



# **RULES AND REGULATION FOR FIELD-BASED INTERNSHIP AND THESIS WORK**

(Revised in 2017)

**Himalayan College of Agricultural Sciences & Technology**  
Purbanchal University affiliate  
Kalanki, Kirtipur 1, Kathmandu, Nepal

<http://www.hicast.edu.np/>

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# PREFACE

Being an agriculture country with rich ecological, cultural and biological diversity, the livelihoods security, sustainable development and agricultural transformation of Nepal depends on increased and sustainable production of agricultural crops, animal products, agro-enterprises and agro-ecotourism. Agricultural education is therefore an important aspect of ensuring increased sustainable agricultural production and promoting agro-enterprises.

It has been globally experienced that mere classroom education in agriculture including veterinary science produces “white color” graduates with less practical knowledge as well as poor real life-situation focused experiences. The inclusion of Internship in Agriculture Program (IAP) in the course curriculum of B.Sc. (Hons) in Agriculture and Clinical Practice in the course of B. V. Sc. & A.H. course has been therefore a very important academic provision introduced by HICAST in the year 2000. HICAST had taken this academic initiative first time in Nepal. This provision aims at enabling its graduates to gain field-based knowledge and real life situation focused experiences on the operational aspects of agricultural and veterinary sciences and technologies and problems faced by the growers or entrepreneurs; to develop communication and technological skill; and acquaint them with the strengths and challenges of the relevant governmental and development agencies working at local and national levels, market forces and the need to reorient the rural development programmes within the broader framework of the Global Sustainable Development Goals (SDGs). I feel pleased to mention that this provision of HICAST has been successful in the course of the last 16 years. Now we have revised the Internship Manual into “Rules and Regulations for Field-based Internship and Thesis Work” based on our past experiences.

I am confident that the revised “**rules and regulation for field-based internship and thesis work at HICAST**” will be useful for the management, faculties and interns in achieving the objectives of this programme I would like to urge all concerned students to get seriously engaged in this programme not for securing marks but to build their capacity, enhance practical knowledge and develop skills to overcome the challenges they may face in the open real work field tomorrow.

Binayak P. Rajbhandari, PhD.  
Founder and Executive Chairperson

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# 1. BACKGROUND

Modernization in agriculture demands that the Agriculture College and Universities should keep pace with the changes in ecological, social and economic environment by maintaining the structure and contents of their curricular under constant review. There is no enterprise as agriculture, in which experience and exposure to farming situation is necessary to learn the required techniques and skill. To achieve this goal, Himalayan College of Agricultural Sciences and Technology (HICAST), an affiliate of Purbanchal University had introduced **“INTERNSHIP IN AGRICULTURE PROGRAM (IAP)”** in the year 2000 first time in Nepal.

Internship will provide an opportunity to the agricultural graduates to develop self confidence in farming of allied enterprise and better understanding of the practical problems faced by the farmers of local entrepreneurs. The students will also be able to understand the socio-economic constraints pertaining to the adoption of new agricultural technologies. The knowledge gained in classrooms and laboratories with adequate practical field experience in rural environment would no doubt equip agricultural graduates with the desired professional skill to solve the contemporary problem of the farming communities. The program also aims at developing competency among the agricultural graduates in the area of technology extension as well as managerial and communication problems faced by the Nepali farming communities and entrepreneurs. It will make the graduates able and encouraged to enter into farming business or enterprises as well as to face the future challenges in the domain of sustainable rural development for comprehensive agricultural transformation and socio-economic growth.

The internship shall be for one semester, i.e. in the Eighth semester for agriculture programme; and in the Tenth semester for veterinary students.

## Objectives

The objectives of the internship and thesis research program are as follows:

- To impart knowledge and experience to the students on the operational aspects of agricultural technology, veterinary or enterprises used by the farmers and entrepreneurs.
- To develop communication and analytical skill of the interns.
- To help the interns to understand, document and analyze the agricultural and animal health problems as well as progress of the village with special reference to the constraints in the application of latest technology and concepts of agricultural or veterinary sciences.
- To make the interns able to conduct survey, field-based research, analyze data, compile scientific report and thesis as well as deliver the findings professionally in a seminar.

