

ICAR- CIFE

1. The Institute

1.1. Preamble

The ICAR-Central Institute of Fisheries Education (CIFE), Mumbai, is one of the four Deemed Universities under the Indian Council of Agricultural Research (ICAR), New Delhi. It imparts postgraduate education in fisheries, leading to Master's and Doctoral degrees, besides conducting need-based short-term training programmes. Owing to the pivotal role played in imparting postgraduate fisheries education and training in India and also in the neighbouring Afro-Asian countries for more than five decades, CIFE has carved out a niche for itself on the fisheries map of the world.

1.2. Historical Background

ICAR-CIFE was established on 06th June 1961 under Ministry of Agriculture, Govt. of India with assistance from Food and Agricultural Organization of the United Nations/United Nations Development Fund (FAO/UNDP). The main purpose of its establishment was to impart postgraduate education and training mainly to the in-service fisheries personnel of the country so as to have human resources for fisheries developmental activities. CIFE initially started functioning at The Institute of Science building in Bombay (now Mumbai). Academic activities, then, were organized in three divisions, viz., Fishery Biology, Fishery Technology and Fishery Economics, for conducting a two-year postgraduate course of Diploma in Fisheries Science (D.F.Sc.). The first batch of this course commenced in 1961.

ICAR-CIFE was shifted to a rented building at Masjid Bunder, Bombay, in 1964. The FAO, at that stage, actively collaborated with Government of India and helped in strengthening the infrastructural facilities at CIFE by providing sophisticated equipment together with expertise of higher academic excellence. The fishing vessel *MFV Harpodon* received under FAO/UNDP assistance in 1968 provided basic facilities for onboard training in the areas of marine fishing, fishery biology and oceanography.

ICAR-CIFE moved to Seven Bungalows (Versova) in March 1967, and later moved to its present campus at Yari Road in 2008. The Inland Fisheries Training Centre, started in 1947 and till then functioning under the Central Inland Fisheries Research Institute (CIFRI), Barrackpore in West Bengal, was taken over by CIFE in October 1967. The Institute also took control of the erstwhile Fisheries Extension Centers of the Government of India and reorganized them as Inland Fisheries Operative Training Centre and Fisheries Extension Training Centre at Agra and Hyderabad, respectively. These centres were subsequently shifted to Chinhat near Lucknow (Uttar Pradesh) and Kakinada (Andhra Pradesh). The infrastructural facilities in terms of aqua-farms were greatly fulfilled by the transfer of the Brackishwater aqua-farm at Kakinada in September 1968 and the Freshwater Aqua-farm at Balabhadrapuram in 1973 from the Government of Andhra Pradesh. In 1971, the University of Bombay accorded recognition to CIFE as a study centre for M.Sc. and Ph.D. programmes by research in the fields of Applied Zoology and Biochemistry. Several other universities such as Kolkata and Bhopal (now Barkatullah) also recognized CIFE as a study center for Ph.D. programmes.

ICAR-CIFE came under the administrative control of ICAR on 01 April 1979. With this, the charter of CIFE was enlarged to cover research and extension activities also besides the academic programmes. From a set-up of three divisions initially, the Institute added four more divisions during the VI Five Year Plan period. The Institute acquired a 36.87-m training-cum-research vessel, *MFV Saraswati*, through a Norwegian Agency for International Development (NORAD) aid in December 1982 to strengthen its onboard programmes in marine fisheries and oceanography. During this period, the training facility in freshwater aquaculture also received a big boost with the acquisition of a 40-ha aqua-farm at Powarkheda from the Government of Madhya Pradesh in 1983. During 1984, the M.Sc. course in Fisheries Management was started under affiliation to the University of Bombay. The Inland Fisheries Operatives Training Centre at Agra was shifted to Chinhat, near Lucknow, in 1990 to provide better practical training facilities to the in-service trainees. Three more divisions were added at

the Headquarters to the then-existing seven during the VII Five Year Plan period to include the emerging frontier areas of fisheries science.

In recognition of its pioneering role in fisheries education, ICAR, Ministry of Agriculture and University Grants Commission/Ministry of Human Resource Development accorded the Deemed University status to CIFE on 29 March 1989. As a result, the M.Sc. and Ph.D. programmes hitherto being conducted under affiliation to the University of Bombay were brought under the academic purview of CIFE. The M.Sc. programmes were recast as M.F.Sc. (Master of Fisheries Science) during the year 1995 and were offered in three specializations, viz., Fisheries Resource Management (FRM), Inland Aquaculture (IA) and Mariculture (MC). Ph.D. programmes were also offered in these specializations. During the same year, the M.F.Sc. and Ph.D. courses in Mariculture, offered by the Central Marine Fisheries Research Institute (Kochi), till then under affiliation to the Cochin University of Science and Technology, Kochi, were brought under CIFE. Later, the specializations in different fields of fisheries such as M.F.Sc. and Ph.D. in Fisheries Resources Management (FRM), Aquaculture (AQC), Post-Harvest Technology (PHT), Fish Genetics & Breeding (FGB), Fish Biotechnology (FBT), Fish Nutrition and Feed Technology (FNFT), Fish Physiology and Biochemistry (FPB), Fisheries Economics (FEC), Fisheries Extension (FEX), Aquatic Animal Health management (AAHM), Aquatic Environment Management (AEM) were added.

During 2012, CIFE had been recognized as one of the bright spots among Deemed Universities of the country by Tondan Committee.

1.3. Vision

Over the past five and a half decades of planned development, the Indian fisheries have metamorphosed from a traditional, subsistence activity into an industry. The fisheries sector has made significant contributions to the Indian economy by way of augmenting production of animal protein, employment and income generation, and foreign exchange earnings. In spite of its various achievements, the full potential of the country's fisheries resources has not been realized yet. While the progress made in some areas like aquaculture, near-shore fisheries, etc. is commendable, others like open-water fisheries and deep-sea fisheries resources have hardly been exploited. Post-GATT era is likely to globalize fisheries and thereby bring in not only huge investments, technology, etc. to Indian fisheries, but also fears and problems of displacement of traditional and artisanal fisheries, pollution and other associated maladies common to commercialization.

All this calls for altogether different developmental strategies incorporating such measures as sustainability, eco-friendliness, social audit, etc. for more rigorous exploitation of the Indian fisheries potential. The immediate input to achieve this is trained and qualified human resource. Thus, the human resource development issues occupy top priority in the national agenda on fisheries development in the coming decades.

It is in this changing national perspective of fisheries, that CIFE has identified its own perspective in terms of the following plans of action for the ensuing 25 years:

- To produce postgraduate professionals in fisheries through the introduction of specialized courses in emerging areas of fisheries science
- To serve as a repository of information on HRD in fisheries
- To undertake research in frontier areas of fisheries science and develop user-friendly technology packages
- To serve as a center of excellence for advanced studies in frontier areas of fisheries science
- To serve as a national facility for collaborative R & D efforts in fisheries
- To gear up its transfer of technology programmes to cater to the needs of fish farmers and fishers
- To serve as an apex institution for national-level policy formulation on fisheries

The Vision Statement of CIFE is

“To be a world class organization providing leadership in fisheries education and research”.

1.4. Mandate

With changing national perspective towards fisheries and the growing stature of ICAR-CIFE, the mandate has been revised from time to time. Currently, CIFE has following mandates:

- Conduct Post-graduate programmes in fisheries science.
- Basic and strategic research in frontier areas of fisheries science.
- Human Resource Development, capacity building and skill development through training, education & Extension.

1.5. Division

The extensive facilities include the six divisions along with the constituent laboratories which specialize in various disciplines:

1. Aquaculture
2. Fishery Resources, Harvest and Post-Harvest Management
3. Fisheries Economics, Extension and Statistics
4. Fish Nutrition, Biochemistry and Physiology
5. Fish Genetics and Biotechnology
6. Aquatic Environment and Health Management

These divisions are supported by substantial service facilities comprising fully networked library, computing services, photography and audio-visual services, engineering and electronics workshops, aquarium, museum, etc.

1.6. Regional Centres

The Institute also has research and training facilities at its regional centers located in different agro-climatic zones of the country. These are:

- ICAR-CIFE Centre, Kakinada, Near Old Burma Shell, Beach Road, Kakinada - 533007 (Andhra Pradesh)
- ICAR-CIFE Centre, Rohtak, Lahli, Via Anwal, Rohtak - 124 411 (Haryana)
- ICAR-CIFE Centre, Kolkata, 32 “GN” Block, Sector - V, Salt Lake City, Kolkata - 700 091 (West Bengal)
- ICAR-CIFE Centre, Powarkheda, Hoshangabad - 461 110 (Madhya Pradesh)
- ICAR – CIFE Centre, Motipur, Muzzaffarpur (Bihar)

Oceanographic research and training programmes of the Institute are carried out onboard its training-cum-research vessels *M.F.V. Saraswati* and *M.F.V. Narmada*.

The Institute has a rich library which houses more than 36,771 books along with e-books 135. It also comprises of e-journal 3665, 29 foreign and 52 national journals along with online access to reputed journals (both national and international) through the Consortium of e- Resources in Agriculture (CeRA). The collection also comprises more than 232 Ph.D. thesis and about 2,159 M.F.Sc./M.Sc./D.F.Sc. dissertations.

1.7. Programmes of Study

Postgraduate courses in fisheries have been running successfully since 1961. Every year, six divisions of the institute offer Master's and Doctoral programmes in the following 11 disciplines with intake capacity of 77 and 44 candidates respectively.

1. Fisheries Resource Management (FRM)
2. Aquaculture (AQC)
3. Post-Harvest Technology (PHT)
4. Fish Genetics and Breeding (FGB)
5. Fish Biotechnology (FBT)
6. Aquatic Animal Health Management (AAHM)
7. Fish Nutrition and Feed Technology (FNFT)
8. Fish Physiology and Biochemistry (FPB)
9. Fisheries Economics (FEC)
10. Fisheries Extension (FEX)
11. Aquatic Environmental Management (AEM)

Though the entire course work and research work are carried out in CIFE, the facilities for field-oriented research and specialized research can be availed of at the following institutions:

- i. Central Inland Fisheries Research Institute, Barrackpore, Kolkata - 700 120 (West Bengal)
- ii. Central Marine Fisheries Research Institute, Tatapuram, Kochi - 682 014 (Kerala)
- iii. Central Institute of Freshwater Aquaculture, Kausalyaganga, Bhubaneswar - 751 002 (Orissa)
- iv. Central Institute of Brackishwater Aquaculture, Raja Annamalai Puram, Chennai - 600 028 (Tamil Nadu)
- v. Central Institute of Fisheries Technology, Matsyapuri, Kochi - 682029 (Kerala)
- vi. National Bureau of Fish Genetic Resources, Dilkusha, Lucknow - 226 002 (Uttar Pradesh)
- vii. Directorate of Coldwater Fisheries Research, Bhimtal, Nainital - 263 136 (Uttarakhand)

Besides the above Master's and Doctoral programmes, Institute also offers

- One year PG Diploma in Inland Fisheries & Aquaculture Management at Kolkata Centre
- One Year Skill Development certificate course on Fish Farming & Hatchery Operation at CIFE, Kakinada Centre
- Six months certificate course on Skill Development in Aquaculture at CIFE, Rohtak Centre

The Institute maintains linkages with following national and international institutions and agencies for educational, research and developmental collaborations which are listed below:

<p>➤ International institutions University of Idaho, Moscow, Idaho, USA University of Kentucky, Lexington, KY, USA Curtin University, Australia</p> <p>➤ Government of India Organizations Fishery Survey of India, Mumbai Central Institute of Fisheries Nautical and Engineering Training, Kochi Marine Products Export Development Authority, Kochi Zoological Survey of India, Kolkata Indian Institute of Technology, Kharagpur Department of Earth Sciences, New Delhi Department of Science and Technology, New Delhi Department of Biotechnology, New Delhi Indian National Center for Ocean Information Services, Hyderabad Satellite Application Centre, Ahmedabad Bhaba Atomic Research Centre, Mumbai Tata Cancer Research Center, Mumbai Indian Institute of Foreign Trade, Kolkata Tata Institute of Fundamental Research, Mumbai Krishi Vigyan Kendra, Banswara, Rajasthan Nuclear Power Corporation of India Limited, Mumbai National Bank for Agriculture and Rural Development, Mumbai</p> <p>➤ ICAR Institutes Central Marine Fisheries Research Institute, Kochi Central Institute of Brackishwater Aquaculture, Chennai Central Institute of Freshwater Aquaculture, Bhubaneswar Central Inland Fisheries Research Institute, Barrackpore Central Institute of Fisheries Technology, Kochi National Bureau of Fish Genetic Resources, Lucknow Directorate of Coldwater Fisheries Research, Bhimtal ICAR - Central Coastal Agricultural Research Institute, Goa ICAR Research Complex for Eastern Region, Patna ICAR Research Complex for North Eastern Hill Region, Barapani ICAR-Indian Agricultural Research Institute, New Delhi ICAR-Central Institute of Agricultural Engineering, Bhopal</p> <p>➤ State Governments Department of Fisheries of the following states: Maharashtra, Haryana, Uttar Pradesh, Bihar Tamil Nadu, Andhra Pradesh, Tripura, Arunachal Pradesh, Madhya Pradesh, Meghalaya, Nagaland, Assam, Manipur, Mizoram, Sikkim, Punjab</p>	<p>➤ CSIR Institutes Industrial Toxicology Research Centre, Lucknow Central Drug Research Institute, Lucknow Central Institute of Medicinal and Aromatic Plants, Lucknow Central Food Technological Research Institute, Mysore National Institute of Oceanography, Goa Centre for Cellular and Molecular Biology, Hyderabad National Botanical Research Institute, Lucknow Institute of Genomics and Integrative Biology, New Delhi Indian Institute of Integrative Medicine, Jammu Indian Institute of Chemical Biology, Kolkata</p> <p>➤ Universities Cochin University of Science and Technology, Kochi Annamalai University, Chidambaram Adikavi Nannaya University, Rajahmundry University of Goa, Goa Acharya N.G. Ranga University, Guntur B.S. Konkan Krishi Vidyapeeth, Dapoli Maharana Pratap University of Agriculture and Technology, Udaipur Jawaharlal Nehru University, New Delhi Mangalore University, Mangalore Bhartiyar University, Coimbatore West Bengal University of Animal & Fishery Sciences, Kolkata Mumbai University, Mumbai Bidhan Chandra Krishi Viswa Vidyalaya, Nadia, West Bengal Kalyani University, Kalyani, West Bengal Barkhatullah University, Bhopal Jawaharlal Nehru Krishi Vishwa Vidyalaya, Jabalpur Chhattisgarh Kamdhenu Vishwa Vidyalaya, Chhattisgarh Babasaheb Bhimrao Ambedkar University, Lucknow Centre of Agriculture University, Imphal</p> <p>• Other Organizations Haryana Kishan Ayog, Chandigarh State Institute of Fisheries Technology, Kakinada Action Aid International, Port Blair M. S. Swaminathan Research Foundation, Chennai The Seafood Exporters Association of India, Kolkata Nezami Rekha Sea Foods Pvt. Ltd., Kolkata IFB Agro Industries Ltd., Aquatic & Marine Products Div., Kolkata Shimpo Exports, Kolkata Coreline Exports, Kolkata Digha Sea Food Exports, Kolkata NSZA Sea Food Pvt. Ltd, Kolkata Central Calcutta Science and Culture Organization for Youth APC Nutrient, Mumbai Godrej Agrovet Pvt. Ltd., Vijayawada Maharashtra Machimar Kriti Samiti, Mumbai</p>
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<p>➤ NGOs Shashwat, Manchar, District Pune Yusuf Meherally Centre, Kutch, Gujarat United Artists' Association, Ganjam, Orissa Friends of Nature Association, Talegaon , Maharashtra</p>	<p>Akhil Bhartiya Machimar Sanghatna, Mumbai Madhya Pradesh Fish Federation CPWD, Bhopal CPWD, Hoshanagabad, M.P. Telecom Department, M.P. State Electricity Board, M.P. Saguna Baugh farm, Neral Tata Power co. Mahseer farm, Lonavla Govt. Fish Farm, Khopoli Arrey Fish Farm, Mumbai Shramajivi Janata Sahayyak Mandal, Mahad, Raigad, Maharashtra</p>
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2. ADMINISTRATION AND FACULTY

ICAR-CIFE is a constituent unit of the Indian Council of Agricultural Research, which is a society registered under the Societies Registration Act (Act XXI of 1860). Director is the Principal Executive Officer and also the Vice-Chancellor of the Institute, as ICAR-CIFE is a Deemed to be University under Sec 3 of UGC Act 1956. The office of Dean (Academics) co-ordinates the postgraduate education and training programmes at the Institute.

