

F.No.: CIFE/ Awards/2016

Dated : May 7, 2016

### OFFICE ORDER

In order to recognize the significant contributions by the Faculty, Staff Members and Students of the Institute / University, the following awards are being announced for the year 2015- 2016. The evaluation pattern, process and the application format have been thoroughly revised so as to bring more objectivity, transparency, competitiveness and professionalism in the selection process. These Awards are meant to reward talent and promote team spirit and provide encouragement and inspiration for improved performance.

- |    |  |              |
|----|--|--------------|
| 1. | Best Scientist<br>Certificate and Cash Award of Rs.5,000/-   | Annexure-I   |
| 2. | Best Young Faculty<br>(for Scientists at the Institute below the age of<br>40 years as on 31.3.2016)<br>Certificate and Cash Award of Rs.5,000/- | Annexure-II  |
| 3. | Best Teacher<br>Certificate and Cash Award of Rs.5,000/-   | Annexure-III |
| 4. | Best Extension Scientist/Worker<br>Certificate and Cash Award of Rs.5,000/-  | Annexure- IV |
| 5. | Best Young Scientist for field oriented work<br>Certificate and Cash Award of Rs.5,000/-   | Annexure - V |
| 5. | Best Division/Centre<br>Certificate and silver plate   | Annexure-VI  |



6.	Best Technical Staff Certificate and Cash Award of Rs.5,000/-	Annexure-VII
7.	Best Administrative Staff Certificate and Cash Award of Rs.5,000/-	Annexure - VIII
8.	Award for Institutional Building Certificate and Cash Award of Rs.5,000/-	Annexure - IX
9.	Award for Hindi Publication Certificate and Cash Award of Rs.5,000/-	Annexure - X
10.	Award for Patent / IPR / Technology Generation/ Commercialization Certificate and Cash Award of Rs.5,000/-	Annexure – XI
11.	Award for Best Publication of the year (Highest Impact Factor) Certificate and Cash Award of Rs.5,000/-	Annexure - XII
12.	Award for overall Best M.F.Sc. Dissertation (2015-2016) Certificate and Cash Award of Rs.5,000/-	Annexure - XIII
13.	Award for overall Best Ph.D. Thesis (2015-2016) Certificate and Cash Award of Rs.5,000/-	Annexure - XIV
14.	School Children – Highest scorer in Class X (for children of employees of the CIFE) Certificate and Cash Award of Rs.2500/-	Annexure - XV
15.	School Children – Highest scorer in Class XII (for children of employees of the CIFE) Certificate and Cash Award of Rs.2500/-	Annexure – XVI

**General Guidelines:**

- (i) The faculty and staff members already awarded are not eligible to apply under the same category for next three consecutive years.
- (ii) Interested faculty and staff members shall apply through the Head of Division / Centre / Section in the prescribed application form available at the Director's Cell, Heads of Divisions / SICs of Centres, Chief Administrative officer. It can also be downloaded from the Institute Website <http://www.cife.edu.in>. The application shall be neatly typed, duly certified, signed and forwarded through proper channel.
- (iii) The relevant period of reporting and consideration for the award would be from 01.04.2015 to 31.3.2016 for all categories.



- (iv) The filled in Application Form should reach the office of The Director, Central Institute of Fisheries Education, (Deemed University, ICAR), Panch Marg, Off Yari Road, Versova, Andheri (West), Mumbai – 400 061 on or before 5.00 PM on **23.05.2016**.

The Awards will be distributed on the occasion of Institute's Annual Day.

Sd/-  
**( GOPAL KRISHNA )**  
Director / Vice-Chancellor  
CIFE, Mumbai

- Copy to: (1) All Notice Boards  
(2) Joint Director, CIFE, Mumbai for information  
(3) Head of Divisions (to circulate among all the faculty and staff)  
(4) SIC, Kolkata Centre, 32 "GN" Block, Sector IV/V, Salt Lake, Kolkata – 700 091 (to circulate among all the faculty and staff)  
(5) SIC, Kakinada Centre, Near Old Burmah Shell, Beach Road, Kakinada – 533 007 (to circulate among all the faculty and staff)  
(6) SIC, Powarkheda Centre, Dist. Hoshangabad, Powarkheda – 461 110 (to circulate among all the faculty and staff)  
(7) SIC, Rohtak Centre, Lahli-Via-Anwal, Rohtak, Haryana – 124 411 (to circulate among all the faculty and staff)  
(8) SIC, IT Cell for placing the Announcement on the CIFE Website.  
(9) CAO/CF&AO, and PME Cell, CIFE, Mumbai to circulate among all Staff Members



