

## **KERALA AGRICULTURAL UNIVERSITY**

### **General Guidelines**

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

No. R7/65863/08

Dated: 15/03/2016.

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 for UG/PG research work the fee will be Rs.5500/- and there after Rs.4500/- p.m. will be charged for each additional month. For a period up to one month for Ph.D research work the fee will be Rs.7000/- and there after Rs.6000/- p.m. will be charged for each additional month or part thereof.
3. Goods and Service Tax has to be charged from the students at the rate of 18% insisted by Government 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 also invariably 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 but should be mostly focused on basic studies Problems are to be identified from the ongoing research programmes of the colleges and stations and to be carried out under a scientist of KAU identified as the major 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 major advisor.

10. The Scientist designated as major Advisors in such projects should have competence in the same discipline/area.
11. The KAU stations and major 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 logistic supports including man power, equipment and 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.**