ICAR-CIFE has eight main bodies which are responsible for broad policy matters and decision making in regard to overall management, research, postgraduate education, and training and extension education. They are:

1. Board of Management
2. Planning and Coordination Board
3. Institutional Research Council
4. Academic Council
5. Extension Council
6. Research Advisory Committee
7. Core Committee
8. Board of Studies

The highest policy making body of the Institute is the Board of Management. The Institutional Research Council is responsible for monitoring the research project proposals, their progress and practical utility of the research outcome. All the matters relating to postgraduate education and training are decided by the Academic Council which is supported by the Boards of Studies of above mentioned 11 disciplines. The Extension Council is responsible to formulate the extension education and transfer of technology programmes, and to monitor the same. The Research Advisory Committee reviews the progress of various research activities, and identifies new areas for research and gives direction for future research programmes. The composition of various bodies is as follows:

2.1. Board of Management

Under UGC (Institutions Deemed to be Universities) Regulations, 2010, composition of the Board of Management is given as under:

Director/Vice-Chancellor of the Institute	Chairman
A Vice-Chancellor of an agricultural university to be nominated by the President, ICAR	Member
Two members of the Governing Body of the ICAR nominated by its President	Member
One representative from ICAR to be nominated by the Director General, ICAR	Member
Director of one of the fisheries institutes of ICAR to be nominated by rotation for a period of two years by the Director General, ICAR	Member
Commissioner of Fisheries in the Union Department of Agriculture	Member
One eminent Scientist in the field of fisheries, who is not an employee of ICAR, to be nominated by the President of ICAR for a period of two years	Member
One eminent Agricultural Educationist, who is not an employee of ICAR, to be nominated by the President, ICAR, for a period of two years	Member
Two non-official persons representing fisheries interest to be nominated by the President, ICAR, for a period of three years	Members
Financial Adviser, ICAR, or his nominee	Member
Joint Director (Academics) / Research	Member
Senior Scientist/Head of Division of related groups or disciplines to be nominated by the President, ICAR, by rotation for a period of two years (total number not to exceed eight)	Member
Joint Director (Administration)/Scientist-in-charge	Member-Secretary

Powers and Functions of the Board of Management

The powers and functions of the Board of Management:

- To consider the proposals for Three Year Plans and Annual Plans of the Institute, and submit the same to the ICAR
- To make periodic review of progress of development schemes of the Institute
- To consider proposals for the annual budget of the Institute and to allocate funds to various divisions/projects of the Institute
- To consider policy issues relating to the affairs of the Institute including the rights and obligations of the staff
- To consider the items of expenditure which are beyond the powers of the Director of the Institute

- To consider the action taken on the recommendations of the Grievance Cell and the Institute's Joint Staff Council
- To appoint such committees as may be deemed necessary for the proper functioning of the Institute
- To conduct periodical reviews and assessment of the primary activities of the Institute, and to give directions in these behalf
- To consider any other item as may be desired by the Director or other members of the Board or as may be required to be considered as per delegation of powers as per directions of the Governing Body whether contained in any manual, orders issued, resolutions passed or other instructions as approved by the Governing Body of ICAR

Termination of the *Ex-officio* Membership

Where a person is a member of the Board by virtue of the office or appointment which he holds, his membership of the Board shall terminate when he ceases to hold that office or appointment.

Termination of Membership of Officers

Membership of the Board shall be terminated on the happening of any of the following events:

- On the expiry of the period of membership for which nominated
- Death, resignation, lunacy or convictions for a criminal offence involving moral turpitude
- When a member himself declines to serve on the Board or his/her employer refuses to grant him/her permission to serve on the Board
- When a member does not attend three consecutive meetings of the Board without proper leave of the Chair
- The President of the ICAR may at any time terminate the membership of any one or more of the members or at one and the same time terminate the membership of all members.
- If a casual vacancy arises during the term of the member, such vacancy shall be filled in like manner as the original vacancy and the person nominated/appointed to fill the vacancy shall hold office for the unexpired portion of the term.
- When a member desires to resign his membership of the Board, he shall forward his letter of resignation to the Member-Secretary who shall forthwith submit the same for consideration. The resignation shall take effect from the date of its acceptance by the Chair of the Board of Management.

Quorum

Six members of the Board of Management shall constitute the quorum. The Board of Management shall meet as often as necessary and in any event, at least once in each quarter of the year, the year for this purpose being the financial year commencing on the first date of April and ending on the 31st day of March of the following calendar year.

Date, Time and Place of Meeting

The Board of Management meetings shall be held on such date, time and place as may be determined by the Chair.

Notice for Meeting and its Service

- i) All meetings of the Board of Management shall be called by notice in writing by and under the hand of the Member-Secretary.
- ii) Every notice calling the meeting of the Board of Management shall state the date, time and place of the meeting, and shall be served upon every member of the Board of Management not less than 10 clear days before the day of the meeting.

Validation of Proceedings of Meetings

Any inadvertent omission to give notice, or non-receipt or late receipt of notice by any member shall not invalidate the proceedings of the meetings.

Action on the Proceedings

- The proceedings of the Board of Management shall be forwarded to the Director General, ICAR, immediately.
- The Director General, ICAR, shall have the power to review any decision of the Board of Management when he considers the same is not in consonance with the rules, general policy, practice or the priorities of the Council, provided that any order on the basis of such review shall be passed within a period to be specified by the Governing Body.
- In case the Director of the Institute has reasons to differ from the views of the Board of Management having regard to his accountability as the Head of the Institute, he should after recording the reasons in writing, forward the same with the proceedings of the meeting of the Board of Management to the Director General, ICAR, for his decision. Till such time a final decision on such matters is taken by the Director-General, the recommendations of the Board of Management shall not be operative or acted upon.

2.2. Planning and Monitoring Board

Composition of the Planning and Monitoring Board

Director of the institute	-	Chairman
Seven representatives of internal staff	-	Members
Two outside eminent experts	-	Members
Representative of UGC	-	Member
Jt. Director (Administration)/Registrar	-	Member -Secretary

Powers and Functions of the Planning and Monitoring Board

Shall be the principal planning body of the institute and shall be responsible for the monitoring of the development programmes of the institute.

Would have the right to advise the Board of Management and the Academic Council on any matter which it consider as necessary for the fulfillment of the objectives of the institute.

Validation of the Proceedings of the Meetings

The recommendations of the Planning and Monitoring Board shall be placed before the Board of Management for consideration and approval. Proposals relating to academic matters may be processed through the Academic Council.

2.3. Institutional Research Council

The composition of the Institutional Research Council:

(1)	Director	-	Chairman
(2)	Deputy Director General (Fisheries), ICAR	-	Member
(3)	Joint Director (Research/extension/Academics)	-	Member
(4)	Six managerial scientists of the Institute (Heads of Divisions) one to represent each Of the schools (to be nominated for a period of two Years by the Board of Management)	-	Members
(5)	Five scientists of the Institute other than the Managerial scientists (to be nominated by the Board of Management on a two-year tenure basis)	-	Members
(6)	One Project Coordinator (to be nominated for a Period of two years by the Board of Management)	-	Member
(7)	One Scientist from the Regional Research Station/ other outstations (to be nominated for a two-year tenure by the Board of Management)	-	Member
(8)	Two eminent scientists from outside the Institute (to be nominated by the Board of Management on a two-year tenure basis)	-	Members
(9)	Principal/Senior Scientist	-	Member-Secretary

Powers and functions of the Institutional Research Council

The powers and functions of the Institutional Research Council:

- To review current research programmes and progress
- To suggest changes in the programmes as it may deem desirable and appropriate
- To review the position with regard to the provisions and use of research facilities
- To promote inter-disciplinary research with outside agencies and institutions
- To bring about balanced horizontal and vertical coordination of research activities
- To recommend steps on action desirable for all-round progress of research and their application

2.4. Academic Council

Composition of the Academic Council

The composition of the Academic Council shall be as under:

(1)	Director	-	Chairman
(2)	Deputy Director General (Education), ICAR	-	Members
(3)	Joint Director (Research Extension / Academics)	-	Member
(4)	Deans (Academics)	-	Members
(5)	Ten Principal Scientists other than Heads of Departments	-	Members
(6)	Three Senior Scientists	-	Members
(7)	Three Scientists	-	Members
(8)	Three persons from amongst educationists of repute or persons from any other field related to the activities of the institute	-	Members
(9)	Three persons who are not members of the teaching staff co-opted by the Academic Council	-	Members
(10)	Two student representatives	-	Members
(11)	Registrar	-	Member-Secretary

Termination of Membership

The term of members other than the *ex-officio* members shall be two years.

Powers and Functions of the Academic Council

The powers and functions of the Academic Council:

- To consider matters of academic interest either on its own initiative or at the instance of the Board of Management or those proposed by the divisions/faculties and to take proper action thereon
- To exercise general supervision over the academic work of the institute and to give direction regarding methods of instruction, evaluation and improvement in academic standards
- To promote research within the institute, acquire reports on such researches from time to time
- To prescribe courses of study leading to degrees and diplomas of the institute
- To make arrangements for the conduct of examinations in conformity with the bye-laws
- To appoint examiners, moderators, tabulators and such other personnel for different examinations
- To recognize diplomas and degrees of universities and other institutions, and to determine equivalence with diplomas and degrees of the institute
- To suggest measures for divisional coordination
- To make recommendations to the Board of Management on matters related to teaching, research and overall management of the institute

2.5. Extension Council

The composition of the Extension Council:

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|------|--|---|------------------|
| (1) | Director | - | Chairman |
| (2) | Deputy Director General (Extension), ICAR | - | Member |
| (3) | Joint Director (Research Extension / Academics) | - | Member |
| (4) | Four managerial scientists of the Institute (Project Directors/Heads of Divisions (to be nominated for a period of two years by the Board of Management) - | | Members |
| (5) | Five scientists of the Institute (to be nominated by the Board of Management on a two-year tenure basis) | - | Members |
| (6) | One Project Coordinator (to be nominated for a period of two years by the Board of Management) | - | Member |
| (7) | One representative of the Department of Agriculture, Ministry of Agriculture and Irrigation (to be nominated by the Agricultural Commissioner) | - | Member |
| (8) | Two representatives of the Maharashtra State Government (to be nominated by the Government of Maharashtra in the field of fisheries) | - | Member |
| (9) | One Extension Scientist representing fisheries development (to be nominated on two-year tenure basis by the Board of Management) | - | Member |
| (10) | Head of the Division (Extension) | - | Member |
| (11) | Principal Scientist /Senior Scientist | - | Member-Secretary |

Powers and functions of the Extension Council

The powers and functions of the Extension Council shall be:

- To review current extension programmes and progress
- To suggest such changes in the programmes as it may deem desirable and appropriate
- To review the position with regard to the provisions and use of extension facilities
- To promote inter-disciplinary extension with outside agencies and institutions
- To bring about balanced horizontal and vertical coordination of extension activities
- To recommend steps on action desirable for all-round progress of extension and its application

2.6. Research Advisory Committee

The composition of the Research Advisory Committee (RAC) is formed by ICAR and is given as under:

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|------|--|---|----------|
| i) | An eminent Scientist from outside the ICAR System nominated by the Director-General ICAR | - | Chairman |
| ii) | Four-Five external experts (including retired Scientists of ICAR) representing the major areas of research and development programmes of the Institute nominated by the Director-General, ICAR | - | Member |
| iii) | Director | - | Member |

- | | | |
|-----|---|--------------------|
| iv) | DDG (Fisheries Science), ICAR or his nominee | - Member |
| v) | One senior level scientist of the concerned Institute nominated by the Director | - Member Secretary |

Powers and functions of the Research Council

Each ICAR Institute excluding National Research Centre shall have a Research Advisory Committee and the powers/functions of the Research Advisory Committee shall include:-

- To suggest research programme based on national and global context of Research in the thrust areas.
- To review the research achievements of the Institute and to see that these are consistent with the mandate of the Institute and
- Any other function that may be specifically assigned by the Director General, ICAR.

2.7 Core Committee

There is a Core Committee to look into the aspects of academics and student welfare, especially issues which are beyond the powers delegated to the Dean (Academics). The composition of the committee is as follows:

- | | |
|---|--------------------|
| 1) Director | - Chairman |
| 2) Joint Director (Research Academics/ Extension) | - Member |
| 3) Dean (Academics) | - Member |
| 4) Heads of Departments | - Member |
| 5) Controller of Examinations | - Member |
| 6) Registrar / Dy. Registrar | - Member |
| 7) Associate Dean (Academics) | - Member-Secretary |

The quorum for holding the meeting of the Core Committee shall be 75% of the total membership. The cases which are beyond the purview of Institute Academic Rule will be put up in the core committee for discussion. New proposal for the academic improvement will be discussed in the core committee before putting as an agenda item in Academic Council Meet.

2.8 Board of Studies

There will be a Board of Studies for each discipline which shall be constituted as follows:

- a) A Board of Studies will be constituted for each teaching discipline of the Institute. Only approved members will be eligible for inclusion as members of the Board of Studies.
- b) The Board of Studies in each discipline will have the following composition:

(1) Head of the Division	-	Chair
(2) One Principal Scientist	-	Member
(3) One Senior Scientist	-	Member
(4) One Scientist	-	Member
(5) One Director/ Vice-Chancellor nominee	-	Member
(6) One student representative to be nominated by the Chairman	-	Member
(7) Principal Scientist/ Senior Scientist	-	Member-secretary

In disciplines, where there are clearly demarcated sub-disciplines, as far as possible, all major sub-disciplines should be represented.

- c) The Head of the Division shall be the Permanent Member of the Board of Studies of the discipline concerned and BOS composition will be framed as indicated in (b) above.
- d) The scientists in each category, *viz.*, Scientist, Senior Scientist, and Principal Scientist in the discipline should become the members of the Board of Studies by turn according to seniority in the respective grade.
- e) The term of appointment of the members shall be for two years with the understanding that 1/3 of the members shall retire annually and continuity shall be provided by the re-appointment of the remaining 2/3 for a second term.
- f) Ordinarily, a member shall not serve on the Board for more than three years subject to availability of faculty members of the divisions. After a scientist of a particular category retires, his/her place should be filled by the next senior-most Scientist in that category.
- g) The quorum for holding the meeting of the Board of Studies shall be 75% of the total membership of the Board of Studies.
- h) The Board of Studies may co-opt an additional member or decide to specially invite any scientist of the discipline to help it in its deliberations. Such co-opted member(s)/invitee(s) shall have no right of vote.

The Board of Studies shall have the responsibility of reviewing the instructional programmes of the discipline concerned in respect of each semester, preparing recommendations for revision, addition or deletion of courses, reorganization of the teaching courses in each semester in the discipline concerned, and considering all matters relating to the improvement and conduct of postgraduate instructions and research in the discipline. It shall also discuss all academic matters of the discipline. The executive responsibility for implementation will be that of the Head of the Division concerned.

The Board of Studies shall meet as often as necessary, but at least once at the end of each semester, to review the progress of students, conduct of courses in the previous semester and other academic matters.

3. ACADEMIC CALENDAR /SESSION

An academic year shall be divided into two academic terms, each approximately of 24 weeks duration known as semester. The exact dates for start of semester and admission, registration, commencement of instruction, examination, etc. in each semester shall be announced through Information Bulletin in advance/published in the Information Bulletin every year. However, the tentative time schedule of the semesters in an academic year will be as under:

Academic Session	M.F.Sc. Course	Ph.D. Course
I Semester	August to January	September to February
II Semester	February to July	March to August

There is a provision for approximately two weeks vacation after the completion of the semester examination

BROAD AREAS OF STUDY

- Aquaculture: Freshwater aquaculture; brackishwater aquaculture and mariculture; seaweed culture; soil and water chemistry; ornamental fish culture; cage culture
- Fishery Resource Management: Freshwater, estuarine and marine biology; endocrinology; reproductive physiology; population dynamics and stock assessment; taxonomy; biodiversity; craft and gear technology; remote sensing and GIS application
- Aquatic Environmental Management: Limnology; oceanography; pollution; microbiology; toxicology; bioremediation; biodiversity
- Aquatic Animal Health Management: Pathology; parasitology; immunology; virology; health management in aquaculture; systemic pathology
- Fish Genetics and Breeding: Principles of genetics and breeding; population genetics; quantitative genetics
- Biotechnology: Molecular biology; biotechnology/reproductive biotechnology; genetic engineering and cloning; biochemical and immune genetics
- Fish Physiology and Biochemistry: Basic principles of biochemistry; digestive physiology; reproductive endocrinology; stress physiology; enzyme technology
- Post-Harvest Technology: Fish processing; product development and quality assurance; pilot plant design and scaling up
- Fish Nutrition and Feed Technology: Feed formulation; feed technology
- Fisheries Economics: Economics; marketing, trade, planning, project management, econometric, statistics and linear programming
- Fisheries Extension: Extension policy; entrepreneurship development; extension administration and extension for rural fish farm enterprise; communication; adoption and diffusion processes; extension methods

4. ADMISSION OF STUDENTS

The Institute at present admits students to the Postgraduate School under two separate streams as indicated below:

A) Open competition

B) Foreign students

The admission policies and procedures have been prescribed by the Academic Council keeping in view the distinct needs and requirements of candidates coming from each stream. The details of these policies and procedures are described in the following paragraphs.

5. OPEN COMPETITION

5.1. Advertisement

An advertisement for admission to M.F.Sc. courses will be published by ICAR, New Delhi, in the leading newspapers of India each year during January/February inviting applications for admission. The last date for receipt of applications shall generally be in February. Admission procedure is mediated through online system

For Ph.D. courses, an advertisement will be published by CIFE in leading newspapers and CIFE web-site during March/April each year with all the details related to the admission.

5.2. Intake Capacity

The total number of students to be admitted in Master's and Doctoral degree programmes in an academic year will be decided by the Academic Council, keeping in view the availability of teaching faculty and the laboratory facilities. The number of seats available in each academic discipline will be clearly indicated in the admission notice and is not altered without the concurrence of the Academic Council.

The list of the courses with the available number of seats for Masters and Doctoral programmes being offered by this Deemed University are given as under:

No. of seats for M.F.Sc.

• M.F.Sc. (Fisheries Resource Management)	8
• M.F.Sc. (Aquaculture)	12
• M.F.Sc. (Post-Harvest Technology)	7
• M.F.Sc. (Fish Genetics and Breeding)	6
• M.F.Sc. (Fish Biotechnology)	6
• M.F.Sc. (Aquatic Animal Health Management)	8
• M.F.Sc. (Fish Nutrition and Feed Technology)	6
• M.F.Sc. (Fish Physiology and Biochemistry)	6
• M.F.Sc. (Fisheries Economics)	6
• M.F.Sc. (Fisheries Extension)	6
• M.F.Sc. (Aquatic Environmental Management)	6

Total 77

No. of seats for Ph.D.

• Ph.D. (Fisheries Resource Management)	6
• Ph.D. (Aquaculture)	9
• Ph.D. (Post-Harvest Technology)	4
• Ph.D. (Fish Genetics)	3
• Ph.D. (Fish Biotechnology)	3
• Ph.D. (Fish Nutrition and Feed Technology)	3
• Ph.D. (Fish Physiology and Biochemistry)	3
• Ph. D. (Fisheries Economics)	3
• Ph.D. (Fisheries Extension)	3
• Ph.D. (Aquatic Animal Health Management)	4
• Ph.D. (Aquatic Environmental Management)	3

Total 44

5.3 Eligibility:

a) M.F.Sc.