**PROFORMA**  
**Application Form for Award of Best Scientist (2015-2016)**

Details		Score
<b>A</b>	<b>Basic details</b>	
	Name of the Candidate	
	Designation	
	Date of Birth	
	Date of Joining CIFE	
	Qualification	
	Division/Centre/Section in which working	
<b>B</b>	<b>Research</b> <ul style="list-style-type: none"> <li>List of projects handled/associated (institutional / externally funded/sponsored/contract/consultancy/any other special research assignments)</li> <li>Specify initiation and formulation of new research project.</li> <li>Salient research accomplishments with respect to objectives, targets / milestones and research outputs as Principal Investigator (PI) / Co-PI</li> <li>Involvement in participatory technology development.</li> </ul>	<b>20.0</b>
<b>C</b>	<b>Teaching</b> <ul style="list-style-type: none"> <li>Guidance for M.F.Sc./Ph.D. dissertations as major guide</li> <li>Success of students (as major guide) in terms of recognition for awards and/or qualifying ARS/SRF/NET etc.</li> <li>Course taught/Designing of course curriculum/Innovation in teaching methods/development of aids/Guest lectures delivered</li> </ul>	<b>10.0</b>
<b>D</b>	<b>Extension/Monitoring and Research Co-ordination</b> Popularization of new technologies/innovation in extension technology and methods/Initiation of collaborative extension programs/Training conducted and farmers benefited/Organizing Kisan Mela and Exhibition, TV-Radios talks <b>Monitoring and Research Coordination</b> Assistance in project management and coordination (physical, financial and scientific targets/Preparation of review reports, proceedings and other assigned duties)/Innovation in monitoring and coordination methods.	<b>10.0</b>



<b>E</b>	<b>Publications (referred articles)</b> Research papers published in referred / peer reviewed journals (weightage as per NAAS Journal ratings)	<b>10.0</b>
<b>F</b>	<b>Other Publications</b> Book / book chapters published – authored/edited; Training manual / chapter in training manual; Papers presented at Scientific Conferences/Seminars; Popular articles/bulletin/short communication	<b>5.0</b>
<b>G</b>	<b>Special Attainments/Recognition/Awards/International Exposure</b> <ul style="list-style-type: none"> <li>• Award of Fellowships by Scientific/Professional Societies</li> <li>• Novel technology developed (patent, prototype, genetic stock, variety, process, concept, methodology, etc)</li> <li>• Success story of technology disseminated or commercialized</li> <li>• Editor/Member of editorial board of peer reviewed journals</li> <li>• Appointment in special committees by State, National and International agencies</li> <li>• Any other Award/recognition for meritorious work done in relevant area</li> <li>• Additional qualifications like diplomas, degrees obtained / training and seminars attended</li> </ul>	<b>5.0</b>
<b>H</b>	<b>Summer/Winter School/Refresher course and Seminar/Symposium etc.</b> <ul style="list-style-type: none"> <li>• Any such training programs organized as course Coordinator/Co-ordinator</li> <li>• Seminar/Symposium/Conference organized as Chairman / Organizing Secretary / Convener</li> <li>• Training programs attended</li> <li>• Conference/Seminar/Symposium attended</li> </ul>	<b>5.0</b>
<b>I</b>	<b>Institution Building</b> Only clearly defined contributions as a leader in institutional building shall be considered. For example, creation of managing new institution, laboratory, field facility, central facility that has bearing on improved standards, work efficiency / resources generation can be given. Likewise, in case of adding new equipments mention can be made as to how many other scientists / students are benefited by such addition. Similarly encouraging HRD, plan implementation and/or monitoring of progress to show better result, successful execution of major projects etc. can be given.	<b>5.0</b>
<b>J</b>	<b>Evaluation by Director</b>	<b>10.0</b>
<b>K</b>	<b>Evaluation by External Expert Committee</b>	<b>20.0</b>
<b>Grand Total</b>		<b>100.0</b>

I certify that the details provided in the Application Form refer to the work carried out by me and are true to the best of my knowledge.

