

# JNKVV

## Guidelines 2020

**Training Services**  
**Consultancy Services**  
**Contract Research Services**  
**Laboratory Services**



**Consultancy Processing Cell**  
Directorate of Research Services  
Jawaharlal Nehru Krishi Vishwa Vidyalaya  
Jabalpur 482004, Madhya Pradesh

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Directorate of Research Services  
Jawaharlal Nehru Krishi Vishwa Vidyalaya  
Jabalpur 482004 (M.P.)

# Services to Organizations Serving the Farming Community of Madhya Pradesh

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## **FOREWORD**

The Jawaharlal Nehru Krishi Vishwa Vidyalaya (JNKVV), Jabalpur is a leading and pioneer institution imparting agricultural research, teaching and extension services for the last more than five decades. During this period, the University has created a strong base for scientific excellence and capabilities. In recent years, the Vishwa Vidyalaya has made a remarkable progress in consultancy and product testing services that added to the University resource generation fund. This also calls for dissemination and validation of technologies generated by the University in addition to proving scientific abilities at National level.

I am happy that during last two years, special efforts have been made to improve the approaches popularizing the facilities amongst the agri input industries. This resulted in increasing the resource generation funds to a considerable extent. The present modified **"Guidelines on JNKVV Training, Consultancy, Contract Research and Laboratory Services 2020"** developed by Director Research Services and his team will definitely enable smooth implementation of different programmes under Consultancy Processing Cell of JNKVV. I congratulate them for their efforts.

This document will serve as an informative and useful reference for all concerned agricultural scientists, research workers, NGOs, government officials as well as leading private sector agri-input manufacturing communities engaged in the development of agriculture sector in the state.

**( Pradeep Kumar Bisen )**



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## **PREFACE**

Indian agriculture must continuously evolve to remain ever responsive to manage and meet the growing and diversified needs of both farming and agri-input manufacturing community in India. In this connection, an attempt was undertaken to place research technologies and developmental efforts in a perspective manner so that farming community will succeed in pursuit of doing better than the best.

The present guidelines on JNKVV Training, Consultancy, Contract Research and Laboratory Services 2020 is a complete documentation of relevant information on services provided by the university. In this endeavor, researchable issues are identified, strategies drawn and programmes implemented to relevant research activities which are aimed to improve the quality of research to safeguard the agricultural environment.

It is expected that the document would ensure and continues to fulfill its mandate and make the agricultural research activities of JNKVV locally, regionally and globally competitive. The efforts and valuable inputs provided by Dr. Ravi Agrawal, Deputy Director Research (Ag .Engineering) and his team at the Directorate Research Services level for over an year to develop this document deserve appreciation. It is also hoped that the implementation of the programmes mentioned in the document will go a long way to strengthen agriculture sector in the country as well as establish a strong asset for resource generation of fund in the Vishwa Vidyalaya.

**( P. K. Mishra )**



## Jawaharlal Nehru Krishi Vishwa Vidyalaya

Adhartal, Krishinagar, Jabalpur 482004 (M.P.)

### ACKNOWLEDGEMENT

The present guidelines on JNKVV Training, Consultancy, Contract Research and Laboratory Services 2020 is a projection and updated documentation of information on the services provided by the university. It is my proud privilege to express sincere and heartfelt thanks to our Hon'ble Vice Chancellor, Professor Pradeep Kumar Bisen, for his able guidance, continuous inspiration and providing the necessary facilities in executing this task of consultancy and product testing services, without which the desired information could have not been brought out. I express my most cordial thanks to acknowledge the leadership in respect of valuable guidance, supervision, suggestions and criticisms, by our Director Research Services, Dr. P. K. Mishra for his keen interest while preparation of the document.

I also grateful to the members of the committee constituted for revision of the guidelines on JNKVV Training, Consultancy, Contract Research and Laboratory Services 2020, Dr. S. B. Nahatkar, Chairman of the Committee and Director Institute of Agri-Business Management, Dr. M.S. Bhale, Dr. M. L. Kewat and Dr. A. K. Dwivedi, as members of the committee for their valuable suggestions, guidance and timely processing of the content.

My sincere thanks are also due to Director Farms, Director Instruction, Director Extension Services and all Head of the Departments for providing information in a very short span of time. I acknowledge with thanks the Comptroller, JNKVV, for providing financial assistance to undertake this work. Last but not least, I wish to express my humble gratitude to all, scientists engaged in consultancy and product testing services and other JNKVV staff as well as staff working at the Directorate of Research Services for their willing cooperation in successful completion of this document.

( Ravi Agrawal )

Dy. Director Research (Agril. Engg.)  
& Officer In-charge, Consultancy Processing Cell

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# SERVICES FOR HUMAN RESOURCE DEVELOPMENT

## 1 Training

JNKVV has generated know-how technology through mandated research programmes for transmission. The end users such as Departments of Agriculture, Horticulture, Agroforestry, Agricultural Engineering and Private sectors as well as Cultivators to speed up the programmes with appropriate inputs and techniques for achieving targeted outcome. Training is an important tool through which scientist effectively transfer the validated technology and develop inputs to the manpower (trainees).

### I. Training Programmes at University level

University proposes the following training programmes in the fields of Agriculture, Agricultural Engineering and at the respective Colleges/Research Stations, KVKs, where expertise is available in a particular field and also desired training facilities are available. A Course Coordinator for each training programme is nominated to announce the details of training programme for the invitation of the applications after due approval from complement authority of V.V.

### Norms and Procedures

Nominated Course Coordinator will prepare a brochure of the training programme providing title, objectives, content, to whom benefitting launched, eligibility conditions for admission, venue, duration, arrangement for boarding and lodging, chargeable fee + Good and Service Tax as applicable from time to time, method of depositing the fee and proforma for submitting application, last date for submission of application form, etc.

Course Coordinator shall thereafter circulate the brochure to concerned Departments of State/NGOs/ Universities/ Clients at least one

month in advance of commencement of training, so as to obtain applications of trainees along with fee prior to conduct training

Course coordinator will endorse a copy of brochure to the Director Research Services or Officer In-charge, Consultancy Processing Cell (CPC), JNKVV, Jabalpur, for information.