Only those candidates having their Bachelor's Degree in Fisheries Science (B.F.Sc.) under the 10+2+4 system are eligible to apply for admission. Candidates must have obtained at least 60% marks or an overall grade point average (OGPA) of 6.50 out of 10.00, 3.25 out of 5.00 or 2.60 out of 4.00 (for SC/ST candidates, 55% marks or OGPA of 6.00 out of 10.00, 3.00 out of 5.00 or 2.40 out of 4.00). Minimum age limit is 19 years as on 31st July for the academic year starting on 1st August the same calendar year.

As approved by the 40th Academic Council, five seats per year are allotted to the candidates from state fisheries departments. These seats are over and above the regular seats. The minimum eligibility for the admission of in-service candidates is B.F.Sc.

b) Ph.D.

B.F.Sc. & M.F.Sc. (4 years B.F.Sc.+2 years P.G./3 years B.Sc.+3 years P.G. pattern/M.Sc. offered at CIFE (up to 1995) or D.F.Sc., provided the candidate holds a Bachelor's degree in Biological Science and has two years of experience in fisheries development work after obtaining D.F.Sc. In case of sponsored candidates, those holding M.Sc. in Fish and Fisheries, and related disciplines with at least two years' experience in fisheries development work are also eligible to apply. The minimum age limit for admission to Ph.D. shall be 22 years. The age shall be reckoned as on 31st July for the academic year starting on 1st August the same year.

The minimum essential qualification for OBC candidates for M.F.Sc. and Ph.D. will be similar to that of general candidates. The minimum qualifications for various categories are OGPA 7.0 out of 10 and 3.5 out of 5 FOR General / OBC candidates (OGPA for SC/ST candidates is 6.5 out of 10 and 3.25 out of 5).

5.4. Procedure for application:

- i) Prescribed Application Form and Information Bulletin/Prospectus for the Entrance Test and Admission to Ph.D. programmes can be obtained from the Chief Administrative Officer/Registrar, Central Institute of Fisheries Education, Panch Marg, Off Yari Road, Andheri (W), Mumbai - 400061. The request for Information Bulletin and Application Form may be made at CIFE office through post well in advance.
- ii) The Information Bulletin bears a serial number at the top right corner. This number, the course and the discipline to which admission is sought, must be quoted in all correspondence.
- iii) The Information Bulletin contains the following enclosures:
 - Two computerized application forms which have to be filled very carefully and neatly as per the instructions. These forms have a number printed on it as application number. The applicant is required to check whether this number is the same in both the forms as well as on Provisional Admit Card, Acknowledgement Card and the Information Bulletin.
 - Provisional Admit Card
 - Specimen Copy of Answer Sheet
 - Acknowledgement Card
 - One envelope for mailing the application
- iv) A candidate can apply for admission to only one specialization.
- v) The application forms along with the Provisional Admit Card and Acknowledgement Card (affixed with postal stamps of the amount indicated therein, and filled legibly and correctly by the applicant) should be forwarded with necessary sets of attested copies of the documents, viz., high school certificates as a proof of date of birth, mark sheet of degree examination passed and SC/ST certificate (if applicable) so as to reach the Chief Administrative Officer/Registrar, Central Institute of Fisheries Education, PanchMarg, Off Yari Road, Versova, Mumbai – 400061, on or before the last date notified. The last date for receipt of completed application form from the candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir, Lahaul&Spiti Districts and Pangi Sub-division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands and Lakshwadeep (complete in all respects) will be notified each year. Applications received after the last date shall not be entertained.
- vi) Candidates who are in employment must submit their application through proper channel along with the declaration form duly filled in by the employer.

- vii) If a candidate furnishes wrong information or suppresses any relevant information, his/her admission will be cancelled.

Reservations for the Scheduled Castes/Tribes

Fifteen per cent of the total available seats shall be reserved for the Scheduled Caste, seven and a half per cent for the Scheduled Tribe and twenty-seven per cent for Other Backward Community candidates subject to their being otherwise suitable. At the time of finalization of the allocation of seats, the seats to be reserved for Scheduled Castes and Scheduled Tribes shall be identified and earmarked discipline-wise, and shall be notified in the advertisement. These reservations shall be interchangeable, *i.e.*, if sufficient number of candidates are not available to fill up the seats reserved for Scheduled Tribe candidates, these can be filled up from among suitable Scheduled Caste candidates and *vice-versa* within the discipline. Under no circumstances, the Scheduled Caste and Scheduled Tribe seats shall be transferable from one discipline to another discipline or from M.F.Sc. to Ph.D. programme and *vice-versa*. The Scheduled Caste/Tribe candidates who are selected for admission on the basis of merit as well as those who are admitted on the basis of relaxed standards may be counted against the reserved quota and there is no maximum limit on the admission of the candidates belonging to the two categories.

Documents to be attached

- Proof of date of birth
- Matriculation (X standard) or equivalent certificate and mark sheet
- 10+2/intermediate/pre-university/pre-degree examination/higher secondary certificate and mark sheet
- Bachelor's degree certificate and mark sheet
- Scheduled Caste/Tribe Certificate in the proforma as at Annexure-II of Information Bulletin from District Magistrate or the authorities empowered to issue such a certificate of verification issued not more than six months before the date of application
- For in-service candidates, Sponsorship Certificate (Annexure-III of Information Bulletin)

Provisional Admit Cards for the Combined Competitive Examination to be conducted usually in June will be sent by registered post well in advance to all eligible candidates who have submitted their application complete in all respects by the due dates. However, if a candidate does not receive the Admit Card well in advance of the date of Combined Competitive Examination but is satisfied that he/she fulfills the eligibility requirements in terms of percentage of marks or OGPA as given in the Information Bulletin, he/she may contact the Chief Administrative Officer/Registrar, Central Institute of Fisheries Education, Panch Marg, Off Yari Road, Versova, Mumbai - 400061, at his phone/fax. For this purpose, keep a photocopy of your application form and postal receipt indicating the date of submission of the application.

5.4. Selection of candidates:

a) Selection for M.F.Sc.

A combined examination for the award of ICAR Junior Research Fellowship and admissions to 100% seats of Master's Degree Programme at CIFE is conducted by the Education Division, Indian Council of Agricultural Research, Krishi Anusandhan Bhavan - II, Pusa, New Delhi - 110012, in April.

The subject-wise syllabi for the combined examination are given in the Information Bulletin. The Application Form and Information Bulletin can be obtained by post from the Assistant Director General (EDN), ICAR, Krishi Anusandhan Bhavan - II, Pusa, New Delhi - 110012.

Candidates will be selected at the time of counseling for the award of ICAR Junior Research Fellowship and admission to State Agricultural Universities and Deemed Universities on the basis of merit in the Entrance Examination.

Five seats in M.F.Sc. are reserved for the in-service candidates belonging to the state fisheries departments over and above the allotted seats by ICAR. However, the candidates not possessing B.F.Sc. degree, but having experience of more than five years in the department may have to undergo deficiency course for one year duration in the relevant field before they join the regular M.F.Sc. programme.

Two seats each are reserved for Physically Handicapped and candidates from Underprivileged States as per Government of India notification.

b) Selection for Ph.D.

An All India Competitive Written Examination for admission to Ph.D. in Fisheries shall be held in June at Mumbai. The candidates who fulfill the minimum eligibility criteria will be permitted to appear at the Entrance Test. To test the knowledge of the candidate in the discipline to which admission is sought, a written test covering the subject matter shall be conducted before the interview. The details are as under:

	Written Test	Interview	Total
Contents	General Topic in Fisheries and Aquaculture &Subject matter	-	-
Duration	2 hrs	-	-
Maximum marks	150	-	-
Qualifying marks:			
General/OBC	50%	-	-
SC/ST/PH	45%	-	-
In-Service General/OBC	45%		
In-Service SC/ST/PH	40%		
Weightage	80%	20%	100%

- It will be in the interest of the applicants that they should verify their eligibility as mentioned in the above sections before they submit their applications along with the application fee to appear in the Entrance Test. Applicants not satisfying the eligibility requirements shall not be permitted to appear in the Entrance Test.
- The questions for subject matter will be from the syllabus as given in the Information Bulletin of the respective year and the test will be of one paper of 2 hours' duration.
- Interview of the candidates who have appeared at the Written Test will be conducted the following day.
- The final selection of candidates for admission will take into account the marks obtained in the Entrance Test and the Interview.
- Permission to sit at the Entrance Test and to appear at the Interview by itself does not guarantee admission to the Ph.D. course.
- A minimum of 50% marks in Entrance Test as well as in Interview should be obtained by the candidates to be considered for admission. Selected candidates will be intimated by post. No intimation will be sent to those who are not selected.

- The selection procedure through Entrance Test is not applicable for holders of CSIR/UGC/DBT/ICMR/ICAR and other national-level fellowships. Such fellowship holders will qualify for admission to the relevant discipline directly through interview.
- Although the applicants are called for Entrance Test on the basis of the physical fitness certificate furnished by a Registered Medical Practitioner, the selected candidates are required to appear for medical check-up by the Institute Medical Officer, before they are enrolled / admitted to this Institute. They will be allowed to join the Institute for pursuing further studies only after they have been declared physically fit by the Institute Medical Officer. The fees for physical fitness certificate shall be paid by the candidates.

There is a provision for admitting in-service candidates from ICAR institutes/SAUs/CAU/state fisheries departments. In-service candidates are required to qualify the Written Test and Interview conduct by the institute. No of In-service candidate in each discipline is to be decided.

The candidates with CSIR/ UGC / DBT/ ICMR/ICAR-SRF with fellowship and the candidates cleared through other national level fellowship will be admitted over and above to the allotted seats. Hence they are requested to mention the category and enclose a certificate.

For the award of Ph.D. degree,

- One year (two semesters) course work is mandatory.
- Research work has to be carried out for the duration of two years with a minimum residential requirement of three years.

5.5 Foreign Students

System of admission

a) Foreign students not residing in India

The applications of the non-resident foreign students shall be forwarded to the Chair of the Board of Studies for determining their eligibility and their admission shall be finalized without any written test.

b) Foreign students residing in India

Foreign students who are already residents in India, will, however, have to appear for Entrance Examination and Interview. Candidates sponsored by International organization like the Agricultural Development Council, the Food and Agricultural Organization (FAO) of the United Nations, United Nations Educational Scientific and Cultural Organization (UNESCO) etc. shall be considered for admission at the Central Institute of Fisheries Education provided such a request is received through the ICAR / DARE fulfilling the conditions as prescribed from time to time by the Competent Authority. Their cases shall also be considered along with other regular students without giving them any concession in minimum marks but they shall be exempted from appearing in the written test and interview.

- Foreign students seeking admission shall forward their applications through their respective embassies/high commissions at New Delhi or through the respective Indian Missions abroad to the Government of India/Indian Council for Cultural Relations and their candidature shall be considered only if they are sponsored by the Government of India/ICAR.
- As per the directive from the Govt. of India, Ministry of Family Welfare, New Delhi, health check-up for foreign students including that for AIDS, has been introduced. It has been laid down that foreign students will be provisionally admitted. Their admission will be confirmed on production of fitness certificate from the competent medical authority.
- Foreign students should arrive in Mumbai one week before the opening of the academic session to acquaint themselves with the operation of the Postgraduate School and to attend the Orientation Programme. They should contact the Foreign Students' Advisor upon their arrival for obtaining

guidance concerning registration procedure, campus location and all other matters except those of a strictly academic nature.

- Foreign students are required to be in possession of student's visa.
- The Institutional Economic Fee of US \$ 4000 per annum is to be paid besides other fees as per the requirements of CIFE.

i) Eligibility

Sponsored foreign students are exempted from appearing in the written test and interview. Thus, admission shall be made on the scrutiny of their bio-data and by recommendation of the Chair of Equivalence Committee of CIFE.

They should possess the requisite Master's degree in the concerned discipline or its cognate branches.

A good knowledge of English is essential. A certificate of the candidate's proficiency in English, issued by the respective Indian Mission abroad, should accompany their application for admission.

TOEFL score of minimum 45% will be considered for eligibility.

Their cases shall be considered along with the other candidates without giving them any concession in minimum marks but they shall be exempted from appearing in the Entrance Examination and Interview.

ii) Procedure for application

The last date for receipt of applications and results/mark-sheets from the applicants who are foreign nationals but are residents in India will be the same as prescribed for the applicants who are Indian citizens, and the self-financing foreign students out of them will be called for the written test and interview only if they have prescribed qualifications as for the Indian applicants for admission through the open competition stream.

Admissions are made on the basis of a written test and interview for Ph.D. The academic score will have a weightage of 80% for General Topics in Fisheries and Aquaculture and Specialized subject matter in written test and 20% for interview. However, the minimum qualifying marks in the written test for Ph.D. is 50% for the general category and 45 % for SC/ST/PH candidates or as decided by the approval of Competent Authority.

The written test will consist of the following papers:

General Topics in Fisheries and Aquaculture(50 Question)
&150 Marks
Specialized subject matter (100 Question)



Reservation for SC/ST candidates is applicable as per the GOI rules. There will not be a specific syllabus for the General English and General Knowledge papers. Prescribed syllabus for the subject matter is provided in the Information Bulletin.

Address for correspondence in India

**Indian Council of Cultural Relations
Azad Bhavan, Indraprastha Estate
New Delhi - 110002**

Email: iccr@vsnl.com

Tel: 91-11-23379309, 91-11-23379310, 91-11-23379314

Fax: 91-11-23378639, 91-11-23378647, 91-11-23370732, 91-11-23378783, 91-11-23378830

Deputy Director General (Education)
Indian Council of Agricultural Research
KrishiAnusandhanBhavan - II
Pusa, New Delhi - 110012

Email: ddgedn@icar.org.in

Tel: 91-11-25841760

Fax: 91-11-25843932

Director/Vice-Chancellor
Central Institute of Fisheries Education
PanchMarg, Off Yari Road, Versova,
Andheri (W), Mumbai - 400061

Email :www.cife.edu.in

Tel: 91-22-26361446/7/8, 91-22-26361632, 91-22-26320395

Fax: 91-22-26361573, 91-22-26348223

5.6. Admission and Registration

- Admission to the degree programme includes selection as per rules, payment of prescribed fee, and registration.
- All selected candidates must report in time to complete the admission formalities including payment of fee and registration of courses within the prescribed time limit; otherwise, the candidate forfeits his/her claim of the seat and will be denied admission.
- An orientation programme will be held in the Institute's auditorium the day after admission, where the attendance of all the students is compulsory.
- All the prescribed fees are to be paid on the first day. A candidate shall be enrolled only after he/she has paid all the prescribed fees and other dues, and has got himself/herself registered for the courses by the teacher concerned after completing all the formalities.
- For this purpose, the registration card will be signed by the course teachers concerned for each prescribed course, by the accounts representatives for the fees and by the warden for the accommodation in the hostel.
- A provisional registration number will be allotted to the student at the time of the first admission to a particular degree programme. However, before the allotment of the proper registration number, the student concerned will have to complete all the formalities by the end of the first semester of his/her stay, failing which the student shall not be registered in the subsequent semester.
- The students admitted will be required to submit the Migration Certificate from the University from which he/she migrates, within 2 months of admission. All other documents are required to be produced in original, at the time of registration.
- The students shall register in the subsequent semesters paying the prescribed fee and other dues within a notified date. A continuing student who does not register shall be required to pay a late fee of Rs. 10 for the first day of lapse and at the rate of Rs. 2 for each subsequent day for a maximum period of 10 days within which he/she has to complete the registration, failing which the student will not be able to register for the semester.
- During the subsequent semesters, if an eligible student happens to be outside the Institute at the time of registration in connection with his/her studies/field work pre-authorized by the Director or due to some other unavoidable circumstances, he/she may be permitted to register himself/herself by submitting the

necessary registration cards and fee by post or by some other arrangement within a maximum period of 15 days from the due date on payment of late fee. However, this restriction shall not be applicable to a student who has been deputed by the Institute outside for participating in a student study programme.

Due date of Registration : First week of August

Terminal Examination : Last but one fortnight of each Semester

(Final Semester Examination) : Semester-wise (as per the calendar)

6. FEES STRUCTURE:

6(a) FEES STRUCTURE (PER ANNUM) FOR M.F.Sc. STUDENTS

S. No.	Details	I Year	II Year
1	Caution Money (Refundable)	Rs.2000.00	-
2	Hostel Fees	Rs.2000.00	Rs.2000.00
3	Registration fees	Rs.0100.00	-
4	Tuition Fees	Rs.10,00.00 *	Rs.10,000.00 *
5	Other charges i) Student Union fee ii) Magazine iii) Welfare Fund iv) Sports fund v) Cultural & Literary Activities Fee	Rs.0300.00 Rs.0100.00 Rs.0200.00 Rs.0200.00 Rs.0200.00 = Rs.1000/-**	Rs.0300.00 Rs.0100.00 Rs.0200.00 Rs.0200.00 Rs.0200.00 = Rs.1000/- **
6	Examination Fees	Rs.1000.00	Rs.1000.00
7	Thesis evaluation	-	Rs.0800.00
8	Identity Card fee	Rs.0100.00	-
9	Alumni Association	Rs.0500.00	-
10	Provisional Degree Certificate	-	Rs.0200.00
11	Transcript	-	Rs.0200.00
12	Original Degree Certificate	-	Rs.1000.00
*13.	Medical Insurance	Rs.2000.00	Rs.2000.00
	TOTAL	Rs.18,700.00	Rs.18,200.00

Note:

- If the term is extended the fees is to be paid till the submission of Thesis.
- *SC/ST candidates are exempted from tuition fees.
- **Other charges, i.e. Rs. 1000.00/- are to be deposited in the Postgraduate School Students' Union Office.
- Foreign students have to pay Institutional Economic Fees of US\$ 4,000.00 per annum besides other fees as per the requirements of CIFE.
- In addition to the above mentioned fees, all the M.F.Sc. students have to pay Rs. 2,000/- towards their Insurance Policy including foreign students.