**Signature of the Applicant with Date**

**Recommendation &  
Signature of Head of Division/Centre with  
Date**



**PROFORMA**  
**Application Form for Award of Best Young Faculty (2015-2016)**

(Only those <40 years of age as of 31.3.2016 are eligible to apply)		
Details		Score
<b>A</b>	<b>Basic details</b>	
	Name of the Candidate	
	Designation	
	Date of Birth	
	Date of Joining CIFE	
	Qualification	
	Division/Centre/Section in which working	
<b>B</b>	<b>Research</b> <ul style="list-style-type: none"> <li>List of projects handled/associated (institutional / externally funded/sponsored/contract/consultancy/any other special research assignments)</li> <li>Specify initiation and formulation of new research project.</li> <li>Salient research accomplishments with respect to objectives, targets / milestones and research outputs as Principal Investigator (PI) / Co-PI</li> <li>Involvement in participatory technology development.</li> </ul>	<b>20.0</b>
<b>C</b>	<b>Teaching</b> <ul style="list-style-type: none"> <li>Guidance for M.F.Sc./Ph.D. dissertations as major guide</li> <li>Success of students (as major guide) in terms of recognition for awards and/or qualifying ARS/SRF/NET etc.</li> <li>Course taught/Designing of course curriculum/Innovation in teaching methods/development of aids/Guest lectures delivered</li> <li></li> </ul>	<b>15.0</b>
<b>D</b>	<b>Extension/Monitoring and Research Co-ordination</b> Popularization of new technologies/innovation in extension technology and methods/Initiation of collaborative extension programs/Training conducted and farmers benefited/Organizing Kisan Mela and Exhibition, TV-Radios talks <b>Monitoring and Research Coordination</b> Assistance in project management and coordination (physical, financial and scientific targets/Preparation of review reports, proceedings and other assigned duties)/Innovation in monitoring and coordination methods.	<b>10.0</b>



<b>E</b>	<b>Publications (referred articles)</b> Research papers published in referred / peer reviewed journals (weightage as per NAAS Journal ratings)	<b>10.0</b>
<b>F</b>	<b>Other Publications</b> Book / book chapters published – authored/edited; Training manual / chapter in training manual; Papers presented at Scientific Conferences/Seminars; Popular articles/bulletin/short communication	<b>5.0</b>
<b>G</b>	<b>Special Attainments/Recognition/Awards/International Exposure</b> <ul style="list-style-type: none"> <li>• Award of Fellowships by Scientific/Professional Societies</li> <li>• Novel technology developed (patent, prototype, genetic stock, variety, process, concept, methodology, etc)</li> <li>• Success story of technology disseminated or commercialized</li> <li>• Editor/Member of editorial board of peer reviewed journals</li> <li>• Appointment in special committees by State, National and International agencies</li> <li>• Any other Award/recognition for meritorious work done in relevant area</li> <li>• Additional qualifications like diplomas, degrees obtained / training and seminars attended</li> </ul>	<b>4.0</b>
<b>H</b>	<b>Summer/Winter School/Refresher course and Seminar/Symposium etc.</b> <ul style="list-style-type: none"> <li>• Any such training programs organized as course Coordinator/Co-ordinator</li> <li>• Seminar/Symposium/Conference organized as Chairman / Organizing Secretary / Convener</li> <li>• Training programs attended</li> <li>• Conference/Seminar/Symposium attended</li> </ul>	<b>3.0</b>
<b>I</b>	<b>Institution Building</b> Only clearly defined contributions as a leader in institutional building shall be considered. For example, creation of managing new institution, laboratory, field facility, central facility that has bearing on improved standards, work efficiency / resources generation can be given. Likewise, in case of adding new equipments mention can be made as to how many other scientists / students are benefited by such addition. Similarly encouraging HRD, plan implementation and/or monitoring of progress to show better result, successful execution of major projects etc. can be given.	<b>3.0</b>
<b>J</b>	<b>Evaluation by Director</b>	<b>10.0</b>
<b>K</b>	<b>Evaluation by External Expert Committee</b>	<b>20.0</b>
<b>Grand Total</b>		<b>100.0</b>

I certify that the details provided in the Application Form refer to the work carried out by me and are true to the best of my knowledge.

**Signature of the Applicant with Date**

**Recommendation &  
Signature of Head of Division/Centre with  
Date**



**PROFORMA**  
**Application Form for Award of Best Teacher (2015-2016)**

	Details				Score	
<b>A</b>	<b>Basic details</b>					
	Name of the Candidate					
	Designation					
	Date of Birth					
	Date of Joining CIFE					
	Qualification					
	Division/ Centre/ Section in which working					
<b>B</b>	<b>Teaching</b> <ul style="list-style-type: none"> <li>• Details of courses taught</li> <li>• Guest lectures delivered (10)</li> <li>• Details of curriculum developed (5)</li> <li>• Details of innovative teaching aids, manuals, textbooks etc. developed (5)</li> <li>• Details of student research guidance, publication and student placement (5)</li> </ul>					<b>15.0</b>
<b>C</b>	<b>Research Guide / Co-guide</b>				<b>20.0</b>	
		<b>As Major Advisor</b>		<b>As Advisory Committee Member</b>		
		<b>Ongoing</b>	<b>Completed</b>	<b>Completed</b>		<b>Ongoing</b>
	M. F. Sc.	1	2	0.75		1.5
	Ph. D.	2	3	1.0		2.0