## 2. IMPLEMENTATION AND EVALUATION

### Implementation

The Executive Chairperson (EC) will form advisory committees (3-to 5- Members) for the implementation, monitoring and evaluation of the internship programme and evaluation of thesis / mini-thesis of the students. The composition of the advisory committees for internship (agriculture programme) and thesis (Ag.)/ Mini-thesis (Vet.) evaluation will be as presented in the tables below.

<b>Advisory Committee for Internship</b>	
Executive Chairperson, HICAST	Chairperson
Head of Veterinary Programme	Member
Head of Agriculture Programme	Member
Thesis Adviser (s)	Member
Officer, EMO	Member Secretary

### **Advisory Committee for Thesis or Mini-Thesis**

<b>Agriculture Programme:</b>	
Executive Chairperson, HICAST	Chairperson
External Examiner	Member
Thesis Advisor	Member
Director, DORT	Member

Executive Chairperson, HICAST	Chairperson
External Examiner	Member
Thesis Advisor	Member
Director, DORT	Member

<b>Veterinary Programme:</b>	
Principal, HICAST	Chairperson
External Examiner	Member
Thesis Advisor	Member
Director, DORT	Member

Principal, HICAST	Chairperson
External Examiner	Member
Thesis Advisor	Member
Director, DORT	Member

Following authorities will be engaged in overall implementation, monitoring and evaluation of the program throughout the period of internship:

- i. Executive Chairperson, HICAST shall be the overall in-charge of the programme and shall form various Committees to assist him in the implementation, monitoring and evaluation of the internship / thesis work and its quality.
- ii. External Evaluator appointed by the P.U. in consultation with E.C. will be a member of the Evaluation Committee. External Evaluator will participate in the evaluation of thesis / mini-thesis only.
- iii. Professors or Head or Representative of the concerned department of HICAST or Visiting / Adjunct Prof. Coming from DOA/ DLS/ NARC / PO, other university or I/NGOs shall coordinate the programme implementation by playing Advisor's or Co-Adviser's role. One Adviser may guide up to 5-10 interns in a batch. EC will nominate Adviser and/or Co-Adviser in consultation with the Head of concerned Academic Programme. HICAST will provide honorarium

to the Advisers as per HICAST financial rules & regulations.

- iv. An Officer of the organizations where the student will be placed for internship shall act as Mentor of the interns. HICAST will provide honorarium to the Mentor as per HICAST financial rules & regulation. Mentor will do Evaluation of the Intern in prescribed format and provide to the Advisory Committee.
- v. Director of the Directorate of Research and Training (DORT) will be a member of the Advisory Committees for thesis/mini-thesis evaluation. .
- vi. All members of the ACs and AQCC will be provided with Meeting/travel allowance as per HICAST Financial rule.
- vii. Thesis evaluation committee of agriculture programme will be chaired by the E.C. and that of veterinary programme will be chaired by Principal of HICAST.

### **Roles and Responsibilities**

- i. **Executive Chairperson** of HICAST will nominate Adviser and Co- Adviser for all students in consultation with the **Head of Academic Programmes** based on the elective courses offered and number of students in each batch. He or his appointee (**Head of academic programmes or Research Director**) will be responsible for orienting the Advisers, members of Advisory Committees and the intern about the objectives and procedure of the internship program.
- ii. **Examination Management Office (EMO), HICAST** under E.C. will take the responsibility of providing all logistic support to the Advisers and internee students. E.C. has full authority to include or exclude the student(s) from the internship programme if any student fails to comply with HICAST values, norms and other regulations.

EMO of HICAST in consultation with the Purbanchal University will invite External Evaluator for the evaluation of Thesis of the students. Examination Management Officer, HICAST will compile the results of internship, evaluation and seminar with appropriate authorization

from E.C.; and will submit that to the Examination Management Office of Purbanchal University along with all Thesis of the batch. As a Member Secretary of the Advisory Committee for Internship s/he will also maintain minutes of each meeting following a prescribed format.