6(b) FEES STRUCTURE (PER ANNUM) FOR Ph.D. STUDENTS

S.No.	Details	I Year	II Year	III Year
1	Caution Money (Refundable)	Rs.2000.00	-	-
2	Hostel Charges	Rs.2000.00	Rs.2000.00	Rs.2000.00
3	Registration Fees	Rs.0100.00	-	-
4	Tuition Fees	Rs.10,000.00 *	Rs.10,000.00 *	Rs.10,000.00 *
5	Other charges i) Student Union fee ii) Magazine iii) Welfare Fund iv) Sports fund v) Cultural & Literary Activities Fee	Rs.0300.00 Rs.0100.00 Rs.0200.00 Rs.0200.00 Rs.0200.00 =Rs.1000/- **	Rs.0300.00 Rs.0100.00 Rs.0200.00 Rs.0200.00 Rs.0200.00 = Rs.1000/- **	Rs.0300.00 Rs.0100.00 Rs.0200.00 Rs.0200.00 Rs.0200.00 = Rs.1000/- **
6	Examination fees	Rs.1000.00	Rs.0500.00	-
7	Thesis Evaluation	-	-	Rs1000.00
8	Identity Card fees	Rs.0100.00	-	-
9	Alumni Association	Rs.0500.00	-	-
10	Provisional Degree Certificate	-	-	Rs.0200.00
11	Transcript	-	-	Rs.0200.00
12	Original Degree Certificate	-	-	Rs.1000.00
*13.	Medical Insurance	Rs.2000.00`	Rs.2000.00	Rs.2000.00
	TOTAL	Rs.18,700.00	Rs.15,500.00	Rs.17,400.00

Note:

- If the term is extended the fees is to be paid till the submission of Thesis.
- *SC/ST candidates are exempted from tuition fees.
- **Other charges, i.e. Rs. 1000.00/- are to be deposited in the Postgraduate School Students' Union Office.
- Foreign students have to pay Institutional Economic Fees of US\$ 4,000.00 per annum besides other fees as per the requirements of CIFE.
- In addition to the above mentioned fees, all the Ph.D. students have to pay Rs. 2,000/- towards their Insurance Policy including foreign students.

7. ACADEMIC REQUIREMENTS**7.1. Minimum Credit Requirements**

For Master and Doctoral Degree programmes, the students are required to complete successfully a minimum of 60 and 75 credits, respectively, as under:

- i) Duration of the Programme : Minimum 4 semesters and maximum 8 semesters for M.F.Sc.
Minimum 6 semesters and maximum 12 semesters for Ph.D.
- ii) Attendance requirement : 85% for both M.F.Sc. and Ph.D. programmes
- iii) Comprehensive examination : To be allowed after completion of 75% course work separately in major and minor subjects

	Master Programme	Doctoral Programme
Major subject	One paper	Two papers: At least one paper by an External Examiner
Minor subject	One paper	One paper
Paper setting	Internal	Two Internal (Paper I & III)/ one External (Paper II)
Evaluation	External	External
Qualifying marks	60	60
<i>Viva-voce</i>	-	External
Grading	Satisfactory/Unsatisfactory	Satisfactory/Unsatisfactory

- For M.F.Sc. students of all the disciplines Major paper shall cover all the courses offered under major courses of the discipline in the first and second semesters and Minor paper shall cover all the courses offered under minor and supporting courses of the discipline in the first and second semester. Faculty members of the courses offered in each discipline should take utmost care while setting the papers.
- A comprehensive examination conducted for the Ph.D. students shall have three written papers each of 100 marks of two and a half hours duration. Major-I paper shall cover all the courses offered under the major courses of the discipline in the first semester, Major- II paper shall cover all the courses offered under the major courses of the discipline in the second semester and Minor paper shall cover all the courses offered under minor and supporting courses of the discipline in the first and second semester. Faculty members of the courses offered in each discipline should take utmost care while setting the papers. The comprehensive examination will be held in every February.

- **Minimum Credit Requirements**

As per the proceeding of 49th Academic Council meeting held on 26th July 2014 at the Institute, Master and Doctoral Degree Programmes in 11 disciplines have following credit requirements given as under:

Credit requirement	M.F.Sc.	Ph.D.
Major Courses	23	17
Minor Courses	06	06
Major/ Minor Courses (depending on the requirement)	03	-
Supporting Courses	05	05
Credit Seminar	01	02
Field Training	02	-
Thesis	20	45
Total	60	75

Composition of Major/Minor/Supporting subjects is given as under:

Major Subjects	The courses under the subject in which the student takes admission
Minor Subjects	The subjects closely related to a student's major subject
Supporting Subjects	The subjects not related to major subject; could be any subject considered relevant for the student's research work or necessary for building overall competence

- Minimum number of classes to be conducted for the credit hours assigned for each course for conduct of examination is as under:

Credit Hours	Actual Number of Classes	Minimum Number of Classes
1+1/2+2/3+3	18 + 18	15 + 15
1+0/2+0/3+0	18 + 0	15 + 0
0+1/0+2/0+3	0+18	0+15
2 + 1	36 + 18	30 + 15
2 + 2	36 + 36	30 + 30
3 + 1	54 + 18	45 + 15
1 + 2	18+36	15+45

vii) Mode of evaluation

- Theory – Internal/External (Quiz and Midterm: Internal; Semester Final: External for Master's and Internal for Doctoral programmes).
- Practical – Internal/External; to be conducted by the concerned Course Teacher.

vii) Approval of Synopsis

- The approval of synopsis should be accomplished by the end of the second semester both for Masters and Doctoral programmes.
- Students should submit FIVE copies of their research synopsis to Academic Cell for getting final approval from Dean (Academic) and Director/Vice-Chancellor.
- The synopsis cannot be modified unless recommended by the Board of Studies after the recommendation of the Major Guide and approved by the Dean (Academics).
- Thesis/dissertation can be submitted after four semesters of the submission of the approved date of synopsis in case of Ph.D. and after two semesters for Masters programmes. In case of revised/modified synopsis the same time limit will be applicable from the revised approved date.

viii) Thesis/Dissertation

	Master Programme	Doctoral Programme
Submission	Only after pre-submission dissertation seminar	Only after pre-submission thesis seminar
Research paper	One research paper should have been communicated before submission of M.F.Sc. dissertation	One research paper should have been published before Ph.D. thesis submission and another paper should be accepted /submitted/ communicated or one patent filed out of the thesis work
Evaluation	External (one examiner)	External (two examiners)
<i>Viva-voce</i>	By Advisory Committee and one External Examiner; discipline-wise	By Advisory Committee and one External Examiner
Assessment	Satisfactory/Unsatisfactory	Satisfactory/Unsatisfactory

7.2. Credit Load

The normal full-time programme of work in a semester will be of 18 credit hours. The restriction of minimum credit load during the last semester will not be applicable, provided he/she has completed the other course requirements.

7.3. Maintenance of minimum OGPA requirements

The OGPA requirement for good standing shall be a minimum of 6.5/10.0. The candidates will be deemed to have passed if he/she secures 6.0 and above grade point in a course provided the OGPA is 6.5 and above. If a candidate fails to obtain a minimum OGPA of 6.5 at the end of the semester, he/she is placed on "Scholastic Probation" and allowed to continue the next semester. If the candidate fulfills the minimum OGPA, he/she will be restored to Good Standing. If the candidate does not achieve this, he/she will be dropped from the programme but he/she has the option to appeal to the Director within a week of the start of the next semester for readmission which may or may not be accepted. In case the readmitted candidate fails to clear the probation even during the extended period, the candidate will be dropped from the programme.

7.4. Constitution of Advisory Committee

- i. Each postgraduate student shall be assigned to a Major Advisor by the concerned Board of Studies. The Advisory Committee of M.F.Sc. and Ph.D. students shall have maximum of four and five members, respectively, as shown below, which will be approved by the Director, ICAR-CIFE, on the recommendations of the Major Advisor/Chair for M.F.Sc. and Ph.D. students respectively in the respective disciplines.

M.F.Sc.

One member representing the major discipline	- Major Advisor
Another member from the major discipline	- Member
One or two member from minor discipline/appropriate discipline	- Member

Ph.D.

One member representing the major discipline	- Chair
Another member from the major discipline	- Co-Chair/Member
One members representing appropriate discipline	- Member
One or two member from minor discipline/appropriate discipline	- Member

- ii. For constitution of Advisory Committee of a Ph.D. student, if a student is conducting major research work at the Institute, then the faculty of the concerned discipline/division will be designated as Chair and other faculties will be designated as Advisory Members.
- iii. In case, if a Ph.D. student is conducting major research work in other Institute, then the faculty of that Institute will be designated as Chair, whereas if some part of research works has also to be carried out at CIFE, then the faculty of concerned discipline/division of the Institute will be designated as Co-Chair and other faculties from CIFE/other Institute will be designated as Advisory Members. Such students have to deliver their Synopsis/Credit/Pre-thesis Seminars at the concerned Divisions of CIFE. **The presence of Chair is must for Synopsis, Pre-thesis seminars and Final viva voce.**
- iv. The second member in the Advisory Committee shall be from the student's major field and he/she should be eligible to become Chairman of the student in case the existing Chairman is not available for the remaining period. If he/she is also not in a position to continue to act as Advisor, then fresh choice of the student may be obtained for allotting the student by the Board of Studies accordingly.
- v. If a faculty member functioning as Chairman in the Student's Advisory Committee(s) goes abroad or is absent on other grounds for more than three months, the same will be decided by the BOS Chairman in consultation with the Dean (Academic) for making an alternate arrangement during his/her absence.
- vi. Likewise, in case any Advisor retires or quits the institute for any reason, or if any disagreement between the students and the Guide at later stage, the second senior most member of major discipline in the concerned student's advisory committee will act as Advisor in place of the outgoing faculty. If he/she is also not in a position to continue to act as Advisor, then fresh choice of the students may be obtained for allotting the students by the concerned Board of Studies accordingly.
- vii. In case of students, who are admitted in one discipline, but are working partly in the divisions not related to the disciplines of admission, the Chairman of the Advisory Committee should invariably be from the major field of specialization (ARS discipline) and the immediate supervising officer should be a member of the Advisory Committee, if he/she does not belong to the major field of specialization, and he/she is a faculty member.
- viii. In case of limitation of faculty members in a particular discipline, the Chair may be selected from among faculty members of the Division.
- ix. It may also be ascertained that the facilities required for the research work of the students are consistent with the facilities available in the Division/Section, so that no additional facilities are required to be created for the student(s).

- x. While constituting an Advisory Committee of a student, if the Chairman, Advisory Committee feels the requirement of involving of a faculty member of another university or scientist of another institute/organization, he/she may send a proposal to Dean (Academic) for approval. The proposed faculty member can be allowed to act as Member of the advisory committee of that particular student.
- xi. Research topics should be largely within the thrust areas of the divisions.
- xii. A proposal for the formation of Students' Advisory Committee shall be forwarded in the prescribed proforma to the Dean (Academics) for approval within one month from the date of guide allotment.

7.5. Rules for Allotment of Advisor

- i. Each student shall be allotted the supervisors for the thesis research work as per their rank/merit by the BoS constituted by the university on their choice of research area.
- ii. Every academic year, the Academic Cell will maintain seniority lists of eligible CIFE faculty members and the outside CIFE faculty (as per their date of induction in the P.G. faculty), as on 15th October of every year for guiding master's and doctoral students. Allotment of PhD students should be completed first followed by M.F.Sc. students as per choice and rank of the student. In case any faculty member has already in hand seven or more Doctoral and Master's students together at any time on 31st Oct of every year, his/her name will not be included in the list for allotting the student.
- iii. The Committee shall give preference to the faculty members, who have not been allotted any student, while nominating the advisor to Master's students.
- iv. At any given point of time, a Scientist can supervise as Major Advisor (M.F.Sc.) maximum of **THREE** students, Senior Scientist can supervise as Major Advisor (M.F.Sc.) or Chair (Ph.D.) for **FIVE** students and Principal Scientist can supervise as Major Advisor (M.F.Sc.) or Chair (Ph.D.) for **SEVEN** students including both Master's and Ph.D.
- v. The in-service candidates and foreign students may be considered for allotment to a guide working in the preferred areas suggested by his/her sponsors even if the name of such a guide does not appear in the list prepared by the Division for that particular year. However, in lieu of this, the name of such guides will not be considered in subsequent allotment.
- vi. New scientists inducted as faculty member during the year may be kept at the bottom of the seniority list maintained in the Division. Scientist probationers cannot be chairman/members of the Advisory Committee.
- vii. For eligibility to guide doctoral scholar as Chair, the faculty member holding a Ph.D. degree should satisfy the following condition(s):- (a) should have guided at least two Master's students with 5 publications (2 as first author) in journals of minimum NAAS rating 6.0 (NAAS rating 4 for Social Scientists), OR (b) should be a Senior Scientist or above with a minimum 10 research publications that should be in journals with NAAS rating of more than 6.0 (for Social Science 4.0).
- viii. For eligibility to guide Masters scholar as Major, the faculty member should hold a Ph.D. degree/ 3 years research experience with minimum 2 papers as first author of in journal of minimum NAAS rating 6.0 (NAAS rating 4 for Social Scientists).
- ix. Faculty members who are due for retirement within next 2 and 3 years from the date of admission cannot be considered for allotting Master's and Doctoral students, respectively.
- x. The student of Master's/Doctoral degree programmes who drops the study either on Temporary Dropping or any other reason, will not be counted while reckoning the number of students already in position with a faculty member at the time of allotment of guide (i.e. first day of academic year).

7.6. Rules for Recognizing Faculty Members from outside ICAR-CIFE

- i. Only Senior Scientists and above from outside institute will be considered for recognition as faculty of ICAR-CIFE.
- ii. A Principal Scientist should have minimum 10 papers published in journals having NAAS rating above 6.0 (NAAS rating 4 for Social Scientists). For Senior Scientists it is necessary to have at least 5 research papers published in journals having NAAS rating above 6.0 (NAAS rating 4 for Social Scientists).

- iii. A list of eligible faculty members from outside CIFE will be sent to Directors of concerned ICAR institutes for nomination of required faculty members across disciplines every year.
- iv. The recognized faculty can only guide the students belonging to his/her own ARS discipline.

7.7. Advisement and IPR

- i. The student shall report for advisement to his/her Major Advisor on the prescribed date. Unauthorized absence may be treated as a serious lapse on the part of the student.
- ii. The Students Advisory Committee shall meet at least once in three months. The proceedings of the meeting should be sent to the Dean (Academics) with a copy to the Director.
- iii. The synopsis cannot be modified unless recommended by the concerned Board of Studies after the recommendation of the Chair and approved by the Dean (Academics).
- iv. Thesis can be submitted only after four semesters of the submission of the approved synopsis in case of Ph.D. and after two semesters for M.F.Sc.
- v. If the master's students fail to submit his/her dissertation in the last semester by 30th June, then the institute will not be responsible for the declaration of the result within the timeframe.
- vi. Wherever, a faculty member from outside CIFE is the External Chair, the host institute shall provide stay and research expenses of the student.
- vii. There will be a MoU between CIFE and concerned institute for any IPR issues that may arise.

7.8. Programme of Study

i) Course Work

- a) The programme of course of study of a postgraduate student drawn by the Major Advisor in consultation with the student's Advisory Committee shall be submitted to the Director in the prescribed form before the end of the first semester of the student's registration.
- b) Program of study drawn up and as approved by the Director shall be followed by the student without change except where the programme of study may be altered by the Advisory Committee during the course of a student for reasons of changed scholastic circumstances. However, the programme shall not be altered to suit the convenience of a student or to relieve him/her from what he/she may consider difficult course(s) listed in his/her originally approved programme of study. Any alteration shall be made only with the approval of the Director.
- c) The student's Advisory Committee shall give due latitude in making the choice of courses for a student in the major and minor fields.

ii) Research work

- The outline of the research programme will be submitted by the student to the Advisory Committee, which in turn, shall be presented before the concerned Board of Studies and send for acceptance by the Director after the approval by the Chair, Board of Studies, in the prescribed form before the end of the second semester of the first year.
- A Ph.D. research scholar, who desires to seek permission for extension of his/her Ph.D. research work shall be required to submit filled-in prescribed proforma along with half-yearly progress report at least 15 days in advance before the start of each semester in March and September of every year, till the submission of Final Thesis.

7.6. Attendance and Leave

- A student can be granted eight days' casual leave and ten days' medical leave in a semester (with fellowship/scholarship) by the Chair, Board of Studies, on the recommendation of the guide of the student. The cases of foreign students shall be decided by the Dean (Academics).

- All students shall attend a minimum of 85 per cent of the total number of lectures and laboratory classes (practical), separately in each course.
- If a student falls short of the required attendance in lectures, laboratory course or field work by 10 per cent or less in any particular course, the shortage may be condoned by the Dean (Academics) provided the Dean is convinced that the shortage was due to unavoidable circumstances.
- Students falling short of the prescribed minimum attendance in the particular course shall not be permitted by the Course Instructor to take the examination for that course without prior approval of the Dean (Academics).
- The Head of the Division in consultation with the Chair of the Student's Advisory Committee shall be competent to sanction leave to students for a period not exceeding 80 and 120 days during the entire course of studies for Master's and Doctoral students, respectively, based on sufficient and valid reasons, under intimation to the Academic Section for record.
- Cases of absence of more than 80 and 120 days due to illness of the student or any other reasons shall be examined and decided by the Dean (Academics).
- In exceptional cases, medical leave up to 3 months without scholarship can be granted during the entire degree programme on production of valid Medical Certificate.
- In very special circumstances leave without fellowship may also be granted up to a maximum of 30 days at the discretion of the Joint Director/Director on production of valid ground/proofs.
- Cases of students remaining on unexplained absence for more than 15 days shall be promptly reported to the Academics Cell by the Head of the Division or by the Warden, and the names of those students shall be struck off from the rolls for unauthorized absence.
- Each student should spend at least one semester in the Institute after his/her first registration for a degree before he/she is entitled to leave of any kind extending for 15 days or more, except on health grounds.
- As per University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degrees) Regulations, 2016 dated 5th May, 2016, women Ph.D. candidates may be provided additional benefits of Maternity Leave/Child Care Leave once in the entire duration of Ph.D. maximum up to 240 days over and above of 5 years for regular (not In-service) women research scholars and 6 years for In-Service women research scholars for completion of their research.