<b>E</b>	<b>Research Projects</b> <ul style="list-style-type: none"> <li>List of projects handled/associated (institutional / externally funded/sponsored/contract/consultancy/any other special research assignments)</li> <li>Specify initiation and formulation of new research project.</li> <li>Salient research accomplishments with respect to objectives, targets / milestones and research outputs as Principal Investigator (PI) / Co-PI</li> <li>Involvement in participatory technology development.</li> </ul>	<b>15.0</b>
<b>F.</b>	<b>Evaluation by the students of the applicants division</b>	<b>20.0</b>
<b>F</b>	<b>Evaluation by Director</b> Feedback as a Teacher / Sincerity as a teacher / Commitment to improve teaching and overall academic excellence	<b>10.0</b>
<b>G</b>	<b>Evaluation by External Expert Committee</b>	<b>20.0</b>
<b>Grand Total</b>		<b>100.0</b>

I certify that the details provided in the Application Form refer to the work carried out by me and are true to the best of my knowledge.

**Signature of the Applicant with Date**

**Recommendation &  
Signature of Head of Division/Centre with  
Date**



**PROFORMA**  
**Application Form for Award of Best Extension Scientist/Worker (2015-2016)**

Details		Score
<b>A</b>	<b>Basic details</b>	
	Name of the Candidate	
	Designation	
	Date of Birth	
	Date of Joining CIFE	
	Qualification	
	Division/Centre/Section in which working	
<b>B</b>	<b>Achievements in Extension Work</b>	<b>40.0</b>
	• Success story of technology transfer and adoption / Technology assessment and refinement through participatory extension	<b>10.0</b>
	• Extension technology and methods developed and innovations therein	<b>5.0</b>
	• Field day/farmers fair, demonstration, exhibitions organized / participated	<b>5.0</b>
	• Initiation of collaborative extension programs / Popularization of new technologies	<b>5.0</b>
	• Trainings organized and clients benefited – Novel theme based trainings / workshops conceptualized and organized	<b>5.0</b>
	• Courses designed and curriculum developed for training programs	<b>5.0</b>
	• Development of novel teaching / training aids	<b>5.0</b>
<b>C</b>	<b>Achievements in Extension Research</b> Research projects / Consultancy projects / Development support	<b>10.0</b>
<b>D</b>	<b>Popular articles / presentations / Research Papers</b> • Extension bulletins / Newsletters / Pamphlets / Newspaper articles / Other extension materials • Radio programs / Video programs / extension related lectures / Advocacy (maximum of 5 marks) / NAAS rated Journals	<b>15.0</b>
	<b>E</b>	<b>Awards / Recognition</b> • International and National Awards / Fellowships (Post-Doctoral) / academies and Societies) • Institutional or recognized professional societies award / Journal editor • Best paper, best posters awards • Invited key speaker in relevant National / International meetings • Special assignments (International organizations, overseas and special national assignments/consultancies not covered elsewhere in application • Convener or co-convener of seminars/symposia/conference



<b>F</b>	<b>Evaluation by Director</b> Based on Feedback as a Extension worker and trainer and importance of applicant's contribution to improve extension work and the overall discipline	<b>10.0</b>
<b>G</b>	<b>Evaluation by External Expert Committee</b> (Based on independent evaluation of details furnished under item no. A to E)	<b>20.0</b>
<b>Grand Total</b>		<b>100.0</b>

I certify that the details provided in the Application Form refer to the work carried out by me and are true to the best of my knowledge.

