULTURAL UNIVERSITY ON _____**

On joining as _____ at the Pineapple Research Station, Vazhakulam on _____, I undertake that I will be regular with more than 90% attendance, perform my duties to the best of my abilities, carry out the project tasks successfully and submit the reports in time as per the requirements, terms and conditions stipulated by the Kerala Agricultural University from time to time. I will exercise utmost prudence and diligence in incurring expenditure, just as in personal spending, work efficiently and save all resources. I will plan and set SMART (Specific, Measurable, Achievable, Relevant, Time-bound) goals, prioritize, execute, monitor, review, refine, achieve tasks and evaluate performance for the overall development of the station. I will exercise extreme care and be most accountable in every activity, especially in financial transactions; keep all files, registers and accounts of the station correct and up-to-date in consultation with the Senior Grade Assistant and the Station Head. I will contribute my might in my own capacity for the best development of the station and suggest and practise ways and means of infrastructure development, increasing income, reducing expenditure and improving the status and dignity of the station. I will maintain the PRS culture and discipline, mutually motivate, receive any one with a smiling face, treat respectfully and allow going satisfied and cheerfully. I will always maintain the station clean and tidy, provide excellent quality technologies, products and services to anybody. I will work in one accord with the PRS team, stay always challenged, stimulated, excited, motivated, driven and task conscious; solve problems, generate new ideas and turn them into practical actions and regularly bring out new technologies, products and services for the benefit of the farming community. I will constantly strive for improving productivity, efficiency and accountability by doing things better and making things better always. I will scientifically generate, systematically organize, store, share and access data ensuring accurate information retrieval at any time by anybody. I will fulfill the entrusted tasks with proper documentation in basic records, field/lab books and computer files and submit them to the Station Head during the last week of every month for enabling the payment of salary in time. I will prepare and submit to the Station Head a soft copy of comprehensive report of the research and development work done, giving specific highlights at the end of each financial year (April to March) and before I leave the institution. The individual reports will be organized to form the annual research and development report of the station for the financial year in line with the previous years' R & D Reports. I will submit the soft copy of comprehensive report of the research and development work done and all documents as basic records, field/lab books and computer files before requesting for returning the surrendered original academic certificates and issuing experience certificate. I will be well acquainted with the annual reports of the station for best research productivity, continuity and creativity. I am fully aware that my service will be terminated without notice on consistent nonperformance, misconduct, indiscipline or loss to the station by any means. I declare that I will work for at least two years at PRS, Vazhakulam and even thereafter I will not resign from duty, except under the inevitable situations of joining a permanent job, marriage, joining a career advancement full time course, etc for which one month's prior notice will be given and genuine proof will be produced and in violation of which I will pay the penalty stipulated by the University subject to a minimum of one month's salary or Rs.10,000 whichever is higher.

I have surrendered the following original certificates that I know will be returned only after two years.

B.Sc./B.Tech. Degree certificate and marks card

M.Sc./M.Tech. Degree certificate and marks card

Signature, Name, full address, phone & email ID

**Countersigned
Associate Professor & Head, PRS, Vazhakulam
on behalf of Kerala Agricultural University**