- iii. **The Adviser** shall assist the interns in finalizing the work plan within the fixed topics and contents of his/her fieldwork as per interest and ability of the concerned intern. Students cannot change his/her topic of thesis work without taking prior consent of his/her Adviser. The Adviser will individually discuss and orient the student (s) concerned about the scope and objectives of his/her work methodologies of data/information collection / generation, techniques of data analysis and tabulation, and compilation of the thesis for submission to the concerned Advisory Committee. The Advisor will also do final editing of the student's thesis before final printing. It will be the responsibility of each Adviser to inform the E.C., Head of Agriculture Programme or EMO, HICAST if any intern is absent in or missing for more than three days from the field /office his/he was placed in without any prior approval from the Mentor. Adviser will maintain a close coordination with the Mentor.
- iv. **The Mentor** will be responsible for maintaining attendance and daily work record of the intern(s). His office may issue a temporary Identity Card to the Intern if needed. The Mentor shall guide and monitor the performance of the intern within the guideline and work schedule provided by the Adviser, and at the end of internship shall provide the authorized (signed and stamped) copy of Evaluation Report to EMO, HICAST. HICAST will provide Evaluation Format or that can be down loaded from the website of HICAST. The Mentor may also attach a separate confidential letter of recommendation for acceptance or rejection of the intern's thesis.

In the case of missing interns from the office or field, it will be the responsibility of the Local Mentor to inform the Adviser or EMO, HICAST without any delay. It will be in

part of the student concerned to bear the impact of such miss-behavior. The local Mentor has Full Authority to reject or withdraw such student from the internship program by writing a letter of rejection to the EMO, HICAST. Such student may not be able to continue his/her internship programme in the same year, but may undergo internship programme in the next year provided s/he furnishes written justification to EC.

- v. **Director of DORT** will have the responsibility of coordinating with all Thesis Advisers and maintain updated record of Thesis topics of each student along with Adviser's affiliations. He will play a proactive role in providing advice to the Advisers or Head of Academic Programme in selecting thesis research topics relevant to HICAST mission and goal which is broadly within Sustainable Development Goals (SDGs) of UN. It will be his responsibility to compile **HICAST RESEARCH ABSTRACT** annually for publication in coordination with Communication Officer. The journal was initiated by the E.C. Rajbhandari; and has been looked after by him so far. Now (from 2017) it will go to the responsibility of DORT.

### **3. PERFORMANCE EVALUATION OF INTERNS**

The Advisory Committee for internship will evaluate the academic performance of the student based on intern's attendance record, evaluation report of the Mentor, written work (internship report) and presentation of findings in the seminar. Weightage of internship as per curriculum of P.U. is 0+6 credit hours, which carries 150 Full Marks, while that of Seminar the credit hour is 0+1 with 25 Full Marks.

**EMO** will collect the signed and attested copies of the each evaluation result in prescribed format and keep in secret files. S/he will compile all records, get authorized from the E.C for its validity; and submit that to the Examination Management Office of the University in due course of Time. That result will appear in the Final Transcript of the student.

### **Performance evaluation of thesis / mini-thesis**

The Advisory Committee for Thesis / Mini-thesis will evaluate the academic performance of the student based on standard format of the university. Weightage of Thesis as per curriculum of P.U. is 0+8 credit hours, which carries 200 Full Marks.

EMO will collect the signed and attested copies of the each thesis evaluation result in University's prescribed format and keep in secret files. S/he will compile all records, get authorized from the E.C for its validity; and submit that to the Examination Management Office of the University in due course of Time along with Hard copies of Thesis / Mini-Thesis. That result will appear in the Final Transcript of the student.

Each student will have to submit 3 hard copies along CD (MS Word File) to EMO, HICAST within the stipulated deadline. S/he will also have to submit corrected version of Abstract of the Thesis / Mini-thesis electronically to the Director, DORT within the stipulated deadline. That will be used for compiling **HICAST RESEARCH ABSTRACT**. Result of internship and thesis or mini-thesis of those students who fail to comply with this regulation will not be submitted to the Examination Management Office of the University.