**Signature of the Applicant with Date**

**Recommendation &  
Signature of Head of Division/Centre with  
Date**



**PROFORMA**  
**Application Form for Award of Best Young Scientist for**  
**Field oriented Work (2015-2016)**

<b>(Only those &lt;40 years of age as of 31.3.2016 are eligible to apply)</b>		
<b>Details</b>		<b>Score</b>
<b>A</b>	<b>Basic details</b>	
	<b>Name of the Candidate</b>	
	<b>Designation</b>	
	<b>Date of Birth</b>	
	<b>Date of Joining CIFE</b>	
	<b>Qualification</b>	
	<b>Division/Centre/Section in which working</b>	
<b>B</b>	<b>Research</b> <ul style="list-style-type: none"> <li>• List of projects handled/associated (institutional / externally funded/sponsored/contract/consultancy/any other special research assignments) in the field / farm / hatchery / farmers field / natural resources</li> <li>• Salient research accomplishments with respect to objectives, targets / milestones and research outputs as Principal Investigator (PI) / Co-PI</li> <li>• Involvement in participatory technology development.</li> </ul>	<b>20.0</b>
<b>C</b>	<b>Demonstrations on field / farm</b>	<b>5.0</b>
<b>D</b>	<b>Publications</b> <ul style="list-style-type: none"> <li>• Research papers published in referred / peer reviewed journals / pamphlets / handouts / bulletins / popular articles / material in local languages</li> <li>• Training manuals / lecture notes</li> <li>• Radio and TV talks</li> </ul>	<b>10.0</b>



<b>E</b>	<b>Special Attainments/Recognition/Awards/International Exposure</b> <ul style="list-style-type: none"> <li>• Award of Fellowships by Scientific/Professional Societies</li> <li>• Novel technology developed (patent, prototype, genetic stock, variety, process, concept, methodology, etc)</li> <li>• Success story of technology disseminated or commercialized</li> <li>• Editor/Member of editorial board of peer reviewed journals</li> <li>• Appointment in special committees by State, National and International agencies</li> <li>• Any other Award/recognition for meritorious work done in relevant area</li> <li>• Additional qualifications like diplomas, degrees obtained / training and seminars attended</li> </ul>	<b>5.0</b>
<b>F</b>	<b>Summer/Winter School/Refresher course and Seminar/ Symposium / Training programmes conducted etc.</b> <ul style="list-style-type: none"> <li>• Any such training programs organized as course Coordinator/Co-ordinator</li> <li>• Seminar/Symposium/Conference organized as Chairman / Organizing Secretary / Convener</li> <li>• Training programs attended</li> <li>• Conference/Seminar/Symposium attended</li> </ul>	<b>10.0</b>
<b>G</b>	<b>Demonstration on field</b>	<b>10.0</b>
<b>G</b>	<b>Innovative contributions</b>	<b>5.0</b>
<b>H</b>	<b>Institution Building</b> Only clearly defined contributions as a leader in institutional building shall be considered. For example, creation of managing new institution, laboratory, field facility, central facility that has bearing on improved standards, work efficiency / resources generation can be given. Likewise, in case of adding new equipments mention can be made as to how many other scientists / students are benefited by such addition. Similarly encouraging HRD, plan implementation and/or monitoring of progress to show better result, successful execution of major projects etc. can be given.	<b>5.0</b>
<b>J</b>	<b>Evaluation by Director</b>	<b>10.0</b>
<b>K</b>	<b>Evaluation by External Expert Committee</b>	<b>20.0</b>
<b>Grand Total</b>		<b>100.0</b>

I certify that the details provided in the Application Form refer to the work carried out by me and are true to the best of my knowledge.

Signature of the Applicant with Date

Recommendation &  
Signature of Head of Division/Centre with Date



**PROFORMA**  
**Award of Best Division/ Section / Centre (2015-2016)**

<b>Details</b>		<b>Score</b>
<b>A</b>	<b>Basic details</b>	
	Name of the division/ Centre/ Cell	
	Name of the Scientists with their designation, qualification and areas of specialization	
	Name of Technical Officers with their designation, qualification and responsibilities	
	Name of other staff, designation and responsibilities	
<b>B</b>	<b>Significant Achievements in Teaching &amp; Training, Research &amp; Development and Extension Work</b>	<b>30.0</b>
	<b>Achievements in Teaching and Training (HRD)</b> Courses taught / Designing of course curriculum / Innovation in teaching methods / development of aids / Guest lectures delivered	<b>15.0</b>
	<b>Achievements in Research &amp; Development</b> <ul style="list-style-type: none"> <li>List of projects handled/ associated (institutional / externally funded/ sponsored/ contract/ consultancy/ any other special research assignments)</li> <li>Specify initiation and formulation of new research project.</li> <li>Salient research accomplishments with respect to objectives, targets / milestones and research outputs as Principal Investigator (PI) / Co-PI</li> <li>Involvement in participatory technology development.</li> <li>Guidance for M.F.Sc./Ph.D. dissertations as major guide</li> <li>Success of students (as major guide) in terms of recognition for awards and/or qualifying ARS/SRF/NET etc.</li> <li>Thrust areas proposed Future Plan of Action</li> </ul>	<b>10.0</b>
	<b>Achievements in Extension work including Commercialization of technology</b> Popularization of new technologies/Innovation in extension technology and methods/Initiation of collaborative extension programs/Training conducted and farmers benefited/Organizing Kisan Mela and Exhibition, TV-Radios talks	<b>5.0</b>
<b>C</b>	<b>Publications (referred articles)</b> Research papers published in referred / peer reviewed journals (weightage as per NAAS Journal ratings)	<b>10.0</b>
	<b>Other Publications</b> Book / book chapters published – authored/edited; Training manual / chapter in training manual; Papers presented at Scientific Conferences/Seminars; Popular articles/bulletin/short communication	<b>5.0</b>