Course Coordinator will prepare a schedule of training programme showing topics and trainers and time table for each topic and submit the same to the Director Research Services or Officer In-charge, CPC for monitoring and suggestions prior to commencement of training programme.

Each trainer will develop training lecture notes and/or manual to his part of training and submit a copy to course coordinator and Officer In charge, Consultancy Processing Cell.

Course Coordinator will select the suitable candidates for admission.

The training fee along with the Goods & Service Tax as applicable from time to time, received from candidates/sponsoring organizations along with list of candidates by Course Coordinator, shall be sent to Comptroller through Officer In-charge, Consultancy Processing Cell, JNKVV, Jabalpur.

Comptroller shall immediately release the required funds for conduction of training to respective DDO/ Course Coordinator. The Course Coordinator shall get conducted the training course properly each day and shall issue training certificate to each trainee on the last day of training at a Valedictory Function.

Director Research Services/ CPC team, Dean/ ADR / Programme Coordinator will monitor the programme.

**APPLICATION PROFORMA****Annexure TR-I**

(for Training Programme)

1. Name of the Candidate: \_\_\_\_\_
2. Title of Training: \_\_\_\_\_
3. Name of the Organization where applicant is working : \_\_\_\_\_  
\_\_\_\_\_
4. Particulars of candidate: \_\_\_\_\_
  - (a) Date of Birth: \_\_\_\_\_
  - (b) Educational Qualifications: \_\_\_\_\_
  - (c) Present post held: \_\_\_\_\_
  - (d) Experience: \_\_\_\_\_
  - (e) Address for correspondence: \_\_\_\_\_  
\_\_\_\_\_
  - (f) Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Aadhar No. \_\_\_\_\_
5. Details of course fee remitted: Draft No.: \_\_\_\_\_ Date: \_\_\_\_\_  
Name of Bank: \_\_\_\_\_ RTGS \_\_\_\_\_
6. Full particulars of nominating Authority: \_\_\_\_\_  
\_\_\_\_\_

Signature of Candidate

Counter Signature of nominating  
Authority with Seal

## II. Sponsored Training Programmes

Training(s) sponsored by a organization of State Govt./ICAR/ Govt. of India/ NGOs, can be organized by the University in its mandated subjects considering the availability of experts/consultants, at the College/Research Station, where the training is to be conducted for a set of maximum 20 trainees in a batch.

### Norms and Procedures

The organization shall have to describe the subject/topics of the training, duration of training and number and list of selected participants (trainees) likely to attend the training.

A Course Coordinator for each course shall be nominated by the Director Research Services or Consultancy Processing Cell of University with the approval of Hon'ble Vice Chancellor.

The organization shall have to pay the charges along with the Goods & Service Tax as applicable from time to time payable to "Comptroller, JNKVV, Jabalpur", in advance to the Vishwa Vidyalaya as per following rates/mode. The tax so collected will be deposited to the Customs and Central Excise Department, Bhopal by the Comptroller, JNKVV, Jabalpur (M.P.).

Other norms and working procedure will be the same as pin pointed on previous page

### Chargeable Training Fee

Chargeable training fee for 20 candidates per day is fixed to be as under:

The details of chargeable training fee per day for 20 trainees is shown below:

(i)	Boarding & Lodging	-	Rs. 10,000
(ii)	Registration Fee/ Stationary	-	Rs. 12,500
(iii)	Institutional charges	-	Rs. 7,500
(iv)	Course documentation	-	Rs. 7,500
(v)	Transport, etc.	-	Rs. 8,000

Goods & Service Tax (GST) as applicable will also be charged. An additional charges includes expenses on TA/DA and remuneration to expert scientists, and other expenses as per VV guidelines.

The total payable fee for 20 trainees along with the GST as applicable from time to time, of respective course shall be calculated as per the duration (No. of days) of course, at the prescribed rate of per day training fee given above.

The traveling expenditure of candidate/ trainee will be borne by the sponsoring organization or trainee himself.

The sponsoring agencies will deposit fee in advance in favour of "Comptroller, JNKVV, Jabalpur" in the form of demand draft along the list of participants.

The details of programme, content, venue, will be communicated by the Course Coordinator to the moderator, appointed by the sponsoring organization, who will contact and inform the selected participant directly.

### Method of depositing Fee

The sponsoring organizations for their number of selected trainees or the candidates shall deposit the fee along with the GST as applicable from time to time, in the form of Demand Draft/Bank Draft/RTGS drawn in favour of Comptroller, JNKVV Jabalpur. The D.D. shall be sent along with filled up application form to respective Course Coordinator within the last date.

The receipt received on account of trainings will be treated as gross receipt of Vishwa Vidyalaya. The expenditure will be made on the items shown against training fee details above.

The GST so collected will be deposited to the Customs and Central Excise Department, Bhopal by the Comptroller, JNKVV, Jabalpur (M.P.).

## III. Participation in Training Programmes of other Organisations

Various organizations organize specific training programme(s) at their venue and they need the service of University Scientist/Consultant(s) for imparting the training lecture(s) in selected subject(s). Such services can be rendered by subject Scientists/Consultants of Colleges/ ZARS/KVK of University to the client organization(s) as per their requirements following the University norms/procedures.

### Norms and Procedures

The organization requiring service of a particular scientist or a group of scientists, shall have to send demand application, (showing details of topic, venue dates etc.) to the Director Research Services, JNKW, Jabalpur, one month in advance of the commencement of training. The fee along with Goods & Service Tax shall also be paid to university by the organization concerned as per rates/mode.

Officer In charge, Consultancy Processing Cell, JNKW, Jabalpur will process the case and permit the appropriate Scientist(s) to participate in programme(s) with the approval of Hon'ble Vice-Chancellor or Director Research Services after assuring that the client organization has deposited the fee along with service tax as per rates.