There will be an **Academic Quality Control Committee (AQCC)** to keep in track the Thesis / Mini-Thesis research conduction, writing and presentation in order to maintain / improve the quality of Thesis / Mini-Thesis. The process will start with the evaluation of each PCN and will end with the final editing of the Thesis / Mini-Thesis. Officer, EMO will maintain minutes of all meeting of the AQCC. **Head of Agriculture Programme** will communicate with the students about the decision electronically.

<b>Academic Quality Control Committee (AQCC)</b>	
Executive Chairperson, HICAST	Chairperson
Head of Agriculture Programme	Member
Head of Veterinary Programme	Member
Director, DORT	Member
Officer, EMO	Member Secretary

## **4. TENTATIVE PROGRAMME AND SCHEDULE OF WORK**

Prior to commencement of on-farm internship program the Intern shall attend orientation immediately after registration and shall independently undergo the curriculum on Crop and Livestock Production Technology; and Socio-demographic and Techno-economic survey (annex ii).

### **4.1. For B.Sc. (Hons) Ag. Interns**

#### **1. Crop and livestock production technology**

The Intern shall involve themselves in actual day to day agricultural operations along with their host farmer. For this purpose, a calendar of operations for the entire period (8 weeks) will be prepared in consultation with a member of the advisory committee (Advisor) and host organization (Mentor) /farmer(s). They will also undertake diagnosis and management of various plant pests, diseases, nutrient imbalance and physiological disorders likely to be encountered under field conditions. The students shall maintain a record of weekly work done in the prescribed format (annex-II).

Each student shall cover a minimum of 5 crops grown in the village, major among cereals, oilseeds, pulses, fruit and vegetable crops, flower and fodder species. Bio-metric observations and cost of cultivation/ production shall be recorded in the format prescribed by the Adviser. At the end the interns will prepare a mini-thesis Internship Report following the contents finalized with her/his Adviser. Photographs must be enclosed in the report for verification.

#### **2. Socio-demographic and techno-economic survey**

The interns shall take up a socio-demographic and techno-economic survey of the village as per the questionnaires

prepared for the purpose. The interns shall be required to collect data on economic condition of the village, resource endowment and distribution, labour problems and employment opportunities and other important socio-economic aspects covered in the questionnaires. The intern shall also conduct a study in a farm allotted to them. They will also maintain a farm record book. On the basis of the data analyses, interns may formulate a number for optimum net returns in consultation with the farmer. At the end they will write Thesis including the following heads as compulsory element. These aspects can be elaborated or changed as per Thesis topics in consultation with the Thesis Adviser.

- a) Present situation of crop-livestock production technology/ practices or animal health problems and practices.
- b) Socio-demographic and techno-economic profile of the village
- c) Alternative farm plans for higher and sustainable production or improved animal health or nutrition and production.

Each Intern should then write a Project Concept Note (PCN) for conducting the Thesis research and submit to the Head of Agriculture Programme through Thesis Adviser.

Academic Quality Control Committee (AQCC) of HICAST will make decision regarding the topics and provisional contents (the research issue, concept, approach, methods, expected results and time line) and inform the concerned Intern through Head of Agriculture Programme.

### **3. Scope and schedule of work**

HICAST does not emphasize only laboratory based experimental research for writing Bachelors thesis. Laboratory analysis can only be supportive to the main thrust of the researches for thesis. This provision is highlighted keeping in view the trend developing among the students and some Advisers to get students engaged in their laboratory works

which is easier for the students and useful for the Advisers. Motto of this academic provision is to make our graduates fit and competent in addressing the open field needs and challenges but not in lab works only.

Tentative work schedule with major activities is presented below. The Adviser and the concerned students have to elaborate it to include other relevant field-based and thesis writing activities. One month is equivalent to 30 effective working days. Total effective days for internship (Credit hours = 0+6), seminar (Credit hour = 0+1) and for thesis work (Credit Hours = 0+8) is 3-month i.e. 90 days. This period is divided into two parts: first two months for field-based internship cum thesis research and the last third month for writing, submitting and defending thesis.