Students may be allowed to temporarily drop their studies so as to join service in government departments provided they fulfill/satisfy the following conditions:

- a. The student informs the Registrar through a letter about the applications which he/she sends/has sent to government departments/universities/state organizations for job/position.
- b. The student completes his/her course work (required course credits) and comprehensive examination (both written and oral).
- c. For temporary dropping, the student will have to apply on a Discontinuation/No dues form available on the institute website in which he/she has to state the reason of dropping, attach a copy of offer of appointment/selection letter, if applicable and also includes the recommendations of his/her Major Advisor/Advisory Committee members and Board of Studies.
- d. The students will have to pay the prescribed fee for the entire period even if he/she drops from studies in between.
- e. The student will have to submit thesis/dissertation within the time-limit framed for this purpose, *i.e.*, 4 years for Master's Students and 6 years for Ph. D. Students.

- f. The students will have to pay continuation fee of Rs.1000/- during the period he/she drops his/her studies in each & every semester on the scheduled registration date(s), failing which their names will liable to be struck-off on the rolls and they will be required to refund all the fellowship/scholarship etc. immediately.
- g. Permission for temporarily dropping the studies will be granted only once during the entire period of study.
- h. The award of fellowship/scholarship shall terminate from the date the students is allowed temporary dropping to join their service and it will not be renewed in any circumstances after re-joining the student even if the student re-joins the study on extra ordinary leave from his department. However, such students may be entitled only for contingency and other facilities, as admissible to in-service candidates (lab and hostel).
- i. The student will have to fulfill the minimum residential requirement for completion of respective degree programme after excluding the temporary dropping period.
- j. After registration to Masters or Doctoral programmes at ICAR-CIFE, if any student discontinues the programmes for any reason or unable to complete degree in which he/she had registered in the stipulated period of time, then he/she has to pay the surety bond of Rs. 30,000/- for Master's and Rs. 50,000/- for Doctoral students.
- k. Henceforth, any Ph.D. aspirant, who had registered for Ph.D. in the previous batches but couldn't complete his/her Ph.D. within the stipulated of 5 years in general and 6 years in case of in-service candidates, shall not be granted any course exemption. However, they may take admission by reappearing in the entrance examination and their cases will be considered at par with the fresh students and they have undergo one year course they need to pay the surety bond of Rs. 50, 000/- as per the ICAR order vide F.No. 7(1)/2005-Exam Cell dated 24.08.05.

7.7. Residential Requirement

The minimum residential requirement is as under:

Degree and Duration

M.F.Sc. Two years

Ph.D. Three years

Minimum residential requirements are to be fulfilled at CIFE or any of its center or at any other ICAR research institute as recommended by the Advisory Committee of the candidate and approved by the Academic Council.

The in-service candidates can work at their respective institutes for the completion of residential requirement with due permission of their respective directors in this regard. A faculty member at the respective place will have to be on the Advisory Committee for this purpose. A formal request should be made by the candidate and permission be sought from the competent authority.

7.8. Maintenance of Discipline

General rules

The students are expected to maintain discipline both on and off the campus. Any act of indiscipline such as misbehaviour with fellow students, staff, teachers and the institutional authorities, taking part in strikes, demonstrations and like activities, violating institution rules and damaging institutional property, etc. will be viewed seriously. Depending on the gravity of the case, disciplinary action will be taken and the student may be rusticated from the Institute.

Unfair means in examination

A student found using unfair means during a First Test/Mid-Semester Examination will be deemed to have failed in the particular course(s) during the semester. However, if the candidate is found using unfair means in the Final Semester Examination, he/she will be deemed to have failed in all the courses in that semester. Any repetition of such offence makes the student liable to be disqualified from being a student of the Institute and obtaining the degree of the University.

8. EXAMINATION SYSTEM

8.1. Evaluation of Course Work (Examination)

The evaluation of a student's achievement in a course shall be based on his/her performance in various tests, laboratory and library assignments, special problems, seminars, field work and other exercises.

In addition to the course outline for teaching, every Course Teacher shall prepare First Quiz Test, Mid-Semester, Final Practical Examination papers and conduct the same as per the schedule given in the academic calendar. For the End-of-Semester-examination, each Course Teacher shall also submit a model question paper to the Controller of Examinations of the institute for the smooth conduct of final theory examination of the courses he/she offers. Besides the above, there shall be an assignment-cum-class seminar for each course, allotted by the concerned course teacher. The details of different examinations are given below:

Theory

i) First Quiz Test

It is a written test lasting for forty-five minutes. The date for the test and the part of the syllabus to be covered in the test shall be announced at least one week in advance by the concerned course teacher. This test will be conducted in the 5th/6th week of the semester and will be only of objective type. This is a part of internal assessment. First test will not be repeated on any grounds and student, who fails to appear the test on schedule date, will be awarded zero marks.

ii) Mid-Semester Examination

During the 11th week of each semester, there will be an examination lasting for one hour in each course conducted by the Course Teacher. However, this examination shall be completed by the end of the 12th week of the semester. The question paper shall consist of objective questions (10% of maximum marks) and the remaining paper will comprise of at least 5 descriptive questions of equal marks covering the prescribed syllabus.

iii) End-of-Semester or Final Examination

Towards the end of the semester, there shall be one examination in each course for two and a half hours, and shall cover the entire syllabus of the course. This examination shall be scheduled by the Director/Controller of Examinations invariably in the 21st week of the semester keeping in view that no student shall be required to appear in more than two examinations on the same day.

The final examination will have external paper setting and evaluation for theory paper in case of Master's programmes and internal paper setting and evaluation for theory paper in case of Doctoral programmes. Final semester theory question papers are of descriptive type for both Master's and Doctoral programmes.

Out of Syllabus Questions

If students appear in the final examination of a course and express their concern for questions out of syllabus, the university office (Director/Joint Director and Exam Cell) will look into, however, this cannot be claimed as a right and no representation for out of syllabus in examination will be entertained.

Practical/Assignments

Course Teacher will award the grade points for the assignment and class work. Final practical examination will be of two hours (Theoretical)/three hours (Practical lab type) and will be conducted and evaluated by the Course Teacher, marks of which should be submitted to Controller of Examination as per schedule.

8.2. Make-up Examination/Re-examination

If a student misses an examination, other than the First Test, because of illness or some other valid reasons, he/she may submit an application along with the prescribed fee for permission to appear in the Make-up Examination through the Course Teacher/Chair of the Advisory Committee to the HoD within six days of the completion of the examination. If the HoD is satisfied that the student could not appear in the examination for valid reasons, then he/she may direct the Course Teacher to hold a special Make-up Examination for the student. The prescribed fees for the Make-up Examination for mid-term and final practical examination will be a minimum of Rs. 500/- for each paper. And Rs.1000/- fees for the make-up examination of Final Theory Examinations of a particular paper of M.F.Sc./Ph.D. and Comprehensive Exam, to be given along with regular students of next academic year during the same semester. Students appearing at any one of the Make-up Examinations are not eligible for the award of topper's gold medals.

A student may be allowed to appear in the Make-up Examination on the following grounds:

- a) In case of serious illness (to be supported by Medical Certificate from a Medical Officer not below the rank of Assistant Surgeon of a Government recognized hospital)
- b) In case he/she has taken leave on account of serious illness/ death of his/her father, mother, real brother and sister, spouse, own child or own grandparents.
- c) In case he/she is sent to represent the Institute in games or co-curricular activities, subject to provision of rules related to attendance (such students shall be exempted from the payment of fee for the Make-up Examination and will be eligible for the award of gold medals as per merit)
- d) In case he/she fails to secure passing marks in final theory examination or does not secure 5.0 in a course/courses
- e) Results of Make-up Examination will count along with the previous performance of the student during the term for awarding the final grade point in the course concerned. It will be the responsibility of the student to get in touch with his/her Course Teacher and ascertain the dates of the Make-up Examination/Re-examination.
- f) In the case of a Mid-term Examination, the student will be required to take the Make-up Examination/Re-examination within 15 days of the date of the examination so missed. Only one such examination will be conducted for each course and if a student fails to appear on that date, he/she will forfeit the claim for the Make-up Examination/Re-examination.
- g) In case of the Final Examination, the Make-up Examination/Re-examination will be held during the next semester/ year along with regular students provided that the student is otherwise eligible to continue during the subsequent semesters.
- h) No Re-examination/Make-up Examination is allowed beyond 4 years for M.F.Sc. and 6 years for Ph.D. programmes.
- i) There shall be no re-evaluation of the answer books. However, the re-totaling of the marks will be allowed with prescribed fee.

8.3. Comprehensive Examination

- a) No student shall be admitted to the written Comprehensive Examination, unless he/she has completed 75% of the course work separately in major and minor fields.
- b) The examination will be conducted in February (2nd Year, 1st Semester) for M.F.Sc. and Ph.D. students. Failing which the students can appear in the next year schedule comprehensive exam in February after depositing fees @ Rs.1000/- for paper I of M.F.Sc, Paper I & II for Ph.D. respectively and Rs.2,500/- for minor papers of M.F.Sc. (paper II) & Ph.D. (paper III).

- c) All Ph.D. students admitted are requested to submit filled in Performa in respect of their research work for thesis at the earliest, in any case, not later than a fortnight.
- d) A comprehensive examination conducted for the M.F.Sc. students shall have two written papers each of 100 marks of two and a half hours duration. Major paper shall cover all the courses offered under major courses of the discipline in the first and second semesters and Minor paper shall cover all the courses offered under minor and supporting courses of the discipline in the first and second semester. Faculty members of the courses offered in each discipline should take utmost care while setting the papers.
- e) A comprehensive examination conducted for the Ph.D. students shall have three written papers each of 100 marks of two and a half hours duration. Major-I paper shall cover all the courses offered under the major courses of the discipline in the first semester, Major- II paper shall cover all the courses offered under the major courses of the discipline in the second semester and Minor paper shall cover all the courses offered under minor and supporting courses of the discipline in the first and second semester. Faculty members of the courses offered in each discipline should take utmost care while setting the papers.
- f) The student will be provided maximum of three chances to clear the comprehensive examination. Student under discontinuation status can appear in comprehensive examination with regular batch exam scheduled in every February.
- g) To obtain a pass in this examination, the student shall be required to obtain at least a grade point of 6.0 for both major and minor papers together, which will be held in the third semester for both M.F.Sc. and Ph.D. courses.
- h) A student failing in the written paper of comprehensive examination shall be given a chance to re-appear in next scheduled exam in February and viva voce will be conducted only after the student has passed in the written paper.
- i) The written paper will be of two and hour duration and will be conducted on a common date to be announced by the Controller of Examination for all the disciplines in every February. Details of date shall be reflected in every Academic calendar, however, the appearance of comprehensive exam for M.F.Sc. and Ph.D. in III semester is mandatory.
- j) Marks of the comprehensive examination will not be accounted towards calculation of the GPA/OGPA.
- k) Viva voce will be conducted by the external examiner and the departmental committee consisting four members approved by the Director and the Major Advisor and it will be evaluated as Satisfactory/Unsatisfactory.

8.4 Guidelines for Specialized Training of M.F.Sc. Students

- Specialized training for skill development and competence for M.F.Sc. students is conducted for a period of 30 days.
- Training will be conducted after Second Semester break. The students will report back for research work (*i.e.*, registration for the third semester) by the beginning of August.
- The training location may be any government or private fish farm/hatchery/industry/enterprise, ICAR institute, university, non-governmental organization, fisheries cooperative society or any other designated place with the capacity to accommodate the students. The respective Head of Division will take advance action on the matter.
- Coordinator and the Head of Division in consultation with the faculty members, and the students will decide the venue, which is to be duly approved by the Dean (Academics) and the Director.
- Record of attendance of the students will be maintained and certified by the Local Training Supervisor. As mentioned elsewhere, minimum 85% attendance will be essential for the completion of the training.
- Students are supposed to prepare the report in consultation with the Local Training Supervisor and Coordinator. The report will be certified by the respective Head of Division before submission to Dean (Academics)' office with a copy to the Controller of Examinations.

- Students are expected to present the report in front of all the faculty members, Dean (Academics), Joint Director, Director and/or his representative or a committee duly constituted for the purpose by the Director and other students after completion of the training.
- The report will be evaluated by three designated members based on the attendance of the student at the field stations, contents and the presentation of the report, remarks of the Head of Division and the way of defense from the questions posed by the audience in the second half of August.

8.5 Weightage

The following examinations will be conducted for each course offered during each semester. The weight age of theory and practical examinations will be as follows based on credit hours (Refer Table)

Suppose a course's credit hour is 1+1, 50 marks are for theory and 50 marks are for practical, if the course's credit is 3+1, 75 marks are for theory and 25 marks are for practical. The information is summarized in the following table:

STATEMENT OF BREAK-UP MARKS ACCORDING TO CREDITS

Credits	Theory						Practical				Grand total
	Assign-ment	First Test	Mid Term	Final Exam		Total	Assign-ment	Record	Final Practical	Total	
0 + 1	-	-	-	-	-	-	10	30	60	100	100
1 + 0	10	10	30	50	-	100	-	-	-	-	100
1 + 1	5	5	15	50	25	50	5	15	30	50	100
1 + 2	3.5	3.5	10	50	17	34	6	20	40	66	100
0 + 2	-	-	-	-	-	-	10	30	60	100	100
2 + 0	10	10	30	50	-	100	-	-	-	-	100
2 + 1	6.5	6.5	20	50	34	67	3	10	20	33	100
2 + 2	5	5	15	50	25	50	5	15	30	50	100
0 + 3	-	-	-	-	-	-	10	30	60	100	100
3 + 1	7.5	7.5	22.5	50	37.50	75	2.5	7.5	15	25	100
3 + 0	10	10	30	50	-	100	-	-	-	-	100

NOTE

- The Course Teacher/Examiner shall follow the above table while allotting the maximum marks for a semester examination.
- If the maximum marks allotted and evaluated are different from the above, the equivalent marks obtained by a candidate shall be re-calculated/corrected by the concern Course Teacher and shall be re-entered in the mark sheet.
- All the entries of marks should be made up to two decimal places after rounding up third digit from decimal.

The answer books of the First Test and Mid-Term Test after the examinations will have to be shown to the concerned students within one week of the conduct of a particular examination.

The mark-list is to be tabulated and submitted within TEN DAYS of the conduct of the examination by the Course Teacher, through HoD, to the Controller of Examinations along with Answer books of First Test, Mid-term and Final Practical. This is mandatory and shall be followed by the Course Teacher to expedite the same within TEN DAYS.

8.6 Seminars

a) Credit Seminar

Major Advisor in consultation with the Head of Division will allot the topic of credit seminar to be presented by the candidate and faculty of the division will grade the performance of the candidate.

b) M.F.Sc./Ph.D. Pre-submission Dissertation/Thesis Seminar

- In case of M.F.Sc., BOS Chairman shall fix the date and time of the pre-submission dissertation seminar through mutual consent. The coordinator shall issue the notice of the seminar.
- In case of Ph.D., when the Chair is of the opinion that the thesis is in the final stage of completion, the scholar shall be required to give pre-submission thesis seminar on his research findings, At Least One Month before the intended period of submission of thesis. Therefore, it is to clarify that for M.F.Sc before 30th May and incase of Ph.D. one month before the submission date. The coordinator shall issue the notice of the seminar.
- The pre-submission seminar shall be public and open to all the faculty members and students of the division concerned. However, any person other than the members of the committee shall participate in the discussion after taking approval of BOS Chairman. Student's Advisory Committee will grade the performance of the candidate in consultation with BOS Chairman and shall communicate to Controller of Examinations.

8.7 Submission and Evaluation of M.F.Sc. Dissertation Programme

a) M.F.Sc. Dissertation Submission

- Student can submit his/her dissertation only after pre-submission dissertation seminar in the division concerned.
- In consultation with the Major Advisor, student is required to incorporate all suggestions/comments received during pre-submission dissertation seminar in the dissertation to be submitted.
- The last date of submission of the M.F.Sc. Dissertation is fixed as **30th JUNE**, of every year for regular student/batch. Accordingly, the Dissertation submitted up to 30th June shall be considered for centralized evaluation and *viva voce* from 2-20th July in the same year as per the suitability of Examination Cell and availability of the Examiners.
- Submission after due date (30th June) the *viva voce* shall be conducted on later dates as per the availability/convenience of the examiners and no request by the student shall be considered and entertained pertaining to this and conduct the *viva voce*. And if at all the request is considered after permission of the Director/Vice Chancellor to the conduct the *viva voce*, it will be conducted minimum after two months.

b) M.F.Sc. Dissertation Evaluation

- A Master's student shall submit his/her thesis for the award of M.F.Sc. Degree after (a) the completion of the course work requirements successfully, (b) fulfillment of the required number of research credits satisfactorily, (c) passing the Comprehensive Examination, (d) submission of one research paper manuscript to the major advisor.
- The students are advised to submit their dissertation by 30th June so that the *viva voce* may be conducted after evaluation of the dissertation and the results declared on time.
- The dissertation submitted by a student shall be evaluated by one External Examiner appointed by the Director from a panel of at least four names recommended by the Major Advisor in consultation with the Chair of the concerned Board of Studies. However, the Director has the freedom to choose any expert outside the proposed panel. The procedure of centralized evaluation will be followed and the Examiner will be invited to carry out the evaluation at CIFE.

- The External Examiner will submit a report commenting on the thesis recommending its acceptance or rejection. If the thesis is rejected by the External Examiner, the case will be submitted by the Major Advisor to the Advisory Committee of the student for review. If the Advisory Committee agrees with the External Examiner appointed by the Director as prescribed, the decision of such External Examiner shall be final. If the Advisory Committee does not agree with the comments received by External Examiner on the thesis, the dissertation would be sent to another External Examiner appointed by the Director for evaluation. The decision of the second External Examiner will be final.

c) Final Viva-Voce Examination for M.F.Sc.