Chargeable Fee per scientist/consultant fee will be charged as per the following rates:

(A) Man days/Intellectual charges of Scientist(s)/Consultant(s) within India:

<b>Cadre of Scientist</b>	<b>Rates/day (Rs.)</b>
Vice Chancellor/ Director	7,500
Dean/ ADR/ Professor	6,000
Associate Professor/ Sr. Scientist	5,500
Assistant Professor/ Scientist	4,500

Out of India

<b>Cadre of Scientist</b>	<b>Rates/day (Rs.)</b>
Vice Chancellor/ Director	\$ 500
Dean/ ADR/ Professor	\$ 400
Associate Professor/ Sr. Scientist	\$ 300
Assistant Professor/ Scientist	\$ 250

- (B) D.A. of scientist/ consultant as applicable  
 (C) Institutional charges 15%  
 (D) Traveling charges (actual fair of air/train/ bus as per entitlement)  
     If University vehicle is used actual  
     If vehicle is made available by the organization no charge  
 (E) Goods & Service Tax on the gross amount as applicable from time to time  
 The receipt realized from such training services will be treated as gross income of Vishwa Vidyalyaya. The intellectual fee will be shared as per proportion given below:

Sharing of Intellectual charge between scientist and University:

<b>Items</b>	<b>Percentage of Share Individual while on duty</b>	<b>Percentage of Share Individual while on leave</b>
Trainer/Consultant	70	85
Institutional Fund	25	10
Staff Welfare Fund	5	5



## Consultancy Services

The skills and technical competence platform acquired by the University personnel/ Scientists is intended to be utilized for sustainable developmental programmes of the public and private organizations to upgrade the status of their project (s) planning, implementation and achievable outcome per project/ year

The services shall be rendered in the areas of expertise and in accordance with the laboratories and farm facilities available in various Colleges/Research Stations of the University. The consultancy assignments/services shall be of two specified categories as under:

### 1. On Station

Technical advice to a client for a day(s) purely on the basis of available expert knowledge and experience of individual scientist, without involving any laboratory/farm use can be rendered as per demand of client(s), from time to time. The advice can also be rendered orally. Such services may be rendered in the specific areas as mentioned below:

#### Agricultural Management Advisement

- (i) Agronomical management
- (ii) Pest and weed management
- (iii) Management of problematic soil
- iv) Seed production technique
- (v) Agri-business management
- (vi) Organic farming
- (vii) Hi-tech Horticulture
- (viii) Other areas as per availability of lab facility

#### Agricultural Engineering Advisement

- (i) Recommended machines equipment for crop growing / harvesting threshing
- (ii) Storage technique of seed / grain

## CONSULTANCY SERVICES

- (iii) Food processing technique grain/ vegetable/ fruit/ sugarcane/ medicine plant
- (iv) Water harvesting tank/pond construction specification
- (v) Operation of tube well digging/open well digging
- (vi) Operation of structures development
- (vii) Precision Farming/ conservation Agriculture
- (viii) Other areas as per availability of lab facility

### Norms and Procedures

The client intending any type of advice out of listed aforesaid shall have to submit an application to the Director Research Services, JNKVV, Jabalpur.

Upon approach or receipt of application from any client towards any advice, the In charge, Consultancy Section of the University will interact with the client, convey him about the chargeable fee and method of deposition of fee along with the name and address of the expert consultant) for onward action.

On receipt of consultancy fee as per rates prescribed below from the client, the consultancy section of the University will direct the selected expert (consultant) to render the advisement to the client organization on particular/ prescribes date.

The Consultancy Section will get the realized consultancy fee deposited in resource generation account at the Comptroller, JNKVV, Jabalpur.

The expert after discharging the advisement will inform the Consultancy Section, that he has completed the assignment on a particular date(s).

The Consultancy Section will submit monthly progress report of the assignment carried out, funds realized etc., to the Director Research Services and Comptroller, JNKVV, Jabalpur.



**Consultancy charges of Consultant**

<b>Status of Consultant</b>	<b>Consultancy Charges/day (Rs.)</b>
Vice Chancellor/ Director	7,500
Dean/Professor/ ADR	6,000
Associate Professor/ Sr. Scientist	5,500
Assistant Professor/ Scientist	4,500

**Institutional charges** 15%

Note: Total amount has to be worked out as per no. of days involved.



## I. Mode of Payment

The total amount calculated on the rates as above +Goods & Service Tax, shall be accepted in the form of Demand Draft in favour of the Comptroller, JNKVV, Jabalpur and to be submitted to the Director Research Services, JNKVV, Jabalpur. The amount of fee + service tax received will be transferred to the Comptroller, JNKVV, Jabalpur.

## II. General

General services shall comprise scientific, technical engineering or other professional assistance for any high tech project formulation guidance in project implementation up to pre run stage, evaluation and monitoring (ongoing projects, surveys of resources, crops, pest, diseases etc.) shall be taken up the university as prescribed below.

## III. On-Farm guidance for implementation of project

The technical guidance can be rendered by an expert for proper implementation of project(s) on the site, with an aim to achieve expected income per invested rupee out of the project, launched by Departments/Corporations/ Boards/ NGOs and Farmers. The project for which on farm guidance will be made available through subject matter specialist(s) stationed at respective Colleges/ Research Stations, KVKs are as follows

- a. Project of agriculture/ vegetable/floriculture /fruit orchard /garden development/ agro-forestry/medicinal plants/mushroom production on any farm location
- b. Project of seed production of crops/ vegetables/ flowers/ medicinal plants/ mushroom on any farm location
- c. Demonstration of input on any crop
- d. Project of food processing/small scale industry
- e. Project of watershed development on an area
- f. Project for women economic development
- g. Project for film development in crop production technology

- h. Other projects based on agriculture and agricultural engineering

## IV. Evaluation and monitoring of on- going projects

Evaluation and monitoring work of ongoing project(s) being run by Departments of Govt./Corporation/Boards/NGOs and Farmers, can be taken by a team of Experts with an aim to assess the performance of treatments/ programmes as per the projected plan and suggesting technical inputs/methodologies to achieve higher efficiency. The project that can be evaluated or monitored by the subject expert of University:

- (a) Project of agriculture/vegetable/floriculture/ fruit orchard/garden development/ agroforestry/ forestry/ medicinal plants production on any farm/location
- (a) Project of seed production on any farm
- (b) Demonstration of inputs on any crop
- (c) Project of food processing/small scale industry
- (d) Project of watershed development, on any area
- (e) Project of women economic development
- (f) Assessment of any problem in the project site
- (g) Developmental projects of state, central and International agencies.
- (h) Other projects based on agriculture, and agricultural engineering

## Norms/Procedures:

- (i) The Officer of a Department or individual client organization needing such services on any of the subject, stated above shall have to place a proposal application on proforma enclosed, to Consultancy Processing Cell, JNKVV, Jabalpur.
- (ii) On receipt of application by any Officer of a Department or individual client organization, I/c CPC, JNKVV, Jabalpur, will identify an expert or a team of experts which could be

given the assignment. CPC shall ask identified expert to outline the project/cost etc. as per proforma (Annexure CS-II) and submit the same to Officer In-charge, CPC, within specified period.

- (iii) I/c CPC, will place the costed consultancy project to the Hon'ble Vice-Chancellor /Director Research Services, JNKVV, Jabalpur for approval.
- (iv) The details of approved consultancy project, will be conveyed to organization/client organization by I/c CPC, JNKVV, Jabalpur for receiving the agreement of organization and the consultancy fee/charges as per worked out cost/mode of payment.
- (v) After receiving the payment including the GST from the client organization, the Expert will be instructed to take up the consultancy project work and complete within specified period and submit the report to the Director Research Services, JNKVV, Jabalpur.
- (vi) The Dean/ADR shall permit the scientist to take up allotted work and monitor his progress from time to time. The Director Research Services or I/c CPC may also monitor the performance of work.
- (vii) The completed consultancy project report shall be submitted to client organization by the I/c CPC, JNKVV, Jabalpur after verifying that all dues have been paid to university by the client organization.

The receipt obtained from consultancy services shall be treated as gross income of the Vishwa Vidyalaya. The Goods & Service Tax collected will be deposited to the Customs and Central Excise Department Bhopal by the Comptroller, JNKVV, Jabalpur (M.P.) on priority basis.

The expenditure of receipt will be incurred on the items shown vide costing of a consultancy project head.

The expenditure incurred will be made in the account of resource generation fund prescribed by the Comptroller (under Research and Extension Income from Internal Resources Contingencies Budget Head C-1(98)).

## **Costing of a Service Project : Please see Annexure CS-II**

### **Schedule of Payment of Fee**

Total amount per project/year along with the value of the service tax should have to be paid by the client organization prior to start of work, in the form of D.D. in favour of Comptroller, JNKVV, Jabalpur" and submitted to the Director Research Services, JNKVV, Jabalpur.:

### **Sharing of intellectual fee between scientist and University**

The intellectual consultancy fees shall be shared as per proportion given in the table below:

Items	Percentage of Share	
	Individual while on duty	Individual while on leave
Consultant(s)	70	85
Institutional Fund	25	10
Staff Welfare Fund	5	5

## Contractual Agreement for Consultancy Assignment

After approval to accept a assignment if required an agreement in the form of a contract, may be signed between University and the client. The agreement shall be comprehensive in all respects and will specifically bring out:

- (i) Assistant needed from the client group in respect of work, housing, transport and supply of basic data, laboratory facilities etc. (to be spelt out and responsibility fixed on the client group).
- (ii) Specification of contact person of client group for discussion on the progress at different stages of payment.
- (iii) The fees payable by the client as also the terms of payment
- (iv) Right of the University to make such changes, additions/ alterations needed in the frame work of outlines and terms of reference of the project agreed upon before the start of the project, and
- (v) The terms and conditions should include a disclaimer on the responsibility of the Institute for the advice/recommendations given in the consultancy.

For consultancy services of a minor nature and with Govt. Departments formal agreement and the terms and conditions shall be settled through exchange of letters, In case the Hon'ble Vice-Chancellor or Director Research Services feels that an agreement in any consultancy project would be technically and legally useful the client organization will be asked to enter into a legal agreement.

## Completion and submission of consultancy report

The consultancy project shall be deemed to have completed only when the obligations envisaged in the proposed project are fulfilled and the entire amount of consultancy fees due from client organization is received. The consultant/ team leader shall submit the report to the Director Research Services, JNKVV, Jabalpur for onward transmission to the client organization.

## V. Supply of Data/ Technical Information

University has generated technologies of crop production, animal production and basic data on soil, water, agro-meteorology, socio-economic status, disease prevalence in crops, pest occurrence in crops, area-productivity of crops, availability of equipments, irrigation resources, etc. under different agro- climatic zones of M.P. Various Departments/ NGOs and other organizations, from time to time for their use, need these data/technical reports. Relevant data/technical bulletins should be got documented by the Director Research Services/ Dean/ ADR at College/Research Station and can be supplied to consumers on fixed payment basis.

### Norms and Procedures

The data sheet/technical bulletins on each of the subject as indicated above should be got documented and published in the authorship of subject Scientist{s}.

The document shall be supplied to any applicant after receiving the cost of document.

Initially the funds generated by the sale of documents will be deposited in the resource generation account at Comptroller, JNKVV, Jabalpur.

The receipt realized out of the item will be treated as gross income of the Vishwa Vidyalaya.

Out of the sale receipt of document, a part of it shall be paid to author(s) as royalty/ intellectual fee from time to time as per the norms of the ICAR.

I/c ATIC with intimation to the Director Research Services or Officer In-charge, Consultancy Processing Cell, JNKVV, Jabalpur to transfer the amount out of the sale receipt of document, in account of University (CPC) yearly.

## VI. Preparation of Technical Books

Technology transfer to the end users can be done through brought out technical books by the university. From these books resource can also be generated and scientist(s) may have good name and fame amongst the agricultural community.