### **FIRST MONTH**

1. Orientation on and registration for LAP (see rules in annex-I)
2. Finalize topic of study with the Advisor.
3. Preparation of survey questionnaires.
4. Independent study of the crop and livestock production technology and system used in the concerned location/municipality.
5. Visit to various institutions, research station, Agro-Industries of Private and Government sector, various corporations involved in agribusiness and agro-based activities and submitting a brief report to the Adviser based on that visit.

### **SECOND MONTH**

1. Survey of the exiting situation of the village (Socio-demographic and Techno-economic survey)
2. Collection, preparation and submission of information about field and horticultural crop production practices and systems adopted by the farmers in the concerned village.
3. Preparation of calendar of work.
4. Study the various crops raised by the farmers and writing comments on the following aspects

- a) Performance of various crops and raised by the host farmers.
  - b) Comparison of the farmer's adoption on each practice with recommended practices.
  - c) Opinion of the farmers about the recommended practices.
  - d) Involvement of the students in various field operations. Recording and reporting of various crop production practices deviated from the HMG recommended practices carried out by the host farmers along with their reason.
5. Recording of pests/diseases and other disorder (Soil fertility, biodiversity depletion, economic burden etc.) observed in raising different crops and livestock by the host farmers along with symptoms and control measures.
  6. Collection of data on household budget of host farmers.
  7. Preparation of teaching and information materials related to field of horticultural crop production or sustainable agriculture or IPM etc. (as per elective course of the student)
  8. Carrying out of at least two extension activities.
    - i) Organisation of method demonstration (in the field of intern's elective course)
    - ii) Collection of data from 80-100 farmers / entrepreneurs for studying general and specific information (as per research topic)
  9. Reporting to Adviser/ Co-Adviser (on weekly basis).

### **THIRD MONTH**

1. Recording of input utilisation in each crop or livestock enterprise with cost.
2. Collection of data about village level institutions.
3. Organisation of need-based training programs for rural youth (at least one)
4. Preparation of teaching and information materials through local women and or youth groups (at least one).
5. Carrying out two extension activities (continued)
  - i) Organization of method demonstration
  - ii) Collection of data from 80-100 farmers to study general and specific problems (as per research topic).
6. Reporting to Adviser and Academic Programme Head.

#### **FOURTH MONTH**

1. Recording of input utilization in each or enterprise (operation-wise) and its economic aspects by his/her host farmer.
2. Summarization and enlisting of general and specific problems based on field visit, village visit and on the collection of data from individual farmers.
3. Preparation and dissemination teaching and information materials through local women's youth groups (at least one).
4. Survey of farm holding of host farmer and three other farmers.
5. Collection of data relevant to research topic from at least 80 additional farmers.
6. Conduct of field experiments, if planned for thesis work.
7. Reporting to Adviser

#### **FIFTH MONTH**

1. Completion and submission of the report of crop and livestock production technology, socio-demographic and techno-economic survey conduction in the assigned location/ municipality to the Adviser and HAP.
2. Conduct of field experiments, if planned for thesis work.
3. Analysis of the field-based study and research findings and compilation of thesis as per guidelines.

#### **SIXTH MONTH**

1. Internship / Clinical Practice report writing, submission.
2. Thesis research data analysis, writing, submission.
3. Defense of Thesis for BSc (Hons) Agriculture degree.

All thesis defenses will be done within the scheduled time line. Students must meet the deadline for this programme.

#### **4.2. For B.V. Sc. & A.H. Interns**

Tentative work schedule with major activities is presented below. The Adviser and the concerned students have to elaborate it to include other relevant field-based and mini-thesis-writing activities.

#### **FIRST MONTH**

1. Registration and orientation on internship
2. Finalize topic of study with the Advisor.
3. Preparation of calendar of work.

4. Preparation of survey questionnaires.
5. Regular duty at the Veterinary Hospital and Veterinary Laboratory.

### **SECOND MONTH**

1. Survey of the allocated farm (Socio-demographic and Techno-economic survey)
2. Collection, preparation and submission of information about Animal Health and Livestock Production Practices and systems adopted by the concerned farmers. Information may be obtained by the following areas:
  - a. Performance of various livestock animals raised by the farmers.
  - b. Study of the livestock production and their status.
  - c. Opinion of the farmers about the recommended practice in the field of management, feeding, breeding and animal health practices.
  - d. Study of various livestock production practices disseminated from the DLS, recommended practices carried out by the farmers along with their reasons.
  - e. Collection of data on household budget of host farmers.
- a. Regular duty at the Veterinary Laboratory, Veterinary Hospital and the concerned farm.