Every student shall defend the dissertation submitted by him/her at the Final *Viva Voce* Examination before the Advisory members; Chairman - Board of Studies on the concerned subject and an External Examiner appointed for the purpose by the Director. External Examiner by and large will concentrate on the topic of research submitted by the student. If a student fails in the Final *Viva Voce* Examination, he/she shall be allowed to reappear in the *Viva Voce* Examination which would be held not earlier than Two Months after the first examination. A student who fails at the second attempt shall not be allowed to continue as a student of CIFE. There will not be a Final *Viva Voce* Examination for the third time and the student's result will be declared accordingly.

8.8 Submission and Evaluation of Thesis for Ph.D. Degree Programme

a) Ph.D. Thesis Submission

- A Ph.D. candidate at CIFE must deliver a pre-submission thesis seminar in the presence of all faculty members in the concerned division of the Institute
- In consultation with the Chair, student is required to incorporate all suggestions/comments received during pre-submission thesis seminar in the thesis to be submitted.
- The student needs to submit her/his thesis within **Six Months** from the day of the pre-submission thesis seminar. A scholar failing to do so **MUST** re-apply and give a fresh pre-submission seminar. However, the student shall be required to qualify the pre thesis seminar at least **One Month** before the submission of thesis.
- A Ph.D. student shall submit his/her thesis for the award of Ph.D. Degree after (a) the completion of the course work requirements successfully, (b) fulfillment of the required number of research credits satisfactorily, (c) passing the Comprehensive Examination, (d) publish one research paper out of the research work carried out for the degree in a referred journal (NAAS rating 6 or above/ For Social Sciences 4 or above) and produce evidence for the same in the form of acceptance letter or the reprint and (e) communication of the second research paper.
- The thesis shall be the result of the student's own research work and a certificate to this effect duly signed by the Chair and Members of the Students Advisory Committee shall accompany the thesis. The thesis for Ph.D. Degree shall indicate that the candidate possesses the ability and imagination to do independent research work. It shall be of the nature of definite contribution to knowledge in the area of specialization, and the results and conclusion presented shall be of sufficient importance to merit publication. The write-up of the thesis will be approved only after the student has satisfactorily presented the data and analysis in pre submission thesis seminar.
- The thesis, typewritten and temporarily bound shall be submitted in quadruplicate. It should be accompanied with all the necessary documents mentioned in the prescribed form of checklist and a "No Dues Certificate" issued on the prescribed proforma countersigned by the Chair of the Advisory Committee.

b) Ph.D. Thesis Evaluation

- The thesis shall be first sent for evaluation to two External Examiners chosen by the Director from or outside a Panel of Experts submitted by the Chair of the Advisory Committee and/or Board of Studies or Dean (Academics) in the major field of the student concerned. The Final Oral Examination shall be held by the Student's Advisory Committee with the participation of one of the two External Examiners in case both the Examiners have recommended the acceptance of the thesis. The Chair of the Student's Advisory Committee shall act as the Chair of the Examination Committee for the Final Oral Examination.
- The thesis shall not be considered for the award of the degree and the degree of student shall be treated as rejected, if the reports from both the External Examiners are unfavorable. In case only one unfavorable report is received, the thesis may be referred to a third Examiner chosen by the Director. If the third Examiner recommends the thesis and give favorable report, then only thesis shall be considered for the award of the degree. If not, the thesis shall not be considered for the award of the degree and the candidate may be asked to resubmit the thesis for consideration for the award of the degree.

c) Final Viva-Voce Examination for Ph.D.

- Every candidate shall defend the thesis submitted by him/her at the Final *Viva Voce* Examination which will mainly cover the topic of research.
- If the thesis is not accepted for the award of the degree, the student may be permitted to continue the work, rewrite the thesis and submit it once again after a period of at least six months. After the thesis is evaluated as explained above and if recommended for its acceptance, the thesis shall be finally considered for the award of the degree only after the student satisfactorily completes the Final *Viva Voce* Examination which shall be normally held within a period of 10-16 weeks after the submission of the thesis. A failure at the second attempt shall debar the student from any further opportunity to submit the thesis.
- If a student fails in the Final *Viva Voce* Examination, he/she shall be allowed to reappear in *Viva Voce* Examination which would be held not earlier than three months after the first examination. A student who fails at the second attempt also, shall not continue as a student of CIFE since there would be no re-examination in Final *Viva Voce* Examination for the third time.
- The recommendations of the Examination Committee shall be forwarded by the Controller of Examinations to the Director in the prescribed form which shall be duly signed by all the members of the Committee.

8.9 Rights Regarding Thesis, its Publication and Reference

- i) The thesis submitted by a student shall become the property of the Institute and no part thereof shall be published without the prior permission of the Chair of the Board of Studies who shall be regarded as exercising this power on behalf of the Dean (Academics), and there shall be no objection to the abstracts of the thesis being published. However, a footnote shall always be given saying that the thesis had been submitted for the degree of CIFE, Mumbai.
- ii) Whenever a research paper is published from such work, the fact that the work was carried out at CIFE should clearly be acknowledged.
- iii) All patents, designs and inventions derived from the research work shall belong to the Institute which may at its discretion, allow or direct any benefit thereon to be retained by or given to the concerned student.
- iv) The thesis may be published in the form of an abstract/article in the publication "Abstracts of Post-graduate Students' Theses". The student shall be the author of the article. The names of all the members of the student's Advisory Committee shall be printed as an "Inset", the name of the Chair appearing in bold type.

- v) Copies of theses deposited in the Institute Library or in the divisional libraries shall not be available for reference for a period of two years from the date of submission and shall under no circumstances be issued on loan.
- vi) Any publication out of M.F.Sc. dissertation or Ph.D. thesis shall be communicated through major advisor (Corresponding author) with student first authorship.
- vi) In case, where students do not care to publish their thesis work even after two years of completion of their degrees, then Chair of the Student Advisory Committee can take initiative to write and publish the paper by giving authorship to the student and the Chair shall remain the corresponding author.

8.10 Abstracts of Postgraduate Students' Theses

The "Abstracts of Post-graduate Students' Theses" is intended for the publication of abstracts of all the approved M.F.Sc. and Ph.D. dissertations/theses of the Postgraduate School. Each issue of the "Abstracts" may also carry some invited articles. The "Abstracts" is normally published once in a year.

The abstract to be published (about 300 words) shall be of high quality and properly edited. This abstract shall be bound along with the final thesis.

The abstract shall be in the exclusive authorship of the student and he/she shall give his/her roll number, degree for which the thesis was submitted, the discipline, date and year of submission, and the names of the Chair and the members of the Advisory Committee.

A suitable Editorial Board shall be constituted by the Chair of the Academic Council for bringing out the above publication.

9. TRANSCRIPT AND PROVISIONAL DEGREE CERTIFICATE (PDC)

A transcript will be issued to the student after completion of the Thesis/*Viva-voce* Examination on request and payment of requisite fees. All the courses successfully completed by the students, title of thesis, marks secured in each course, date of admission, date of completion and result declare date, will be shown in the transcript. Symbol for star (*, **, ***) passed after re-examination, re-valuation and jacked-up will be put-up in front of the course No. as *, **, *** respectively.

9. FELLOWSHIP

- ICAR offers Junior Research Fellowship (JRF) for postgraduate education leading to Master's Degree Programme at the rate of Rs 8,640/- per month for two years with a contingent grant of Rs 6,000/- per annum (for procurement of essential chemicals, equipment and books, and travel allowances connected with the conduct of research). The continuance of the fellowship after the first year is dependent on maintaining required OGPA as per the guidelines.
- Student, who secures and maintains the required OGPA, even if he/she has not cleared the examination in a particular course, will be entitled for the fellowship. However, the student will remain on 'Scholastic probation' until he/she clears the examination for the course(s).
- The JRF will be given only to those candidates who join the M.F.Sc. Programme in the University/Institute other than that from where he/she has obtained the Bachelor's Degree. Under no circumstances, change of subject for JRF will be entertained.
- ICAR Senior Research Fellowship (SRF) for Ph.D. Degree Programme is offered at the rate of Rs. 12,000/- per month for the first two years and Rs. 14,000/- in the third year with a contingent grant of Rs. 10,000/- per annum (for procurement of essential chemicals, equipment and books, and travel allowances connected with research).

- A maximum of Rs. 2,500/- in the first year may be utilized for the purchase of books and Rs. 2,500/- for the preparation of thesis. The remaining contingent grant would exclusively be utilized for contingencies connected with the conduct of research.
- Institutional Fellowship for M.F.Sc. Programme is Rs. 7,560/- per month for two years and for Ph.D. Programme, is Rs. 13,125/- for three years. The contingent grant given is Rs. 6,000/- per year at Master's level and Rs. 10,000/- per year at Ph.D. level.
- A maximum of Rs. 2,500/- in the first year may be utilized for the purchase of books and Rs. 2,500/- for the preparation of dissertation/thesis. The remaining contingent grant would exclusively be utilized for contingencies connected with the conduct of research.

11. RELIEF FROM THE POSTGRADUATE SCHOOL

11.1 Temporary Withdrawal from Studies

Temporary withdrawal shall not be allowed in the midst of a semester under any circumstances except those mentioned below. The semester during which such temporary withdrawal is taken will, however, count as a full semester.

Temporary withdrawal will be allowed only on the following grounds:

- Illness of self to be supported by medical certificate
- Death of parent/guardian or in the case of married student, of the spouse or children
- Temporary withdrawal should be restricted ordinarily to one semester only, but in the case of illness of the student concerned, it may, subject to medical advice, be allowed for two semesters within the duration of the course.

Such withdrawal shall be permitted only with the prior permission of the Dean (Academics) and no ex-post-facto approval shall be given.

The request for withdrawal shall be recommended by the Chair of the Student's Advisory Committee and the Chair of the Board of Studies.

The withdrawal shall be permitted subject to the condition that the student shall complete the M.F.Sc./Ph.D. programme of studies within the maximum period prescribed for completion.

The request shall be sent at least 15 days in advance of the proposed date of withdrawal and the decision on the request shall be communicated by the Postgraduate School within ten days of the date of receipt of such request.

The request for temporary withdrawal from the Postgraduate School should be accompanied by 'No Dues Certificate' from all concerned.

During the period of temporary withdrawal, the name of the student shall be kept on the rolls and as such he/she shall be liable to pay the fees and other prescribed charges.

- The temporary withdrawal from studies under the above rules shall not exceed two semesters.
- No student, except departmental students, shall be allowed temporary withdrawal from his/her studies if he/she has not completed his/her course work (required course credits) and Comprehensive Examination (both written and oral).

After taking official discontinuation, the student seeking continuation from the Institute for Masters' and Doctoral Programmes is required to give an application regarding the same along with the written permission given by his/her employer.

Semester-wise extension of studies shall be obtained at least 15 days prior to the start date of semester by a student submitting an application in the prescribed format along with the progress of research work approved by Chair/advisory committee members.

Seeking extension after the start date of semester by a student is liable to pay penalty as per the academic guide lines.

- 1-30 days after the start date of semester – Rs. 2,000/-
- 31-90 days after the start date of semester – Rs. 3,000/-
- 91-180 days after the start date of semester – Rs. 5,000/-
- More than 180 days after the start date of semester – Rs. 10,000/-

11.2 Relief before Submission of Thesis

A student may be relieved from the Institute with the prior permission of the Dean (Academics) for accepting employment outside or for rejoining duty in the parent department if all the requirements including research work except submission of thesis have been completed subject to the following terms and conditions:

- a) The request for relief shall be submitted in the prescribed proforma stating the reason for discontinuation and shall give details of the progress of the research work, laboratory work, analysis of data and the stage of preparation of the thesis.
- b) The Chair of the Advisory Committee and the Chair of the Board of Studies concerned shall certify that all the work except the submission of the thesis has been completed by the student. If necessary, the Chair of the Board of Studies may request the Chair of the Student's Advisory Committee to call a special meeting of the Advisory Committee in which the former would be present to satisfy himself about the completion of the research work of the student before issuing the certificate under this rule. In case of difference of opinion, the Chair of the Board of Studies would send the proceedings of the Advisory Committee meeting along with his own recommendations to the Dean (Academics) for a final decision by the latter.
- c) The minimum residential requirement should have been fulfilled.
- d) Application for the job should have been routed through the Dean (Academics). If the application was sent prior to joining the Institute, the student shall inform the Dean (Academics) about this application soon after admission.
- e) The student shall not be entitled to hostel accommodation after relief. However, the Dean (Academics) may consider the request for accommodation during a limited period while the student is at CIFE for actually submitting the thesis and he/she should be on leave from the employers.
- f) The student can be relieved from the Institute on his/her request on the completion of his/her research work pending submission of thesis with a clear stipulation that he/she should submit his/her thesis within the stipulated maximum period failing which his/her name shall be removed from the rolls of the Postgraduate School.
- g) No student shall leave the Institute for accepting employment outside or for any other reason without prior permission or relief and without obtaining relieving certificates before his/her departure. The Heads of various Divisions/Chairs of Board of Studies shall not relieve the students without the permission of the Dean (Academics).

11.3 Relief after Submission of Thesis

A student shall be relieved, with the prior permission of the Dean (Academics) from the Institute at his/her own request after the submission of thesis for accepting employment or for any other purpose.

The name of the student shall remain on the rolls of the Institute till the date of completion of the final *Viva Voce* Examination.

12. CONVOCAATION AND AWARD OF DEGREES

Award of Degrees

Convocation shall be held for conferring M.F.Sc. and Ph.D. degrees to the successful candidates declared eligible for the award of the degree by the Academic Council. The programme of the Convocation shall be approved by the Academic Council.

Every successful candidate shall appear in person at the Convocation to receive the degree. However, if a candidate does not appear in person, the degree shall be conferred in-absentia. The fee for conferring a degree in-absentia shall be Rs 1,000/-. The degree certificates in such cases will be sent to their notified addresses on the payment of the prescribed fee.

In order to be eligible for obtaining the degree in a particular Convocation, the student shall submit the thesis at least two months in advance of the date of Convocation or a date to be notified from time to time.

The degree may be awarded posthumously to a student if he had completed all the requirements for the award of degree including the final *viva-voce* Examination, before his/her death.

Duplicate Degrees and Certificates

Issue of duplicate degrees and other certificates shall be governed by the following guidelines:

- 1) A request for the duplicate Provisional Degree Certificate (PDC)/ Degree/Diploma/Certificate/Transcript shall be granted only on the production of :
 - An affidavit on a non-judicial stamp paper of Rs. 100/- to the effect that the applicant has lost the Provisional Degree Certificate (PDC)/ Degree/Diploma/Certificate/Transcript issued earlier or that it has been destroyed and that the applicant is in real need of it.
 - Newspaper Advertisement in leading local newspaper that I have lost/destroyed the original Provisional Degree Certificate (PDC)/ Degree/Diploma/Certificate/Transcript with details of degree conferred on you (like Sr. No., Roll No. passing year, name of degree/diploma/certificate and issued from CIFE etc.).
 - The original copy of Police Report that you have lost/damaged/destroyed the Provisional Degree Certificate (PDC)/ Degree/Diploma/Certificate/Transcript and issued from CIFE.
- 2) A fee of Rs. 800/- shall be charged for the issue of any one of the Duplicate Provisional Degree Certificate (PDC)/ Degree/Diploma/Certificate/Transcript.
- 3) The word “DUPLICATE” shall be inscribed in bold letters at the top of such Provisional Degree Certificate (PDC)/ Degree/Diploma/Certificate/Transcript.
- 4) The duplicate Provisional Degree Certificate (PDC)/ Degree/Diploma/Certificate/Transcript shall be signed by the Registrar, Postgraduate School and the words “sd/-” along with the names of the original signatories shall be inscribed in the appropriate places.

13. RULES OF THE INSTITUTE LIBRARY

13.1. Normal Working Days and Hours

The library shall remain open on all working days from 10 a.m. to 6 p.m.

Counter for issue and return of books and serial publications shall remain open only from 10.00 a.m. to 6.00 p.m. on all working days. Overnight issue of reference books to users shall be made only one hour before the closing time of the library on the last working day of the week.

13.2. Do's and Don'ts of the Library

Publications taken out on loan are subject to check by the person on duty at the entrance/exit gate.

All personal belongings such as umbrellas, hats, walking sticks, books and files, briefcase, handbags, etc. shall be kept near the counter at a place provided for the purpose. Only loose sheets, cards and notebooks shall be allowed to be brought inside the library.

Smoking is strictly prohibited inside the library.

No one shall move any publication outside the library except in accordance with the rules regulating the issue of publication on loan.

No other objects belonging to the library shall be removed out of its premises except with the written permission of the Librarian.

No one shall, whether for the purpose of correcting an error or otherwise, make any marking whatsoever in the publications belonging to the library. Underlining words and sentences therein, dog-earing of sheets, or damaging or mutilating in any manner are strictly prohibited and may attract disciplinary action.

13.3. Loss and Damage of Publications

If any publication is lost, damaged or disfigured, or if any page or picture is removed by the reader, he/she must replace it by a new copy or by a photocopy if it is out of print on the discretion of library authorities. If he/she fails to do so, he/she will be required to pay the current/prevaling/latest cost plus any fine that may be levied by the authorities.

The borrowers shall examine the books and periodicals at the time of receiving them. When detected, the last borrower shall be held responsible for any damage.

13.4. Members and Users of the Library

All bonafide research workers and regular students of this Institute shall be eligible to become members of the library and shall be eligible to get books issued on loan.

All bonafide members of the library shall be provided with bar-coded membership card for borrowing publications.

The library card holders shall be exclusively responsible for the loss of cards and for their misuse by others. In case of loss of cards, the holders shall report the matter to the library and apply for its replacement after depositing Rs 5/- per card.