Following books as per assessed need of agricultural community of state can be prepared/printed in Hindi on authorship of appropriate Scientist(s) during the year and can be made available at ATIC, JNKVV, Jabalpur to Farmers, related Departments of State, NGOs on fixed cost basis.

### **Norms and Procedures**

Main Author may co-opt Co-author. Nominated Author(s) shall draft write up of the book, and submit to Director Research Services, JNKVV, Jabalpur.

The Officer In charge, CPC, will get the same printed in numbers expected to be sold with the approval of Hon'ble Vice Chancellor.

The funds for printing out the book(s), will be used out of those generated from CPC activities/ programmes, at Vishwa Vidyalaya level.

The price of specific book will be fixed on the basis of cost of production and part of profit.

The book(s) shall be sold to consumers through ATIC counter and receipt shall be deposited in main account of CPC at University level.

The receipt received out of this item of work will be treated as gross income of the Vishwa Vidyalaya.

A part of amount out of the sale receipt of book(s) shall be paid to Author(s) as Royalty/ Intellectual charge from time to time as per the norms of the ICAR.

### **VII. Technology Dissemination through CDs and Internet Website/Mobile App etc.**

As per need assessment, technology developed on specific issue could be recorded in cassettes, CDs and technical information generated by specific project can be displayed through website, if the same are payable to the University. Procedure will be worked out, if such needs are arisen similarly for mobile apps development consulting charges will be applicable as given on page 6.



## CONTRACTUAL RESEARCH SERVICES

(ad hoc research projects)

Research studies on ad hoc basis are accepted by the university in the field of Agriculture and Agricultural Engineering to promote the public private partnership. The scope of these studies is unlimited and subject to the availability of technical personnels, however, it includes evaluation of new product/technology, refinement of technology on university farms. The acceptable projects by the University and undertaken in contract system are classified as follows:

### I. Sponsored Projects

#### A. Evaluation of new products from public and private sector

##### (a) Evaluation of Products

Testing of products in any crop sponsored by products manufacturing organizations shall be undertaken at the Agriculture College/Zonal Agricultural Research Stations/ KVKs.

Bio-efficacy evaluation of herbicide Bio-efficacy evaluation of nutrient/fertilizer Bio-efficacy evaluation of pesticide Bio-efficacy evaluation of fungicide Bio-efficacy evaluation of rodenticide Efficacy assessment of variety/hybrid/Bio efficacy of organic inputs Bio-efficacy of growth promoters/regulators.

transgenic seed / genetically modified crop.

##### (b) Evaluation of new Products in the Agricultural Engineering

Efficacy assessment of irrigation equipment

Efficacy assessment of equipment for sowing/weeding/ spraying/harvesting/ threshing/winnowing

Efficacy assessment of equipment for food processing/fibre processing/feed processing /seed processing.

#### Fee for Product Testing

The product testing fee shall cover the cost on following broad areas:

Cost of man days/intellectual fee of scientist(s) deployed

Cost involved in conduction of experiment (expenses) on inputs

Rent of land, water, electricity, equipment, laboratory

Institutional charges

Monitoring/processing charges

Normal product testing research fee for one experiment per season/year crop/location is fixed at following rate which includes the above charges.

Evaluation of seed/pesticide product in any crop for one season	Rs. 1,50,000 + GST
Evaluation of seed/pesticide product for crops required more than one season (long duration crops like sugarcane, etc.)	Rs. 2,50,000 + GST
Evaluation of any type of equipments	Rs. 1,50,000 + GST

GST = Good & Services Tax

- Evaluation of chemical molecule/product in any crop of one season Rs. 1.5 lakh/season
- Evaluation of chemical product in any crop for long duration crops like sugarcane etc. grown for more than one season Rs. 2.50 lakh/ crop
- Evaluation of any equipment - Rs. 1.50 lakh/season
- Additional charges includes payment of Good & Service Tax as per prevailing rates



### Budget Allocation of Allotment

At present, the fee is being charged in the form of DD in favour of Comptroller, JNKVV, Jabalpur and submitted to the Director Research Services, JNKVV, Jabalpur and amount will be distributed as follows:

**40%** Amount to be allotted to respective scientists to meet out the expenses on inputs, Labour, Stationary items, repair and maintenance involved for the testing trial.

**20%** Amount to be allotted to Director Research Services to meet out the office expenses.

**20%** Amount will be allotted to the Comptroller, JNKVV towards resource generation fund in the VV.

**20%** For Innovative Research work Grant (DRS JNKVV)

The amount of Good & Service Tax will be paid by the Comptroller, JNKVV, Jabalpur.

#### Note:

Amount as a testing fee plus Good & Service Tax (@ applicable Goods & Service Tax on the testing fee and applicable

Educational cess over the amount of Goods and Service

Tax) will be charged per crop, per season per location if the area required for trial limits to 0.1 ha (1/4th of an acre) or 7 varieties of a crop/ treatments of doses etc. are accommodated in one trial. The increase in trial area or treatments/ entries will enhance the testing fees

For testing of a variety, the quantity of seed required for the trial will have to be supplied by the client organizations

The formulation/product/variety to be tested and the protocol and product in required quantity will have to be sent to the concerned scientists at the respective research station/colleges directly with information to the Director of research Services.

Charge of laboratory services, if needed, will be taken extra as per rates mentioned in Chapter: Laboratory Services.

If for recommendation purpose each experiment shall be repeated for second year to confirm the results.

The Good & Service Tax, applicable from time to time, will be charged from the client organizations for onward transmission to the Customs and Central Excise Department, Bhopal by the Comptroller, JNKVV, Jabalpur (M.P.).

### B. Development of Technology

Researches needed for location specific local problem solving technology development by specific Department of Govt./Corporation/ Board/ NGO, which are not being financed through ICAR, shall be undertaken on contract system at various College / Zonal Agricultural Research Station of the Vishwa Vidyalaya.

### Cost of Project for Development of Technology

The charges in each project shall include the following item/season/year / duration of the project .