### **THIRD MONTH**

1. One week work schedule at the study farms.
2. One week work schedule at the Hatchery/ Parent/ Commercial Poultry farm/Feed mill.
3. One week market study about the marketing of live animals with their products (Buffalo, Goat, Pig, Poultry, Fish).
4. One week work schedule at the slaughter house, meat processing centers.
5. Mid -term presentation of the activities. etc.

### **FOURTH MONTH**

1. One week work schedule at the Biological Products Division.
2. One week work schedule DDC/ Milk pant, processing unit.
3. One week work schedule at Central Rabies Lab, FMD center, Epidemiology unit of DLS.
4. One week schedule at Animal Quarantine, Quality control, public health branches of DLS.

### **FIFTH MONTH**

1. Two weeks work schedule at National Agricultural Research Council (NARC); Khumaltar (Nutrition, Poultry and Pig, Cattle and buffalo, Fodder and Pasture, Animal health, Animal-breeding division), Fisheries division at Godavari.
2. Ten days work schedule at DLSO (Bhaktapur, Lalitpur, and Kathmandu).
3. One week work schedule at Central Zoo.

### **SIXTH MONTH**

1. Compilation and submission of mini-thesis
2. Defense of mini-thesis.

All thesis defenses will be done within the scheduled time line. Students must meet the deadline for this programme.

## **5. RULES AND REGULATION FOR INTERNSHIP AND THESIS WORK**

### **1. Eligibility for registration**

- a) Students who have completed all the courses and prescribed requirement for the B.Sc. (Hons) Agriculture degree of the University up to 7<sup>th</sup> semester or for the B. V. Sc. & A.H. degree of the University up to 9<sup>th</sup> semester shall be eligible for registration to the internship and thesis (mini-thesis for veterinary students) research.
- b) Students shall devote their whole time to internship and shall not be allowed to get involved in any teaching / non-teaching paid job both as whole-time or a part-time employee in any organization. If any intern is found (reported) to disobey this regulation he/she may be withdrawn from the Internship programme.
- c) Such students who fail to complete prescribed courses for the degree; and shall be eligible for internship in the next year, provided s/he has completed the requirement.
- d) Students shall register in the college for Final Semester to undergo the internship within the dead line notified by the concerned department.
- e) Students shall pay all dues/and semester fees except tuition fee at the time of registration to internship. Students who fail to comply with this regulation may not be placed for internship.
- f) In case, any student fails to get himself/herself registered for IAP on the notified date due to unavoidable situation or valid reasons, s/he may be allowed for late registration by the EC, on the payment of late fees as per college rules.
- g) All the students registered for internship shall report for orientation immediately after registration.
- h) Students shall clear all dues/charges for getting approval to defend his/her thesis.
- i) Clearance letter from Account Section must be submitted by all students to EMO, HICAST with 2 copies of Final Draft Thesis for defense.

## **2. Attendance requirements**

- a) The minimum attendance required for this program will be 80%. However, if the absence is on valid ground as recommended by the Mentor and if the attendance is from 75% to 79%, such interns will be permitted to stay in the village over and above the regular period to make up this shortage of attendance. They will be assigned specific additional work to carry out in the village or organization.
- b) The interns falling short of minimum required attendance (80%) shall have to repeat the entire internship when offered next time and at their own expense.
- c) The attendance of the interns shall be maintained by the concerned Mentor and particulars shall be furnished to the Adviser who shall in turn communicate to the Head of Academic Programme on regular basis.
- d) If any intern will remain absent from the internship on account of serious illness, s/he may be allowed to continue work if the period of absence does not exceed 15 days. Such absence will have to be supported by a medical certificate from a registered medical doctor.