<b>D</b>	<b>Institution Building</b> Only clearly defined contributions as a leader in institutional building shall be considered. For example, creation of managing new institution, laboratory, field facility, central facility that has bearing on improved standards, work efficiency / resources generation can be given. Likewise, in case of adding new equipments mention can be made as to how many other scientists / students are benefited by such addition. Similarly encouraging HRD, plan implementation and/or monitoring of progress to show better result, successful execution of major projects etc. can be given.	<b>10.0</b>
<b>E</b>	<b>Peer recognition/ Special Attainments/Recognition/Awards/ International Exposure</b> <ul style="list-style-type: none"> <li>• International and National Awards / Fellowships by Scientific / Professional Societies</li> <li>• Novel technology developed (patent, prototype, genetic stock, variety, process, concept, methodology, etc.)</li> <li>• Success story of technology disseminated or commercialized</li> <li>• Editor/Member of editorial board of peer reviewed journals</li> <li>• Appointment in special committees by State, National and International agencies</li> <li>• Any other Award/recognition for meritorious work done in relevant area</li> <li>• Additional qualifications like diplomas, degrees obtained / training and seminars attended</li> </ul>	<b>5.0</b>
<b>F</b>	<b>Summer/Winter School/Refresher course and Seminar/ Symposium etc.</b> <ul style="list-style-type: none"> <li>• Any such training programs organized as course Coordinator/Co-ordinator</li> <li>• Seminar/Symposium/Conference organized as Chairman / Organizing Secretary / Convener</li> <li>• Training programs attended</li> <li>• Conference/Seminar/Symposium attended</li> </ul>	<b>5.0</b>
<b>G</b>	<b>Resource Generation</b>	<b>5.0</b>
<b>H</b>	<b>Evaluation by Director</b>	<b>10.0</b>
<b>I</b>	<b>Evaluation by External Expert Committee</b>	<b>20.0</b>
<b>Grand Total</b>		<b>100.0</b>

**Note :** One page write up on why the Division / Centre shall be considered for the Award in comparison to other Division / Centres shall accompany the filled in Application Form.

I certify that the details provided in the Application Form refer to the work carried out by me and are true to the best of my knowledge.

**Signature of Head of Division/SIC Centre with  
Date**



**PROFORMA**  
**Application Form for Award of Best Technical Staff (2015-2016)**

	Details		Score
<b>A</b>	<b>Basic details</b>		
	Name of the Candidate		
	Designation		
	Date of Birth		
	Date of Joining CIFE		
	Qualification		
	Division/Centre/Section in which working		
<b>B</b>	<b>Achievements and Contributions</b>		<b>40.0</b>
	Specific duties / Responsibilities assigned (provide detailed list in tabular format)	Targets Achieved (with respect to satisfactory & timely completion, quality of output)	
<b>C</b>	<b>Contributions to Institution Building Activities</b> Only clearly defined contributions as a leader in institutional building shall be considered. For example, creation of managing new institution, laboratory, field facility, central facility that has bearing on improved standards, work efficiency / resources generation can be given. Likewise, in case of adding new equipments mention can be made as to how many other scientists / students are benefited by such addition. Membership in committees and specific contribution therein may be considered. Any other specific contribution		<b>10.0</b>
<b>D</b>	<b>Special Attainments / Awards / Training / Seminars etc.</b> Award by Scientific/Professional Societies; Technical assistance in novel technology developed (patent, prototype, genetic stock, variety, process, concept, methodology, etc); Success story of technology disseminated or commercialized; Any other Award/recognition for meritorious work done in relevant area Additional qualifications like diplomas, degrees obtained / training and seminars attended; Technical assistance in organizing seminars, workshops, training programs		<b>5.0</b>
<b>E</b>	<b>Participation in Extracurricular and co-curricular activities</b> Participation in literary and cultural events, staff welfare, sports activities, social service, etc.		<b>5.0</b>
<b>F</b>	<b>Evaluation by the concerned Head of Division</b>		<b>10.0</b>
<b>G</b>	<b>Evaluation by Director</b>		<b>10.0</b>
<b>H</b>	<b>Evaluation by External Expert Committee</b>		<b>20.0</b>
<b>Grand Total</b>			<b>100.0</b>

I certify that the details provided in the Application Form refer to the work carried out by me and are true to the best of my knowledge.