#### (a) Man days/intellectual charges of scientist(s) deployed

Total charges of man days/intellectual charges of scientist(s) and number of scientist(s) deployed for the project work will be calculated at the following rates/day:

<b>Cadre of Scientist</b>	<b>Rates (Rs.)/day</b>
Vice Chancellor/Director	7,500
Dean/Professor/ADR	6,000
Associate Professor	5,500
Assistant Professor	4,500
Technical Assistant	2,500

**(b) Cost of experimentation**

Cost of physical inputs / consumable / raw material and labour services.

**(c) Land, water, electricity, computer, equipment and laboratory usage cost**

The element of depreciation of assets will be taken into account while estimation of this cost.

**(d) Institutional charges**

Institutional charge will be added @ 15% of the cost of experimentation (b) and usages of assets .

**(e) Traveling allowances/daily allowances**

If visit of scientist(s) is required on farm experiments, actual traveling expenses and daily allowance will be cost as per prescribed in Consultancy Service (Chapter- 2).

**(f) Good & Service Tax**

The Good & Service Tax, applicable from time to time, on the total cost of the project will be charged

**Mode of Payment**

The cost of project plus service tax will be paid by client organization in the form of Demand Draft/Bank Draft drawn in favour of Comptroller JNKVV, Jabalpur and submitted to the Director Research Services, JNKVV, Jabalpur.

**Terms of Payment**

The total project cost inclusive of Goods & Services Tax GST worked out for one season/year is to be received by the Institute prior to conduction of research during first season/year. Like wise for second season/ year the amount is to be received prior to conduction of research.

**Allotment of received amount to the work/workers**

Out of total amount received per project, Comptroller, JNKVV Jabalpur will immediately release the amount needed for experimentation and monitoring to respective scientists where the work is to be performed as per the recommendation of Officer In-charge, CPC and approved by the Director Research Services. The Comptroller will forward the value of the service tax so collected to the Customs and Central Excise Department, Bhopal (M.P.) on priority basis.

**Sharing of intellectual fee Man days charge per project**

The amount of intellectual fee/man days per project will be shared as per the following

<b>S.No.</b>	<b>Staff</b>	<b>Share</b>
1.	Deployed scientist(s) who give scientific intellectual inputs to the project	50%
2.	Other staff (supporting and administrative) of the project	35%
3.	Remaining staff	10%
4.	Staff Welfare Fund	5%



### Mode of submission of the proposal

The organizations willing to launch any project as indicated in the chapter shall have to place a proposal indicating outlines of research project, addressing the Director Research Services, JNKVV, Jabalpur.

On receipt of a request/proposal from a client organization for research in any of the areas, the Officer In charge, Consultancy Processing cell, JNKVV, Jabalpur will examine its suitability and put up to the Director Research Services for the approval.

Officer In-charge, CPC, JNKVV Jabalpur shall inform the client organization about the acceptance by University and details of formulated project along with the chargeable fee/mode of payments etc. for the sanction of project.

On receipt of sanction of project and chargeable fee for first year from the client, the project work will be assigned to Principal Scientist of respective College/ Zonal Agricultural Research Station by Officer In charge, CPC after approval from the Director Research Services.

The Dean/ ADR shall permit the scientist to take the work and monitor his progress time to time.

CPC may also monitor the performance of work.

On completion of the project, the report shall be prepared by the scientist concerned and submitted to the Director Research Services. The Officer In-charge, CPC, JNKVV, Jabalpur will make the onward transmission to client organization.

The Vice Chancellor shall also have the powers to approve the terms and conditions of licensing the intellectual property resulting from contract research to the client.

In case of any dispute with the contract research project, the decision of the Vice- Chancellor, JNKVV, Jabalpur will be final and binding on both the parties.

The total fee received from a contract research project would be treated as gross income of the Institute.

The expenditure will be made by DDO on the items for which the funds are allotted as per the purchase rules.

The expenditure incurred will be booked by DDO in the account of resource generation prescribed by the Comptroller, JNKVV, Jabalpur.



## LABORATORY SERVICES

A suitable mechanism has been developed within the Institution to extend laboratory facilities on payment basis. Physical, Chemical, Bio-chemical, Physiological, Pathological, Microbiological and similar other laboratory analysis service works are taken up by relevant scientists and department in the campuses of University. The job as desired by customers will be taken up by the concerned department of Colleges of Agriculture and Agricultural

Engineering on the rates prescribed.

### I. Soil Science Laboratory Services

The Department of Soil Science and Agricultural Chemistry, College of Agriculture, Jabalpur, Rewa etc. accomplish analyses of nutrients in samples of soils, and Water. The rate of specific test is given below:

Testing	Parameters	Rates/sample (Rs.)	Rate for farmers / sample (Rs.) Sample (Rs.)
(a) Soil testing	Soil pH, EC and available N, P & K	360	200
	Soil testing for micro nutrients Zn, Cu, Fe, Mn, B per sample	1200	600
(b) Water testing	Testing of water for irrigation suitability (pH, EC, CO <sub>3</sub> , HCO <sub>3</sub> , Ca, Mg, Na, K, SAR, Cl, and B)	1000	500

### II. Entomological Laboratory Services

The Department of Entomology, College of Agriculture, Jabalpur is carrying out the following analysis work.