## **3. Withdrawal from the IAP or IVP**

Students who fail to comply with the above mentioned rules and regulations may be withdrawn from the internship. Such student may not be able to continue internship in the same year, but with reasonable justification may do that in the next year with written recommendation of the Advisory Committee and approval from the Executive Chairperson. In that case, the student will have to bear all the expenses and internship fees if any.

## **6. REQUIREMENT FOR THE STUDENTS OF AGRICULTURE**

### **Survey on crop and livestock production; and socio-demographic and techno-economic survey**

#### **GENERAL**

Agriculture graduates must have skill and knowledge to plan and conduct field-based household survey, gather and analyze data, write and submit report and present the findings in a seminar. HICAST has therefore made this provision from the very beginning as a requirement for the students of agriculture with an aim of making them competent in the job market and development organisations.

This information for the successful conduct of household survey on crop and / or livestock production system; and the socio-demographic and techno-economic survey can be obtained from the following sources. This information can be updated in consultation with the concerned Thesis Adviser or Mentor at the organization where s/he is placed for internship cum thesis research.

#### **SOURCES**

Revenue register of the location/Municipality; Registers maintained at the District Agriculture Development Office or District Livestock Service Office; Statistical abstracts published by the Government (CBS, Ministry, Departments)

#### **Sources of information**

Primary- Interview based on semi-structured questionnaire and/or individual interviews with key stakeholders in the concerned location / municipality

Secondary- Revenue register of the location / municipality; Registers maintained at the District Agriculture Development Office (DADO)/

District Livestock Service Office (DLSO); and Statistical abstract published by the CBS/HMG/Nepal; and publications of DOA and DLS or other agencies.

## **METHODOLOGY**

Specific questionnaire and personal interviews with the key stakeholders should be used to gather recent information. The key stakeholders may include LOCATION/municipality or DDC leaders, progressive farmers of leaders of local women of farmer's groups/cooperatives, District Agriculture Development Officer/District Livestock Service Officer.

Vital statistics, occupational distribution of holdings, information about: (a) area under different crops and varieties, (b) crop rotation (c) intercropping patterns (d) area under high yielding varieties (e) level of application and types of chemical fertilizers and pesticides (f) impact of chemical inputs (g) types and systems of livestock/poultry production and enterprises can be collected from the DADO and DLSO.

Information on area different crops and varieties, crop rotation and intercropping patterns, problems of irrigation, drainage and soil fertility management can also be collected from the progressive farmers of Farmer's Scholars.

Availability of agriculture labour, mode of payment, wage rates, variation of wage rates based on sex of laborer, etc have to be collected from the experienced of progressive farmers and cross-checked with the ADO. The prices of agricultural commodities can be obtained from the nearest wholesale, retail and regulated of "haat" markets. If these institutions are not available in the given locality, the information can be obtained from the progressive farmers.

It is therefore strongly recommended that the interns should work in close cooperation with the local farmers and DADO/DLSO either through governmental of non-governmental organizations.

After observing the village situation from socio, economic, technological and political angles, the student has to find out the urgent needs of the village and understand various problems and fix priorities for immediate intervention. The student should include such intervention strategies or planning in his/her mini-thesis as suggestions.

The interns should evaluate the present farm situation in a give LOCATION/ municipality and make alternative plan of action for increased production, improved environment and higher household income. The present farm situation should be evaluated with respect to:

- a) Resource position (land area, holding, soil conservation and water management measures, soil nutrient status, type and extent of labour, livestock/mechanical power and their charges, types and availability of funds, types and availability of crops seed, etc)
- b) Crops grown with rotations of intercropping patterns (varieties, rotations, cultivation practices, cropping systems, pests and their management practices, reasons of deviation from the recommended package of practices)
- c) Extent of resources or inputs used (types and extent of family/hired labour, fertilizers/manure, pesticides and funds used per unit area)
- d) Level of production of various crops or enterprises (livestock, poultry, seed, bee-keeping, flower production, fruit production, mushrooms, fishery, etc)
- e) Total costs and returns, calculated B:C ratio.

