

**KERALA AGRICULTURAL UNIVERSITY**  
**PROCEEDINGS**

KAU – DoE - CTI, Mannuthy – Additional guidelines for conducting training programmes of KAU  
- Orders issued.

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**Directorate of Extension**

No. Extn(1) 86882/18

Mannuthy dtd. 17.11.2018

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Read: Note dtd. 07.07.2018 approved by the Hon'ble Vice Chancellor.

**ORDER**

To streamline the training activities of KAU, the following additional guidelines for conducting training programmes are issued as approved by the Hon'ble Vice Chancellor, Kerala Agricultural University.

1. Course Directors of training programmes should request the sponsoring agencies to make online payment only to the A/c No.37711150161 of the Comptroller, KAU at SBI, Vellanikkara. (Branch Code: 70670, IFS code: SBIN0070670) with an intimation of the UTR number to CTI by email ([cti@kau.in](mailto:cti@kau.in)). Crediting funds provided by sponsoring agencies to accounts other than A/c No. 37711150161 will not be allowed.
2. Course Directors should instruct sponsors to compulsorily intimate the details of remittance of Course Fee with UTR No. so as to enable CTI to confirm the receipt of course fee before processing the proposal for training.
3. Course Director should strictly follow the guidelines issued by the Central Training Institute (available at <http://cti.kau.in> guidelines – conduct – training programmes). Training proposal should be submitted in the prescribed format to the Professor & Head, CTI, Mannuthy by email ([cti@kau.in](mailto:cti@kau.in)) at least two weeks prior to implementation of the programme. Training proposals submitted after conducting the training programmes will not be entertained for *expost facto* sanction, hereafter.
4. The Head of Account from which expenditure would be met should be mentioned in the training proposal.
5. Sanction from the Director of Extension, KAU is compulsory for conducting any training programme which requires to issue KAU certificates. Proposals in approved format should be routed through the Central Training Institute, Mannuthy, even if the proposed training programmes are part of any research/extension project that had already been accorded administrative and technical sanction.
6. Course Directors have to ensure that the content of training programmes comply with the mandates of KAU. Otherwise, training proposals will not be approved.

7. Expenditure of training programme must be proposed in detail and well justified. The proposed expenditure will be subjected to scrutiny and modification if required by the sanctioning authority. Expenditure should be limited to items sanctioned. Separate sanction must be obtained for any re-appropriation. Unspent balance, if any, of advance disbursed for training must be refunded as abatement charges. Course Directors will be personally responsible for settlement of bills within three months of sanctioning advance ensuring financial propriety in expenditure.
8. Certificates issued through the Directorate of Extension only are to be used for the training programmes of KAU.
9. Vouchers for persons employed to provide assistance for the conduct of a training programme should be certified to the effect that the claimant is not in receipt of any other wage or honorarium from KAU on the day he/she was engaged to assist in the conduct of the training.
10. All receipts with respect to honorarium should indicate the timing and duration of sessions handled, which must also be accompanied by and tallied with detailed schedule of sessions.
11. Training programmes should be conducted ensuring a minimum number of participants. A single training programme should not be split into different programmes to suit the convenience of trainees who have registered at different periods.
12. Request for certificates should be made by the Course Director along with a list of participants. Report submitted by the Course Director should include the serial number of the certificates issued to each participant.
13. While proposing training programmes sponsored by private agencies, provisions for deducting 20% institutional charges should be compulsorily included.
14. Institutional charges shall be deducted irrespective of the total outlay of the programme.
15. Public sector institution agencies shall be instructed to pay 20% institutional charges on the basis of the provisions laid down by them in this regard. The Director of Extension will have the discretion to insist on institutional charges or waive the same in deserving cases.

**By Order of the Vice Chancellor**

Sd/-  
Director of Extension

To

Heads of all stations under KAU.

Copy to: PA to Vice Chancellor

PA to Comptroller/ Steno to DE/ Prof. of Extn./ PRO, Mannuthy.