Testing	Parameters	Rates / sample (Rs.)	Rates / sample for farmers (Rs.)
(a) Pests severity analysis in plant / grain/soil sample	Analysis of mite in plant sample	1250	600
	Analysis of insect in soil sample	1250	600
	Consultancy fee for prescribing treatment of pest per crop	750	Zero
(b) Pests severity analysis in storage grain pests	Analysis of insects pests in storage grain sample	1250	600

### III. Seed Quality, Purity and Disease Testing Services

Quality, purity and disease in seed are analyzed in the Seed Technology Laboratory of

Department of Plant Breeding and Genetics, College of Agriculture, Jabalpur mainly for the following tests :

Testing	Parameters of Test	Rates / sample (Rs.)	Rates for farmers /sample (Rs.)
(a) Seed quality and purity testing	Moisture	300	150
	Germination	300	150
	Quick viability	750	400
	Cultivar purity	1500	750
	Weed seed mixture	300	150
(b) Special Disease analysis in seed sample	Test for smut and bunt diseases of wheat, rice, sorghum and pearl millet, and ergot of pearl -millet, ear cockle of wheat, red rot of sugarcane	2500	1250
	Standard Blotter test for <i>Fusarium</i> , <i>Helminthosporium</i> , <i>Curvularia</i> , <i>Rhizoctonia</i> , <i>Macrophomina</i> , <i>Cercospora</i> , <i>Aspergillus</i> spp., associated with seed (field crops and vegetables)	2000	1000
	Agar test for disease mentioned above	3000	1500

#### IV. Plant Physiology Laboratory Services

Bio-chemical, quality analysis and active principle estimation of samples of medicinal and aromatic plant is undertaken by the Department of Plant Physiology, College of Agriculture, JNKVV, Jabalpur

Testing	Parameters	Rates/sample (Rs.)
Proximate Analysis	Protein	800
	Oil estimation	600
	Total carbohydrate	400
	Total ash	600
	Crude fibre	600
	Moisture	200
Mineral estimation	Sodium, Potassium, Calcium, Lithium Copper, Iron, Zinc, Cadmium, Nickel, Lead, Magnesium and Manganese	1000/ mineral
Active principle estimation	Withanoloids, Withaferin, Andrographolide, Forskollin, Sinapic acid, Saponin, Eugenol, Aloiin, Phyllanthin, Sennoside, $\beta$ -asarone.	3000

**V. Food Science & Technology Laboratory Services:** Bio-chemical and quality analysis of samples of grains, oilseed, food and

plant materials is undertaken by the Department of Food Science and Technology, College of Agriculture, Jabalpur.

Testing	Parameters	Rates/sample (Rs.)
(A) Proximate Analysis	Protein	800
	Oil estimation	600
	Total carbohydrate	400
	Total ash	600
	Crude fibre	600
	Moisture	200
(B) Rice	Physical properties (bulk density angular repose, LIB ratio)	500
	Alkali test	300
	Swelling index	300
	Amylose/Amylopectin	900
	Starch	1000
(C) Wheat Flour /Maida	Gluten content	300
	Alcoholic acidity	450
	Acid insoluble ash	400
	Damaged starch	900
	Diastase activity	700
	Maltose value	800
(D) Oilseed	Oil content	600
	FFA	600
	Iodine value	500
	Saponification value	600
	Peroxide value	400
(E) Pulses	Available lysine	1400
	Methionine	700
	Tryptophane	1000
(F) Anti nutritional Factors	TI activity	800
	Total polyphenols	700
	Tannin	500
	Phytic acid	500
(G) Fruits & Vegetables	Total soluble solids	100
	Acidity	300
	Reducing & non reducing sugars	1000
	Ascorbic acid	800
	Total carotenoids	9000
	Total Free amino acids	400
General	Ortho-dihydric phenol	800

Proximate analysis	All Minerals nutrient @ 200 per element per sample.	3200
Wheat flour/ maida	$\alpha$ Amylase	1400
Pulses	Total Amino Acid	900
	Proline	700
General	Thiamine	700
	Niacin	1200
	Riboflavin (B2)	700

### Plant Pathological Laboratory Services

The Department of Plant Pathology, College of Agriculture, Jabalpur is carrying out following disease analysis work:

Testing	Parameters	Rates/sample (Rs.)	
		Rs.	For Farmers
Disease investigation in plant samples	Macro/microscopic examination of diseased plant samples, culturing and other diagnostic methods	1500	750
	Examination of samples tests for associated fungi/ bacteria/ mixtures of diseased plants debris, gall and seed borne pathogen	1500	750
	Investigation, staining of soil and plant root for nematode infestation. Testing, extraction, staining and microscopic examination	750	350
	Prescription of treatment per disease per crop	500	0
	Identification of viral diseases	10000*	5000

\* Required Molecular Techniques for identification, the rates are proposed for implementation

### VII. Bio-technology Centre Laboratory Services

Laboratory services, at JNKVV, Jabalpur is carrying out following advanced analysis work

The Department of Biotechnology Centre

Particulars	Rates (Rs.)
Biodiversity, conservation, and purity testing / DNA Analysis for known markers	1000 per analysis

**VIII. Agricultural Engineering Workshop Services**

Sr.	Components	Testing charges (+ GST as applicable Rs. )
1	Hand tools	14046
2	Manually operated equipments	27135
3	Power operated thresher, decorticator, sheller, winnowers etc.	56150
4	Tractor drawn implements/equipment MB plough cultivator, harrow ploughs, rotavator, scrapers, sub-soiler etc.	95457
5	Power tiller driven/self propelled reaper (walk behind) etc.	56144
6	Tractor drawn/ operated seed cum fertilizer drill/ planter , straw reaper, power seed cleaner /grinner	100125
7	Power operated multi crop thresher	102942

*Note : As per the guideline of Govt. of India, the fee rates will be increased @ 15% at the end of each Financial Year (GST charge extra as applicable (Rs.))*

**IX. Instrumentation Services**

Repair and maintenance of instruments of Departments and University are being performed by the instrumentation centre of JNKVV. Jabalpur.

Particulars	Rate (Rs.)
Minor repair charges* of the instrument/equipment	50
Medium size repair charges* of the instrument/equipment	200
Major repair charges	500
Major Repair charges* involving special work	1000
The multimedia software (E-Agrotech) for implementation of available agricultural technologies for various crops grown in M.P. The software is available in the form of CD	500 (For farmers)
	1500 (For institutes)

\* Cost of spare parts will be extra as actual.

Trainings :

Particulars	Duration/ 20 trainee	Fee (Rs.)
Short term training programme MS Office, Internet and email	Two weeks	2000/trainee/day
Instrument repair and maintenance	One week	2000/trainee/day
E-agro-tech software (In CD form)	-	1000/CD
Internet browsing charges	-	20/hour

Boarding, lodging, TA/DA and other expenses will be borne by the candidate.