# ANNEX I

## FORMAT FOR THESIS OR MINI-THESIS

### 1. Cover Page

- a) Title
- b) Student's Name with P.U. Registration No.
- c) Logo of HICAST
- d) Mini-thesis submitted to Purbanchal University, Faculty of Science and Technology, Himalayan College of Agricultural Sciences and Technology (HICAST), Kirtipur 1, Kathmandu, Nepal in partial fulfillment of the requirements for the degree of Bachelor of Science (Honours) in Agriculture (Name of elective Course) or Bachelor of Veterinary Science and Animal Husbandry of Purbanchal University.
- e) Date of Submission: Month/Year

### 2. Approval Certificate (it is provided by EMO, HICAST)

- f) The thesis (mini-thesis) attached herewith, entitled "....." prepared and submitted by Mr/Ms..... (P.U. Reg. No...) in partial fulfillment of the requirements for the degree of Bachelor of Science (Honours) in Agriculture (Name of elective course) or Bachelor of Veterinary Science and Animal Husbandry is hereby accepted.

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Name:  
External Examiner  
Member, Advisory Committee  
Committee  
Date:

-----  
Name:  
Thesis Adviser  
Member, Advisory  
Committee  
Date:

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Name:  
Chairperson, Advisory Committee

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Name:  
Director, DORT

Date:  
Committee

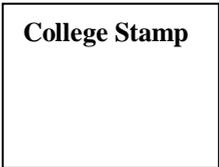
Member, Advisory

Date:

The thesis (mini-thesis) is approved as partial fulfillment of requirements for the degree of Bachelor of Science (Honours) in Agriculture (Name of elective course) or Bachelor of Veterinary Science and Animal Husbandry of Purbanchal University.

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Name:  
Executive Chairperson  
HICAST  
Date:

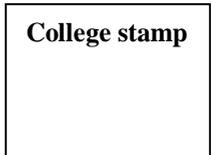


**3. Certification by the Adviser** (it is provided by EMO, HICAST)

This is to certify that the thesis (or mini-thesis) entitled “....” Submitted by Ms/Mr.... for partial fulfillment of the degree of Bachelor of Science (Honours) in Agriculture (Name of elective course) or Bachelor of Veterinary Science and Animal Husbandry was carried out under my supervision. The work is based on the results of the student’s original work and has not been submitted any other degree to the best of my knowledge.

.....

Name  
Position  
Department



**4. Acknowledgement**

It is mandatory to acknowledge Executive Chairperson, Principal, Research Director, Head of Academic Programmes of HICAST, and Adviser, respondents and concerned organisations where the research work was conducted.

**5. TABLE OF CONTENTS**  
ACKNOWLEDGEMENT

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PHOTOGRAPH

(Consult detailed format for thesis or mini-thesis formatting  
and references management at college website)

## ANNEX II FORMAT FOR DIARY OF THE INTERN

Report from .....to.....Month/Year

1. Name of the Intern.....
2. P.U. Reg. No. ....
3. Name of village and municipality.....
4. Name of the farmer(s) visited
5. District                      Agriculture                      Development  
Office.....(location)
6. District                      Livestock                      Service                      Office  
.....(location)
7. Summary of work done:

Moith	Week	Summary of work done*
One	First	
	Second	
	Third	
	Fourth	
Two	Fifth	
	Sixth	
	Seventh	
	Eighth	

\*Attach a separate list for works done

New experiences gained during the internship\*: 1..... 2  
.....3.....

.....  
Signature of the Intern

Date of submission:

1. Comments of the Mentor.....
2. Comments of the Adviser.....

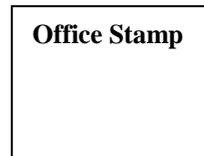
**ANNEX III**  
**EVALUATION FORM TO BE SUBMITTED BY MENTOR**

Name of Student:

Period of Internship: From...../.....1....., to.....,1.....,./,.....

- o Regularity / attendance (%):
- o Punctuality in assigned job (%):
- o Social responsiveness (%):
- o Participation in activities of the office (%):
- o Facilitated training/workshop, if any (%):
- o Your remarks (in 100 words)

.....  
Signature  
Name of Mentor  
Position  
Organisation  
Address



# PUBLICATIONS OF HICAST