**Signature of the Applicant with Date**

**Recommendation &  
Signature of Head of Division/Centre with  
Date**



**PROFORMA**  
**Application Form for Award of Best Administrative Staff (2015-2016)**

Details			Score
<b>A</b>	<b>Basic details</b>		
	Name of the Candidate		
	Designation		
	Date of Birth		
	Date of Joining CIFE		
	Qualification		
	Division/Centre/Section in which working		
<b>B</b>	<b>Achievements and Contributions</b>		<b>20.0</b>
	Specific duties / Responsibilities assigned (provide detailed list in tabular format)	Targets Achieved (with respect to satisfactory & timely completion, quality of output)	
	-	-	
<b>C</b>	<b>Contributions to Institution Building Activities</b> Only clearly defined contributions as a leader in institutional building shall be considered. For example, creation of managing new institution, laboratory, field facility, central facility that has bearing on improved standards, work efficiency / resources generation can be given. Membership in committees and specific contribution therein may be considered. Any other specific contribution		<b>5.0</b>
<b>D</b>	<b>Participation in Extracurricular and co-curricular activities</b> Participation in literary and cultural events, staff welfare, sports activities, social service, etc.		<b>5.0</b>
<b>E</b>	<b>Evaluation by Head of Section</b>		<b>15.0</b>
<b>F</b>	<b>Evaluation by all Heads of Division SICs of Centres</b>		<b>15.0</b>
<b>F</b>	<b>Evaluation by Director</b>		<b>20.0</b>
<b>G</b>	<b>Evaluation by External Expert Committee</b>		<b>20.0</b>
<b>Grand Total</b>			<b>100.0</b>

I certify that the details provided in the Application Form refer to the work carried out by me and are true to the best of my knowledge.

**Signature of the Applicant with Date**

**Recommendation &  
Signature of Head of Division/Centre with  
Date**



**PROFORMA**  
**Application Form for Award for Institutional Building (2015-2016)**

	<b>Details</b>	<b>Score</b>
<b>A</b>	<b>Preparation of reports viz. Annual Report, Quarterly Report, IRC, Plan Documents, EFC, Proceedings of meetings etc.</b>	<b>55.0</b>
	• Additional responsibilities	
	• Contribution in various committees	
	• Coordination of various activities of the Institute	
<b>B</b>	<b>Head of the Division</b>	<b>5.0</b>
<b>C</b>	<b>Evaluation of by Director</b>	<b>20.0</b>
<b>D</b>	<b>Evaluation by External Expert Committee</b>	<b>20.0</b>
	<b>Grand Total</b>	<b>100.0</b>

I certify that the details provided in the Application Form refer to the work carried out by me and are true to the best of my knowledge.

**Signature of the Applicant with Date**

**Recommendation &  
Signature of Head of Division/Centre with  
Date**



**PROFORMA**  
**Application Form for Award of Award for Hindi Work (2015-2016)**

	Details	Score
<b>A</b>	<b>Basic details</b>	
	Name of the Candidate	
	Designation	
	Date of Birth	
	Date of Joining CIFE	
	Qualification	
	Division/Centre/Section in which working	
	Mother Tongue	
<b>B</b>	<b>Publications &amp; other work in Hindi</b> <b>Research papers / articles written or translated into Hindi</b> <b>Books/Book chapters written in Hindi</b> <b>Articles in Hindi presented in workshop / conferences</b> <b>Popular articles and presentations</b> <ul style="list-style-type: none"> <li>• Extension bulletins / Newsletters / Pamphlets / Newspaper articles / Other extension materials developed</li> <li>• Radio programs / Video programs / Extension related lectures / Advocacy</li> </ul>	<b>60.0</b>
<b>C</b>	<b>Evaluation by Director</b>	<b>20.0</b>
<b>D</b>	<b>Evaluation by External Expert Committee</b>	<b>20.0</b>
<b>Grand Total</b>		<b>100.0</b>

I certify that the details provided in the Application Form refer to the work carried out by me and are true to the best of my knowledge.

**Signature of the Applicant with Date**

**Recommendation &  
Signature of Head of Division/Centre with  
Date**



**PROFORMA**  
**Application Form for Award for Patent /IPR / Technology Generation/ (2015-2016)**

	<b>Details</b>	<b>Score</b>
A	Particulars of the Technology Generation / Commercialization/Patented / transferred	50.0
B	Revenue Generated	20.0
C	Evaluation of by Director	10.0
D	Evaluation by External Expert Committee	20.0
	<b>Grand Total</b>	<b>100.0</b>

I certify that the details provided in the Application Form refer to the work carried out by me and are true to the best of my knowledge.