## Computer work

Computer work of various kind as listed below are performed by Instrumentation Centre and College of Agriculture, JNKVV, Jabalpur.

Particulars	Rate (Rs.)
Analysis charges	50.00 per analysis
Data feeding charges	2 per entry
Printout charges	Rs. 15.00 per page (laser) Rs. 20.00 per page (laser Printer) for Photographs and other matter
Additional printouts	Rs. 10.00 per page (laser Printer) Rs. 50.00 (which includes graphs/ photographs and other matter)

## Working procedure and financial regulations

Cost of spare parts will be extra as actual

- Personnel of Department/individual NGOs desirous of getting prescribed services should approach or apply to Head of the Department of College concerned to get the services performed.
- On receipt of request and requisite payment from the customer(s), Head of Department concerned shall get performed desired work within targeted period. Transaction of receipt and expenditure shall be booked in head prescribed by the Vishwa Vidyalaya Comptroller.
- In case of analysis of nutrients of soil, water, fertilizer, plant samples, quality of seed samples, diseases in plant soil samples, chemicals residues in soil, water and produce samples, disease diagnosis and quality of feed samples, the results obtained shall be filled up in a prescribed proforma. A copy of the same shall be passed on to concerned customer(s) and a copy shall be retained in the office of department concerned.
- The Dean/ ADR shall monitor the work being taken up at his college/ZARS. The team of CPC may also monitor the performance of laboratory services.
- The progress report of performed works by Head of individual department shall be submitted quarterly to In charge, Consultancy Processing Cell/Monitoring Cell of Vishwa Vidyalaya.
- The receipt obtained from laboratory services will be treated as gross income of VV.
- The expenditure incurred shall be booked in Head prescribed by the Comptroller.
- Annually generated income from laboratory services by respective department shall be submitted to the Comptroller, JNKVV, Jabalpur on or before 31st March each year to get it deposited in JNKVV.
- The intellectual fee shall be shared between scientist(s) and University as per proportion indicated in earlier chapters.

## Guidelines and Terms & Conditions for utilization of Product Testing Fund

- The product testing fund is required to be utilized strictly as per approved norms/sanctions for expenses on inputs and their management viz. wages of labourers for field preparation, sowing, weeding intercultural operations, purchase of fertilizers, pesticides, harvesting, threshing, etc. as well as expenses on preparation of testing report.
- The funds should not be utilized in salary/ pay and allowances to the posts either temporary, ad hoc or permanent, sanctioned or filled up staff.
- The fund can also not be utilized for purchase of any kind of items categorized as per store purchase rules to a non-recurring items
- The expenditure should not exceed the allotment of the sanctioned amount / grant.
- Mis-utilization/ misappropriation of funds should be avoided otherwise it is liable to a serious action against the scientists engaged in the product testing project.

**APPLICATION PROFORMA****Annexure CS-I**

(for Consultancy Service Project by the client)

1. Title of service needed: \_\_\_\_\_
2. Client/Customer: \_\_\_\_\_
  - (a) Name and address \_\_\_\_\_  
of client/applicant \_\_\_\_\_
  - (b) Category: \_\_\_\_\_
3. Details of work to be undertaken : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Objective of work and duration: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Detail of Programme of work: \_\_\_\_\_  
\_\_\_\_\_
6. Benefit to client: \_\_\_\_\_
7. Arrangement for transport of consultant(s)
  - (a) Transport will be made available by us \_\_\_\_\_
  - (b) We require University vehicle on hire \_\_\_\_\_

Signature of Client



**Costing of a Service Project**

Total cost of the accepted service project will be calculated as under: (a) Man days/intellectual charges of consultant(s):

Man days/intellectual charges of deployed consultants for the days involved will be worked out as per following rates :

Designation of consultant	Days involved	Man days rate
		(Rs./ day)
Vice Chancellor/Director		7,500
Dean /Professor/ ADR		6,000
Associate Professor / Sr. Scientist		5,500
Assistant Professor/ Scientist		4,500

b) Recurring expenses:

Recurring expenses will be worked out as per requirement of materials and cost on items: consumables/ raw materials/ service/ utilities equipment/computer uses Rs.

(c) Institutional charges (15% of Intellectual charge as at (a) Rs.

(d) Traveling charges as per requirement of on farm visits :

Traveling by air/train/bus : actual fare as per entitlement of consultant(s)

In case transport is provided by client : no charge will be claimed

In case vehicle is made available by university for visits ..... Charge as applicable

(e) Daily allowance of consultant (s): while on tour : Charge as applicable

(f) Goods & Service tax as applicable from time to time on the gross amount.

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Total Fee Chargeable

Rs.

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For further details please contact:

**Director Research Services**

Jawaharlal Nehru Krishi Vishwa Vidyalaya  
Jabalpur - 482 004 (M.P.)  
Phone & Fax: (0761) 2681074  
E-mail : drsjnkvv@gmail.com

**I/c Consultancy Processing Cell**

Jawaharlal Nehru Krishi Vishwa Vidyalaya  
Jabalpur - 482 004 (M.P.)  
Phone & Fax: (0761) 2681074  
E-mail : ravi.jnkvv29@gmail.com

[www.jnkvv.org](http://www.jnkvv.org)

# Model Proforma for Submission of Report

Project Report

On

(Title of project)

(Year and Season of trial conducted)



Sponsored by

(Name of Sponsorer)

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Place of Trial Conducted

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Name of Department, College/ADR/ZARS/KVK, JNKVV,

Jabalpur-482004. (M.P.)

## **Report Heads**

- (i) Introduction:
- (ii) Objectives:
- (iii) Material and Methods
- (iv) Method of Observation
- (v) Observation Recorded
- (vi) Results
- (vii) Discussion/Recommendation
- (viii) Certificate of Trial Conducted and forwarded by controlling authority



Jawaharlal Nehru Krishi Vishwa Vidyalaya, Jabalpur (M.P.)