

PROFESSOR JAYASHANKAR TELANGANA STATE AGRICULTURAL UNIVERSITY

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To

Dean of Agriculture / Dean of Ag. Engg & Tech. / Dean of Community Science/ Dean of PG Studies / Dean of Student Affairs / Director of Research / Director of Extension / Director (Polytechnics) / Director (International Programmes) / Controller of Examinations / Comptroller / Estate Officer / University Librarian / All the Associate Deans of Colleges / All the Principals of Polytechnics / Associate Directors of Research / Head of Research Stations / Schemes / Programme Coordinators of KVKs & Coordinators of DAATTCs / Heads of other Extension Centres

Lr.No.3339/PJTSAU/PMC/9th AR/2023, Dated 1st June, 2023

Madam / Sir,

Sub: PJTSAU – PMC – Ninth Annual Report 2022-23 – Furnishing Information – Request – Regarding.

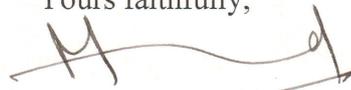
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This is to inform that the Professor Jayashankar Telangana State Agricultural University (PJTSAU) has decided to bring out Ninth Annual Report (2022-23) encompassing activities undertaken pertaining to the Colleges / Polytechnics / Research Stations / Schemes / Extension Units of the University during 1st June, 2022 to 31st May, 2023. The Annual Report 2022-23 has to be completed and published before September, 2023.

The proforma for preparing the Annual Report has been placed on the **University Website (www.pjtsau.edu.in)** and can be downloaded. In this connection, I request you to send good quality photographs reflecting the important activities for inclusion in the University Annual Report. The **photos** may be sent in the **JPEG** format along with the hard copies. Additional information on publications and staff position is sought in word and excel format. The **summary** of the highlights to be included in the University Annual Report along with relevant photographs should be appended at the end of the report for ready reference (not exceeding two A4 size pages).

The report is distributed Pan India among Agricultural Education / Research Institutes ICAR Centres, Central / State Government Departments, Institutes of Eminence and has attained reference value. The Annual Report document provides best opportunity to project significant work carried out during the period. Therefore, I request you to kindly arrange to send both the hard and soft copies of the **Annual Report 2022-23 of the respective institutes by 15th July, 2023** to the undersigned along with good photographs without fail. Please follow the attached guidelines carefully while presenting the data and preparation of the Annual Report.

Yours faithfully,


DIRECTOR

01/06/2023

Guidelines for presentation of Annual Report, 2022-23

1. **Paper:** White bond paper of A4 size (210 x 297 mm) should be used for typing.
2. **Font:** Type characters shall not less than 12 point with Times New Roman Font.
3. **Margins:** The left side shall be 4 cm while on the top, bottom and right side margins shall be 2 cm.
4. **Spacing:** a spacing of 1.5 lines shall be used in type script except for quotations of foot notes where single line spacing can be used.
5. **Text:** the text pages shall be numbered with Indo Arabic Numerals consecutively throughout the report.
6. **Tables:** tables longer than half a page shall be placed on separate page with the text above.
7. **Standard Units:** yield shall be indicated in kg ha⁻¹ or t ha⁻¹ without any decimals.
8. **Symbols and Abbreviations:** use correct abbreviations for singular and plural units throughout the text. International standards of symbols and abbreviations are to be followed.
9. **Scientific names:** shall be in italics with first alphabet of genus in upper case and to be in full form.
10. **Chapter Heading (First Level):** shall be placed in capitals with 20 point in Times New Roman Font.
11. **Second level heading:** shall be in bold capital with 18 point in Times New Roman Font.
12. **Punctuations:** Follow the correct punctuations in the text.
13. **Literature citation:** shall contain complete reference arranged by the name of the author in the alphabetic order. Shall follow the correct citation styles as per Journal of Research PJTSAU. Correct name(s) of author(s), year of publication, title of article, full name of the Journal in italics with Volume No. and Pages of the article shall be furnished.
14. **Photographs:** relevant photos in JPEG format may be given.
15. **Report draft:** Care should be taken to avoid repetitions and include only the work done along with highlights for the period specified for the Annual Report. Information may be furnished as per the format provided for Teaching, Research and Extension.