**Signature of the Applicant with Date**

**Recommendation &  
Signature of Head of Division/Centre with  
Date**



## PROFORMA

**Application Form for Award for Publication of the year  
(Highest Impact Factor) (2015-2016)**

	<b>Details</b>	<b>Score</b>
<b>A</b>	<b>Publication with highest NAAS factor</b>	<b>100</b>
	<ul style="list-style-type: none"> <li>• Copy of published paper. (Publication to be during 01.04.2015 to 31.03.2016)</li> </ul>	
	<ul style="list-style-type: none"> <li>• The work done should be at CIFE</li> </ul>	
	<ul style="list-style-type: none"> <li>• Date of approval from PME Cell</li> </ul>	
	<ul style="list-style-type: none"> <li>• The first author has to be the Faculty / Student of CIFE</li> </ul>	
	<b>Grand Total</b>	<b>100</b>

I certify that the details provided in the Application Form refer to the work carried out by me and are true to the best of my knowledge.

**Signature of the Applicant with Date**

**Recommendation &  
Signature of Head of Division/Centre with  
Date**



**PROFORMA****Application Form for Award for Best M.F.Sc. Dissertation (2015-16)**

1. Name of the student in full (underline surname)
2. Date and place of birth
3. Marital status
4. Present postal address including Telephone, Fax, Telex, E mail etc.
5. Educational qualifications beginning with the first-degree or equivalent (in a tabular form)

S. No.	Degree	Discipline	Year
	M.F.Sc.		* The degree should have been awarded during 1.4.15 to 31.3.16

6. Details of the dissertation research submitted for the award
  - (i) Title of the dissertation
  - (ii) Department/Division/ where research work was done
  - (iii) Name and Designation of the dissertation / thesis supervisor
  - (iv) Brief description, scientific, technological socioeconomic relevance and priority of the research problem.
  - (v) What standard methods, procedures were used in the experimental work?
  - (vi) Were any special tools/procedures specially developed for the thesis research.
  - (vii) Briefly describe the principal results obtained?
  - (viii) In what way these results have made an original contribution to the solution of the research problem?
  - (ix) List of publications from this research work? (Published / Accepted)
7. A concise statement (about 200 words) highlighting the most significant aspects of the research work done that you would like to see in your citation of award, if chosen.
8. Whether any patents have been taken/applied for?

Signature of the  
Candidate Supervisor with date

9. Forwarding note by the Head of the Division

Name & Designation  
Seal and date

10. Annexures (List the documents enclosed)



**PROFORMA****Application Form for Award for Best Ph.D. Thesis (2015-16)**

1. Name of the student in full (underline surname)
2. Date and place of birth
3. Marital status
4. Present postal address including Telephone, Fax, Telex, E mail etc.
5. Educational qualifications beginning with the first-degree or equivalent (in a tabular form)

S. No.	Degree	Discipline	Year
	M.F.Sc.		* The degree should have been awarded during 1.4.15 to 31.3.16

6. Details of the dissertation research submitted for the award
  - (i) Title of the dissertation
  - (ii) Department/Division/ where research work was done
  - (iii) Name and Designation of the dissertation / thesis supervisor
  - (iv) Brief description, scientific, technological socioeconomic relevance and priority of the research problem.
  - (v) What standard methods, procedures were used in the experimental work?
  - (vi) Were any special tools/procedures specially developed for the thesis research.
  - (vii) Briefly describe the principal results obtained?
  - (viii) In what way these results have made an original contribution to the solution of the research problem?
  - (ix) List of publications from this research work? (Published / Accepted)
7. A concise statement (about 200 words) highlighting the most significant aspects of the research work done that you would like to see in your citation of award, if chosen.
8. Whether any patents have been taken/applied for?

Signature of the  
Candidate Supervisor with date

9. Forwarding note by the Head of the Division

Name & Designation  
Seal and date

10. Annexures (List the documents enclosed)



**1. Award for School Children – Highest scorer in Class X  
(for children of CIFE employees)**

For these Award, the concerned parent – employee has to submit the copy of attested mark sheet along with the name of the Employee, Designation, Name of the Student and Name of the School in which the student has passed.



**1. Award for School Children – Highest scorer in Class XII  
(for children of CIFE employees)**

For these Awards, the concerned parent – employee has to submit the copy of attested mark sheet along with the name of the Employee, Designation, Name of the Student and Name of the School in which the student has passed.