Doctoral Students and Senior/Junior Research Fellows in projects shall be issued six publications and other students shall be issued three publications at any given time.

Bonafide research workers belonging to other organizations shall be given only consultation facilities, if they apply through the Head or Librarian of the respective organizations.

Issue of Publications and Late Fee

Publications shall be issued only against the library card.

Books taken out on loan shall be retained for a maximum period of 15 days only; however, these are liable to be recalled at any time. After the due date, a late fee of Re 1/- shall be charged per day per book from the date of overdue for the first 15 days and Rs 2/- per day for the next 15 days. The failure to return the publication within 30 days from the date of overdue will entail the payment of the cost of the publication in full along with penalty charges and no further publication will be issued until all the dues are cleared.

Serial publications (periodicals, annual reports, bulletins, etc.) taken out on loan shall be retained for a maximum of two days only. These are also liable to be recalled at any time. After the due date, a late fee of Re 1/- shall be charged per day per publication for the first 15 days from the date of overdue and Rs 2/- per day for the next 15 days. Not returning the publication within 30 days from the date of overdue will entail the payment of the cost of the publication in full along with penalty charges and no further publication will be issued until all the dues are cleared.

The late fee amount in cash shall be collected at the counter. A borrower shall not be allowed to borrow books again unless the late fee assessed has been paid.

Transfer of books is strictly prohibited.

Local borrowers shall not be permitted to take books out of station except with the prior permission of the Director.

Publications under the following categories shall not be issued on loan: (a) reference publications such as dictionaries, encyclopedias, handbooks, yearbooks, atlases, maps and gazetteers; abstracting and indexing journals, annuals, manuals and theses; compact discs and other resources in electronic form; publications stamped as 'Reference'; (b) publications in damaged or dilapidated condition; (c) bound and loose issues of journals, (d) publication kept in closed sequence and (e) such other books as have gone out of print or are not easily replaceable.

Very old, valuable publications and important unbound issues of periodicals shall not be issued on loan except at the discretion of the Librarian under special circumstances.

An infringement of the above rules shall render the defaulter liable to be deprived of the privileges of using the library or to such other disciplinary measures as may be determined by the Director.

Use of computers: Users are advised not to use this facility for obscene, antinational, pornographic and chatting purposes. The Institute will take disciplinary action against the defaulter if any such activity is observed or reported upon.

14. HOSTEL RULES

The general management of the hostel is vested in the Warden assisted by Deputy Warden under the overall supervision and guidance of the Director. The rules of residence in the hostel are as follows:

1. Residence in the hostel is subject to the availability of accommodation. Preference will be given to outstation students. Local residents may, subject to availability, be allotted accommodation as per the following criteria:
 - (a) Those admitted in an earlier year shall be treated as "senior" to those admitted in a later year.
 - (b) Amongst those admitted in the same year, those living at a more distant place (as per address in their application for admission) will be given preference.
 - (c) The Director/Warden in exceptional cases and for reasons to be recorded allot hostel accommodation to any student in relaxation of the rules.
2. The students residing in the hostel shall abide by the hostel rules and other instructions issued by the hostel authorities from time to time. Any breach of hostel rules and of such instructions will render a student liable to disciplinary action and fined as decided by the Warden and Deputy Warden.
3. On admission, each student shall deposit in the hostel office, the prescribed caution money for boarding in the hostel. The allotment of rooms shall be made by the Warden on the receipt of the Memorandum of Admission from the office. No change of rooms shall be allowed without the prior permission of the Warden/Deputy Warden.
4. Students shall be required to check the furniture, fixtures, etc. provided in the rooms allotted to them. They shall give receipt of these articles by signing in a prescribed inventory maintained in the hostel

office and shall be responsible for their safe custody. No item of furniture or any part thereof shall be moved from one room to another or out of the hostel without the written permission of the Warden.

5. The gates of the hostel shall be closed at 10.00 p.m. and will be opened at 6.00 a.m. However, with the instruction of Vice-Chancellor, Warden may modify these timings, if necessary.
6. Students shall not remain absent from their rooms after the scheduled time without prior permission of the Warden. Late comers shall be required to sign in a separate register maintained for the purpose.
7. A boarder who wants to remain away from the hostel, throughout the night or for a few days should inform in writing to the Warden about such absence. Students should be filling the Hostel Leaving Form duly forwarded by the Head of the Division or the Major Advisor for absence from Hostel. Student's remaining absent without intimation shall be doing so at their own risk and the Institute authorities shall have no responsibility for such absence. Student doing so are liable to disciplinary action and fine as decided by the Warden and Deputy Warden.
8. For leave or absence from the hostel, the student shall obtain prior permission, minimum one day in advance, from the Warden/Deputy Warden in writing.
9. In case a student remains absent from the hostel without prior permission, hostel authorities may open such rooms and get them vacated after preparing an inventory of the articles found in the room. However, no claims for the loss of or damage to these articles shall be entertained.
10. The departmental students coming to the headquarters from Regional Station/Sub-station of CIFE for the purpose of studies may get hostel accommodation subject to availability against the prescribed fees and other charges.
11. Students leaving the hostel on long leave or vacation, or proceeding to any Sub-station of CIFE/other institute must hand over the Keys of the rooms to the hostel office. However, no claims for the loss of or damage to these articles shall be entertained.
12. The students who have completed their course and got relieved shall vacate the hostel immediately.
13. While finally vacating the hostel, each student must hand over the charge of the room and all hostel properties issued to him/her to the Caretaker and obtain a "No Dues Certificate" to that effect from the Warden/Deputy Warden.
14. When proceeding on holiday or field programmes outside Mumbai for periods exceeding a week, each student should hand over the keys of the room to the Hostel Office after locking all his/her belongings in the almirah /cupboard/store room.
15. If a student, whose allotment of hostel accommodation gets cancelled due to any reason, fails to vacate the hostel room and return the hostel property in his/her possession within 48 hours of such cancellation, the Warden may any time thereafter, take appropriate steps with the help of the hostel/security staff, wherever necessary, to open the hostel room and get it vacated after preparing an inventory of the articles found in the room or take such other steps as he/she may deem necessary to recover the possession of the hostel rooms and hostel property from him/her.
16. Students are not allowed to keep guests in their rooms.
17. All the boarders should provide the name, full contact address, emails, phones of parents and local guardians including relationship if any, with the written permission of the parents.
18. Fans and lights in the rooms must be switched off before leaving the rooms. Use or possession of electric heaters or other electrical appliances in the hostel rooms is not permitted. Student doing so are liable to disciplinary action and fine as decided by the Warden and Deputy Warden.

19. Furniture and other articles from the common rooms such as T.V. room, reading room and sports rooms/gymnasium shall not be removed under any circumstances. Maintenance and upkeep of common rooms and fixtures therein are the responsibility of the students. They are requested to cooperate to derive maximum benefit from the amenities provided to them.
20. All the boarders shall have to take their breakfast, lunch, dinner, etc. from the Co-operative mess run by the students and pay their mess bills by 10th of each month. No boarder is allowed to skip the mess.
21. Notice for the guidance of the students shall be displayed on the hostel notice boards. Students are advised in their own interest to read the notices regularly. Ignorance of instructions shall not be an excuse for non-compliance.
22. No club or society shall be formed and no meeting except those of the Mess Committee shall be held in the hostel. If any other meeting is to be held, the permission of the Warden/Dean (Academics/Student Welfare)/Director/Joint Director should be sought and at least one of the above officials should be present in the meeting. Outsiders shall not be invited to such meetings without the prior permission of the Warden/Director.
23. Parties or entertainment programmes shall not be held in the hostel premises without permission of the Warden.
24. Possession or consumption of drugs and alcoholic drinks within the hostel premises is strictly prohibited. If found intoxicated, disciplinary action, including expulsion from the hostel, will be taken including expulsion from the hostel.
25. All cases of illness must be reported to the Caretaker. In case of any serious illness, the Warden/Deputy Warden must be informed at once.
26. Students must not incur any debts. The hostel authorities shall not be responsible for any debts or dues to hostel mess, canteens, etc. incurred by the student.
27. The Institute hostel authorities has the right to enter and inspect a hostel room at any time, if found necessary.
28. Students should not normally keep any valuable things in their rooms.
29. Food shall not be served in the rooms. Every student residing in the hostel shall eat in the dining hall. Cooking in the rooms is strictly prohibited. Defaulters will be fined Rs1000/- and will have to undergo disciplinary action.
30. On all matters concerning the hostel administration, the decision of the Director/Warden shall be final.
31. Women are not allowed in the hostel rooms occupied by men and men are not allowed in the rooms occupied by women. Women and men may, however, be received in the visitor's rooms or reception desk in the hostel. The visitors may call the person whom they wish to meet at the visitor's room/reception desk and not in any other place between 7.00 a.m. and 10.00 p.m.
32. No one will be allowed in the rooms with fire arms.
33. Students shall keep their rooms clean and tidy. Strict cleanliness must also be observed in bathrooms, kitchen, common rooms and dining rooms.
34. All admissions shall be for the complete term and the fees shall be realized from each boarder in advance.
35. The prescribed fees, mess deposits and other charges are to be paid by each student.
36. The fees paid by the resident in advance shall not be refunded, even if the resident leaves the course and vacates the hostel during a term. However, in exceptional circumstances, the Director may consider refund of the fees in deserving cases on merit.

37. All rooms are double seated. No requests for single rooms will be entertained. However, single rooms may be allotted as per availability and seniority by the Warden in consultation with the competent authority.
38. No resident shall engage the hostel staff for private duties. Special service, if any required, may be arranged only with the approval of the Warden.
39. No hawkers or tradesmen shall be entertained within the hostel premises without the prior permission of the Warden.
40. All the rooms are provided with fluorescent tube lights/bulbs.
41. Each resident shall maintain discipline and decorum in the hostel and any breach of rules by any of the residents may result in his/her expulsion from the hostel.
42. Visitors of residents should make necessary entries in the register maintained at the gate available with the Security Staff.
43. No notice or circular shall be put up on the notice board or circulated among the boarders by any student without countersignature of the Warden.
44. If any question arises as to the interpretation of these rules, the decision of the Director shall be final and binding.
45. Accommodation for the touring party of students of other universities/colleges/regional centres of this institute on study tour to CIFE may be provided in the dormitories subject to availability at the rate prescribed by the Council. These facilities will be provided for a maximum period of three days only depending on prior confirmed booking.
46. Boarders, as a rule, are advised not to litter the corridors, T.V. room and reading room; not to carry mess articles to their rooms, and also not to entertain guests in their rooms. Boarders willfully or repetitively contravening the discipline and cleanliness rules shall be liable to a fine of Rs.1000/-. (Rs. One thousand only).

14.1. Norms and Guidelines for Boarding Arrangements

14.1.1. Membership

1. The membership of the mess run in the Institute's Hostels will be open to all the boarders. All the boarders should be members of the mess. Requests for not joining the mess for any reason will not be entertained.
2. The Warden may permit non-resident CIFE students and CIFE staff to be members of the mess without jeopardizing the interests of the boarders.
3. If a member leaves the mess in the middle of the month, the advance paid will not be disbursed pending finalization of the accounts for the month.
4. Payment has to be done on 10th of every month. In case of late payment, Rs. 100/- per day late payment charges have to be paid.
5. A student will cease to be a member of the mess when,
 - a) "No Dues Certificate" has been issued by the mess.
 - b) The rules governing the mess are not abided by.
 - c) Payment is in default.

14.1.2. Organization of the Mess

1. a) There will be one Mess Secretary to supervise and manage the mess, one Treasurer to look after the financial matters and three members to assist the Mess Secretary. The tenure of these persons will be one calendar-month. The members of the Mess Committee for each month will be nominated by the Warden or chosen by the draw of lots in the General Body meeting convened on the last working day of the month. No member will refuse to accept the responsibilities, except under very special circumstances.
- b) A separate Supervising Committee shall be constituted with the following members to prepare the menu, to formulate the guidelines for running the mess, inspect the monthly accounts, etc.:

Warden (Boys' Hostel/Girls' Hostel)	- Chairperson
Five representatives of students elected in the General Body meeting	- Members
Mess Secretary of the particular month	- Member

The Wardens may co-opt members at his/her discretion.
2. The Secretary will furnish the list of the members of Mess Committee to the Warden/Deputy Warden by 10th of each month.
3. The Treasurer will collect the mess charges. The Secretary will arrange/effect purchases and ensure the supply of food to the members of the mess. The Secretary shall hand over day to day accounts to the Treasurer. The Treasurer will prepare and maintain the account. The final monthly account will be prepared and submitted under the joint signature of the Secretary and the Treasurer in the monthly General Body meeting on the last day of the month or on the first working day of the following month.
4. The Secretary will intimate the Warden at the end of the month the average charges per month for the meals. The Secretary will have to display the accounts for the information and scrutiny of the members who will have free access to the vouchers for inspection till 10th day of the following month.
5. a) The cleanliness of the kitchen, stores and dining premises, will be the direct responsibility of the Mess Secretary who will take suitable action against defaulters/mess staff.
- b) The Mess Secretary will be responsible for the maintenance and upkeep of the furniture and other items of stores belonging to the Institute. If any stores item issued to the mess has been carelessly handled, the mess will have to bear the repairing/replacing charges. Damages to the stores belonging of the Institute, if any, will be evaluated and realized from all the members of the mess including non-residents, if they happen to be members.
6. Each member of the mess shall abide by the mess rules. In case of violation, the Warden may terminate the membership of any member in consultation with the Hostel Secretary.
7. In the event of any dispute on mess, the matter will be referred to the Warden whose decision will be binding on all the members and employees.
8. a) A list of casual employees together with their full particulars as to their identity, address, police verification etc. will be maintained by the Mess Secretary in the prescribed form and a copy of this list will be supplied to the Hostel Office by housekeeping In-charge. Any change in the employees of the mess will be reported to the Hostel Office immediately. No employee will be allowed to entertain any guest in the hostels.
- b) It will be compulsory for the mess employees to undergo quarterly medical examination to be conducted by this Institute's Medical Officer or as decided by housekeeping In-charge.
9. All employees of the mess will be required to abide by and obey the Code of Conduct prescribed by the Warden and, as such, other instructions/orders as issued from time to time by the Hostel/Administration in the interest of the well-being of the inmates of the hostel.

General Rules

1. Each member will deposit the mess dues with the Treasurer by the tenth day of each month. The list of such members who fail to deposit the same by the due date will be communicated by the Treasurer/Secretary to the Warden who will take necessary action.
2. The resident student member who obtains a No Dues Certificate will not have any say in the management.
3. Any misuse of Washing Machine/Drying Racks/Refrigerator/Microwave ovens/Induction cooker/Fan/Light/Television/Gyaser will incur a fine as decided by the Warden/Deputy Warden.
4. No individual member or any group has any right on the permanent and the consumable property of the mess. Due to any reasons, at any time, if the mess completely dissolves, the valuation of the mess property will be done and equally distributed amongst the existing members only with the consent of the Warden.
5.
 - a) A boarder cannot be a guest of any other boarder.
 - b) Partial cutting of meal is not entertained, minimum of one full day cut is allowed.
 - c) Food will be served only in the dining hall.
 - d) For guest meals, the boarders should inform the Mess Secretary well in advance.
6. Members of the mess other than boarders should pay establishment and crockery replacement charges of Rs. 200/- per term of six months or less. The guest charge will be fixed by the Warden in the monthly General Body meeting.

15. STUDENTS' WELFARE ACTIVITIES

On campus students are regularly benefitted with several welfare measures taken care by the authorities at the institute level:

Anti-ragging Squad

The Anti-ragging Squad takes care that no incidence of ragging takes place in the institute premises as well as outside the institute involving students of this institute. The constitution of the squad is given below:

Warden (Boys)	-	Chair
Warden (Girls)	-	Co-Chair
One Principal Scientist	-	Member
Registrar	-	Member

Sports and Recreation

The Institute encourages extra-curricular activities outside the class room that enrich the cultural, physical and social life of students in the campus. The facilities for outdoor games like cricket, badminton, volley ball, basketball, lawn tennis, and indoor games like chess, caroms, table tennis, etc. are provided in the hostel/Institute premises. A well-equipped gymnasium has also been set up for the students. A music room with musical instruments is one of the attractions for students. Colour television sets are provided both in boys' and girls' hostels. Various leading national newspapers in English and Hindi are being subscribed to along with several magazines exclusively for the use of the boarders.

Personality Development

Special programmes and lectures are arranged from time to time for the personality development of the students. Several competitions like elocution, debate, essay writing etc. are also organized regularly. A Personality Development Cell and Career Counseling Unit have been added recently.

Computer Facilities

The Institute has well-developed computer facilities. Every student has access to computer and internet for academic matters through wi-fi networks.

Campus Interviews

Private companies related to fisheries industry are encouraged from time to time for conducting campus interviews of the postgraduate students. Various companies provide competitive job opportunities to the young graduates.

Tata Endowment Fund

The students obtaining the highest overall OGPA in M.F.Sc. and Ph.D. may be sent to overseas research organizations/universities limited to the interest accrued on the corpus fund during the period concerned. However, the students who have appeared at Re-examination/Make-up Examination will not be considered for this.

Gold Medals

The students securing the highest OGPA in each specialization of M.F.Sc. will be awarded with a Gold Medal as per university rule. However, the students who have appeared at Re-examination/Make-up Examination will not be eligible for the same.

Insurance

There is a provision of medical insurance/ life insurance for the students, for which they have to pay an annual premium.

ANNEXURE - I

REGISTRATION FORM

All candidates admitted to M.F.Sc. and Ph.D. programmes should get themselves registered after filling the particulars given below and remitting the necessary term fees of each semester.

Name of the Candidate _____

(IN BLOCK LETTERS)

Course: M.F.Sc./Ph.D. Discipline: _____

Batch (Year of admission) _____

Semester: I /II/III/IV/V/VI

Term Fees: Cash Receipt No. _____ dated _____ for amount Rs. _____

Registration No. _____

Details of Courses:

Course No.	Course Title	Course Credits

ANNEXURE - II

DECLARATION

I, Kum./Smt./Shri _____ daughter/son/husband of
_____ residing at

(provide permanent address)

Pin Code No. _____ Telephone No. _____ hereby declare that I shall abide by all the rules and regulations laid down in the Academic Calendar of the ICAR-CENTRAL INSTITUTE OF FISHERIES EDUCATION (DEEMED UNIVERSITY), MUMBAI. Further, I shall abide and obey all such procedures and code of conduct to be notified specifically in case of discipline, training, field visits, tours, residential purpose in the hostel, etc. from time to time. I affirm that I shall not resort to any violence or any such illegal activity which is ultra vires to dignity of this Deemed University and our country.

(Signature of the Candidate)

Name of the Candidate _____

Course: M.F.Sc./Ph.D. Discipline: _____ Batch: _____

Semester: I/II/III/IV/V/VI

Mumbai

Date:

Name and address of the witnesses:

1)

2)

NOTE : All the candidates admitted to studentship in this Institute are required to submit this declaration duly completed in all respects at the time of admission, failing which the admission will be cancelled.

DEAN (ACADEMICS)

ANNEXURE - III

DISSERTATION FORM

All the M.F.Sc. and Ph.D. students admitted are hereby requested to complete the particulars given below and submit to the Dean (Academics) within the stipulated date.

They are advised to think seriously, keeping in view the possible areas/topics identified by the Director, Joint Director, Heads of Divisions/Sections, other faculty members and also by referring to the recent literature available at the ICAR-CIFE Library.

Name of the Candidate: Kum./Smt./Shri _____

(IN BLOCK LETTERS)

Course: M.F.Sc./Ph.D.

Discipline:

Batch No. _____

Title of the Dissertation :

Names and signatures of the Advisory Committee members for Ph.D./M.F.Sc.

Name and Signature with Date

- Chair
- Advisory Committee Member
- Advisory Committee Member
- Advisory Committee Member (for Ph.D. only)

Signature of the Chair (Board of Studies) with date

Signature of the Candidate

Date of application:

DEAN (ACADEMICS)

ANNEXURE - IV

SEMINAR REGISTRATION FORM

All the M.F.Sc. and Ph.D. candidates admitted are hereby requested to complete the particulars given below and submit to the Dean (Academics) latest by the date decided for the purpose.

Name of the Candidate Kum./Smt./Shri _____

(IN BLOCK LETTERS)

Course: M.F.Sc./Ph.D. Discipline: _____

Batch: _____

Title of the Seminar: 1) _____

2) _____

Signature of the Candidate

Chair and Members of the Advisory Committee

Name and Signature with Date

1) Chair

2) Member

3) Member

4) Member (for Ph.D.)

Signature of the Chair (Board of Studies)with date

Date of application:

DEAN (ACADEMICS)

ANNEXURE – V

DETAILS OF COURSES (M.F.Sc.)

All the M.F.Sc. students are required to furnish the following:

Major/core courses	23 credits
Minor subjects from other disciplines	6 credits
Major/ Minor Courses (depending on the requirement)	3 credits
Supporting (Compulsory) courses	5 credits
Credit Seminars (other than dissertation/thesis)	1 credits
Field Training Seminar	2 credits
Dissertation Research work	20 credits

Candidates should secure minimum pass marks in the examinations/tests conducted for each courses.

Name of Candidate Kum./Smt./Shri _____

(IN BLOCK LETTERS)

M.F.Sc. Batch -----

Details of Major and minor courses in each semester

Course No.	Course credits	Titles of courses
	Major courses	SEMESTER I
	Major/Minor Courses	SEMESTER I
	Minor courses	SEMESTER I
	Supporting courses	SEMESTER I
	Major courses	SEMESTER II
	Major/Minor Courses	SEMESTER II
	Minor courses	SEMESTER II
	Supporting courses	SEMESTER II
	Total credits for Semester I	
	Total credits for Semester II	

Signature of Candidate:

Date:

DEAN (ACADEMICS)

ANNEXURE – VI

DETAILS OF COURSES (Ph.D)

All the Ph.D. students are required to furnish the following:

Major/core courses	17 credits
Minor subjects from other disciplines	6 credits
Supporting courses	5 credits
Seminars (other than dissertation/thesis)	2 credits
Research work	45 credits

Candidates should secure minimum pass marks in the examinations/tests conducted for each courses.

Name of Candidate Kum./Smt./Shri _____

(IN BLOCK LETTERS)

Ph.D. Batch -----

Details of Major and minor courses in each semester

Course No.	Course credits	Titles of courses
<hr/>		
	Major/Core courses	SEMESTER I
	Minor courses	SEMESTER I
	Supporting courses	SEMESTER I
<hr/>		
	Major/Core courses	SEMESTER II
	Minor courses	SEMESTER II
	Supporting courses	SEMESTER II
<hr/>		
Total credits for Semester I		
Total credits for Semester II		

Signature of Candidate:

Date:

DEAN (ACADEMICS)

ANNEXURE - VII



ICAR-CENTRAL INSTITUTE OF FISHERIES EDUCATION

(University under Section 3 of UGC Act, 1956)

Panch Marg, Off Yari Road, Versova, Mumbai-400 061, India



OFFICE OF THE CONTROLLER OF EXAMINATIONS

(M.F.Sc./ Ph.D.)* Comprehensive Re-examination

Application Form

Name of Student : Regn. No. :

Programme* : M.F.Sc./ Ph.D.

Batch:

Discipline : Division :

Paper(s) for which the student is applying now for Comprehensive Re-examination

Discipline (AQ/FBT/ FGB/FNT/FPB/ AAH/AEM/FRM/ PHT /FEX/FEC) (Write one of the above in below column)	Ph.D.			M.F.Sc.	
	Applying for Comprehensive Exam (Write Code of the papers you had opted)			Applying for Comprehensive Exam (Write Code of the papers you had opted)	
	MAJOR PAPER - I	MAJOR PAPER - II	MINOR PAPER - III	MAJOR PAPER - I	MINOR PAPER - II

Note : Students of older batches may apply for re-examination to appear along with regular students. They are also advised to apply, through HoD, on or before 15th December of Academic Session to appear in Comprehensive Exam scheduled in every February.

Deposit Rs.

(Dy. CoE/ Jt. CoE/ CoE)

Signature with date

SPACE FOR DDO/CASHIER

(Signature of the Student)

Date :

Recommended by Major Advisor

(Signature of the Major Advisor)

(in case of Ph.D. student)

Date :

Forwarded by HoD

(Signature of the Head of Division)

Date :

*Please tick correct one

To,
The Controller of Examinations
ICAR-CIFE, Mumbai - 400 061

For Office Use Only

Processed by	Verified by Jt. CoE/ Dy. CoE	Controller of Examinations
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ANNEXURE – VIII



Synopsis of the proposed research work
in
partial fulfillment of the requirements for the degree M.F.Sc./Ph.D.

in

(Discipline)

On

By

(Student's Name)

(Registration number)

Chair

(Name)

(Designation)

(Affiliation)

Members

(Names)

(Designations)

(Affiliations)

ICAR-CENTRAL INSTITUTE OF FISHERIES EDUCATION

(Deemed University)

PanchMarg, Off Yari Road,

Mumbai – 400 061

The synopsis should include the following aspects:

Introduction

(Brief introduction of the subject and origin of the topic)

Objective

(Purpose of the present study with limited objectives: Maximum 3 objectives)

Literature survey

(Only related references should be quoted)

Details of technical programme and work plan

(Plan of the work to be conducted month-wise should be mentioned)

Expected outcome and utility

(Practical use of the research findings to scientific community/farmer/government should be highlighted)

References (only those cited in the text)

(Signature and Name)

Student

Advisory Committee

(Signature and Name)

Chair

(Signature and Name)

Member

(Signature and Name)

Member

(Signature and Name)

Member

Submitted before the Board of Studies (discipline) for Approval on: (date)

Date of conduct of BoS meeting:

Chair (Board of Studies) : Approved/ Not approved

Submitted before the **Dean (Academics)** for Approval on: (date)

Director/Vice-Chancellor

ANNEXURE - IX

**POST-GRADUATE SCHOOL
ICAR-CENTRAL INSTITUTE OF FISHERIES EDUCATION**

1. Outline of Research work

Name of the student: _____

Regd. No.: _____

Course: _____

Discipline: _____

Date of joining:

Major field:

Minor fields:

Title of the thesis:

Objectives:

Previous work done:

Programme of research work:

Methodology:

*Facilities required and their availability:

Date:

Signature of student

Recommended by:

Advisory Committee:

-
-
-
-

Certified that the ORW of the student has been formulated and finalized in accordance with the procedure prescribed in para 7.5 (ii) of the Calendar.

2. Chair

Signature with Date:

3. Chair (BoS)

Signature with Date:

4. Approved by the Dean (Academics)

Signature with Date:

Please indicate here whether facilities required are available in the same Division or outside, *e.g.*, interdisciplinary units. If available outside, indicate whether the consent of the concerned establishment and the officer has been obtained.

ANNEXURE - X

**POST-GRADUATE SCHOOL
ICAR-CENTRAL INSTITUTE OF FISHERIES EDUCATION**

Proposal for Submission of Ph.D. Thesis/M.F.Sc. Dissertation

Part I : To be neatly filled in or typewritten by the student and submitted in duplicate to the Chair (Advisory Committee) before the proposed date for submission of the dissertation/thesis.

Name in full:

(in block letters)

Regd. No.:

Discipline:

Date of joining:

Proposed date of submission of thesis:

Approved thesis title:

Total course work assigned (including additional course work; if any, assigned at the qualifying examination):
Credits

Total course work completed (up to the last semester): Credits

Semester in which course work completed/proposed to be completed:

Overall Grade Point Average earned:

Comprehensive Examination passed on:

(a) Major field of specialization:

(b) Minors

(i)

(ii)

13) Advisory Committee:

1. (Chair)
- 2.
- 3.
- 4.
- 5.

Date: _____ (Signature of the student)

Part II : To be completed by the Chair after checking Part I above and one copy submitted to the Dean (Academic) through the Professor and Head of the Division.

14) * Suggestions about names for appointment as examiner for dissertation/thesis adjudication:

Name, Designation & Address

Category**

1.

2.

3.

Date:

Signature of Chair, Advisory Committee

Two additional names proposed ***

1.

2.

Chair, Board of Studies

To

The Dean, Post Graduate School,

CIFE

*Three examiners may be proposed by Chair.

** Kindly indicate if the proposed officer is a Central Government employee/State Government employee/University employee /Employee of an Autonomous Body/Non-official.

*** Chair (BoS) should suggest two additional names. In case of Professor being the Chair, the Dean (Academics), should suggest two additional names.

ANNEXURE - XI

**POST-GRADUATE SCHOOL
ICAR-CENTRAL INSTITUTE OF FISHERIES EDUCATION**

Report on Thesis and Final *Viva Voce* Examination

Name of the student:

Regd. No.:

Venue of the Examination:

Date of Examination:

Discipline:

Degree: Doctor of Philosophy/Master of Science

Major Field of Specialization:

Thesis title:

The Examining Committee hereby certify that they have examined the above mentioned thesis presented by the above named candidate and after going through the report(s) of the External Examiner(s) on its adjudication, have finally conducted the *viva voce* examination. On the judgment of the Examining Committee the candidate has SATISFACTORILY MET/FAILED TO MEET SATISFACTORILY the requisite standard of performance in these respects for the award of the Ph.D./M.F.Sc. degree.

Signature

Chair

Co-opted Member

Member

Member

Member

- Certified that the typographical and other errors/omissions pointed out by the External-Examiner(s) in their assessment of the thesis as also by the Examining Committee at the final *viva voce* examination have been corrected by the candidate, and the thesis approved by the Advisory Committee.
- Certified that the required number of copies of thesis duly bound have been deposited in the Central Library and Divisional Library.
- Remarks, if any :

Forwarded:

Signature of Professor (Chair, Examining Committee)

To:

Dean (Academics),

ICAR-CIFE

ANNEXURE - XII

POST-GRADUATE SCHOOL

ICAR-CENTRAL INSTITUTE OF FISHERIES EDUCATION

Proforma for Relief of Students Pending Submission of Thesis

1. Name of the student: _____ Regd.No. : (M.F.Sc./Ph.D.)
 2. Full time or part time:
 3. Date of enrolment:
 4. Details of scholarship held (ICAR/CIFE/other):
 5. Details of work completed:
 - Credits taken and completed:
 - Date of qualifying examination:
 - Whether seminars have been completed:
 - Whether research work and analysis of data completed:
 - Expected date of submission of thesis:
 - Reasons for requesting relief before the date of submission of thesis (if taking up employment, indicate employer's name):
 - In case of accepting outside employment, whether application was routed through the Dean:
 - Date from which relief sought:
- I undertake to pay the tuition fee (as prescribed) from the date of relief till the date of submission of thesis.

Date:

Signature of student

Comments of the Chair, Advisory Committee:

Chair

Recommended and Certified:

That he/she has completed all course work including research work and seminar except writing of thesis.

That he/she has fulfilled the minimum requirements regarding residence and attendance.

Date:

Signature of Chair (BoS)

ANNEXURE - XIII

**PROFORMA FOR SENDING RESULT OF MAKE UP EXAMINATION IN RESPECT OF MISSING
FINAL THEORY EXAMINATION**

Course No.:

Credit:

Title of the Course:

Total No. of Classes conducted:

Lectures:

Practicals:

Roll No.	Name of student	<u>No. of classes attended</u>		Grade
		Lectures	Practicals	

1.

2.

3.

4.

5.

Certified that the student has completed 85% attendance separately in lectures and practicals.

Signature

Name of Course Teacher

Signature of Professor

To

Dean (Academics)

ANNEXURE - XIV

UNDERTAKING

I hereby undertake that if I am selected for the post/fellowship applied for, I shall not leave the work assigned to me under the ICAR-Central Institute of Fisheries Education fellowship program unfinished.

In witness whereof I _____ have signed those present
on the _____ day of _____

Signature _____

(Ph.D./M.F.Sc.) _____

Roll No. _____

Address _____

- I.
- 1) Signature _____
 - 2) Name in full _____
 - 3) Designation _____
 - 4) Address _____

- II
- 1) Signature _____
 - 2) Name in full _____
 - 3) Designation _____
 - 4) Address _____

ANNEXURE - XV

UNDERTAKING

As I have been offered a Junior/Senior Fellowship of the ICAR-Central Institute of Fisheries Education, Mumbai for study and research leading to M F.Sc. in the subject of _____ and as I have accepted the said fellowship and also the terms and conditions governing the Fellowship, I hereby undertake that I shall complete the study and research work assigned to me. I also undertake that I shall not leave the course before its completion without prior approval of the Dean (Academics). I also certify that I am not drawing any other fellowship/scholarship from any source. I shall not accept any other fellowship without the permission of the Dean (Academics).

In witness where of _____ have signed those present
on the _____ day of _____

Signature _____

Roll No. _____

Ph.D./M.F.Sc. _____

Address _____

In the presence of:

1. Signature _____
Name in Full _____
Designation _____
Address _____

2. Signature _____
Name in Full _____
Designation _____
Address _____

ANNEXURE - XVI

APPLICATION FOR EXTENSION IN THE TENURE OF THE CIFE FELLOWSHIP

Name of the Fellow:

Roll No.:

Division:

- Whether awarded Junior or Senior Fellowship:
- Date of start of the fellowship:
- Period for which fellowship was sanctioned:
- Period for extension of the fellowship sanctioned earlier, if any:
- Date of registration with the Institute for M.F. Sc./Ph.D.:
- Minimum period after registration prescribed by the Institute for submission of thesis:
- Grade point Average up-to-date (where applicable):
- Date of passing the comprehensive examination (where applicable):
- Report of the work done so far by the fellow with reference to the time schedule submitted earlier:
- The work that remains to be done:
- Specific justification for not completing the work according to the time schedule:
- Detailed justification in support of the proposal for extension of the tenure of fellowship:
- Period of extension necessary:

Signature of the Student

Recommendation of the Chair (Advisory Committee)

Recommendation of the Chair (Board of Studies)

ANNEXURE - XVII

(RULE - 35)

CERTIFICATE

Certified that Shri/Smt./Kum. _____

Has been admitted to M.F.Sc. course for study and research at this Institute in the subject of _____

and he/she has joined the course on _____

I do hereby undertake to guide him/her to conduct research on the research problem assigned to him/her which is _____

Signature of the Chair _____

Name in Block letters _____

Designation _____

Seal of the Head of the Institute

Signature of the Head _____

of the Institute

Name in Block letter _____

Designation _____

ANNEXURE - XVIII

UNDERTAKING

As I have been offered a Junior fellowship of the Indian Council of Agricultural Research for Study and Research leading to M.F.Sc. in the subject of _____ and as I have accepted the said fellowship and also the terms and conditions governing the fellowship, I hereby undertake that I shall complete the study and research work assigned to me by the Guide, I also undertake that I shall not leave the course before its completion without prior approval of the Council.

I witness where of I _____
have signed these presents on the _____ day of _____

Signature of Research Fellow _____

Designation _____

Address _____

Witnesses :

Attestation by Guide

ANNEXURE - XIX

DECLARATION

I hereby declare that at present I am not receiving any financial assistance in the shape of scholarship or fellowship of any type nor I am holding full/part time employment except the following:

- Nature and value of scholarship/fellowship being received
- Nature of part-time employment hold and the total monthly emoluments
- Name of the granting authority and name of the authority under whom employed
- Date from which scholarship/fellowship is being received

I hereby declare that in the event of a fellowship being granted to me by the Indian Council of Agricultural Research, I shall forego/resign the above mentioned fellowship/scholarship/appointment and refund to the donor/employer the value/emoluments received by me with effect from the date of grant of Indian Council of Agricultural Research Fellowship.

Cross out whatever not applicable

Signature of the Fellow _____

Dated _____

Signature of the Head of the Institute

ANNEXURE - XX

I certify that the M.F.Sc. programme of Shri/Smt./Kum. -----
consists of both Course Study and Research Work.

Signature & Seal of the Head of the Institute

Dated _____