

Academic Calendar 2012



केन्द्रीय मात्स्यिकी शिक्षा संस्थान
Central Institute of Fisheries Education

(University under Sec. 3 of UGC Act)
Off Yari Road, Panch Marg, Mumbai - 400 061



1. THE INSTITUTE

1.1. Introduction

The 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 Masters 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 about four decades, CIFE has carved out a niche for itself on the fisheries map of the world.

1.2. Historical Background

CIFE was established on 06 June 1961 as a Government of India Institute 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.

The Institute was shifted to a rented building at Masjid Bunder, Bombay, in 1964. The FAO, at this stage, actively collaborated with the Government of India and helped in strengthening the infrastructural facilities at CIFE by providing sophisticated equipment together with expertise of a high standard. 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.

CIFE moved to Seven Bungalows (Versova) in March 1967, and 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 Centres of the Government of India and reorganised 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 aquafarms were greatly fulfilled by the transfer of the Brackishwater Aquafarm at Kakinada in September 1968 and the Freshwater Aquafarm 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 centre for Ph.D. programmes.

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 aquafarm 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 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. in Post-Harvest Technology (PHT), Freshwater Aquaculture (FWA), Fish Genetics and Biotechnology (FGB), Fish Pathology and Microbiology (FPM), Fish Nutrition and Biochemistry (FNB), Fisheries Business Management (FBM), Fisheries Extension (FEX), Fisheries economics (FEC) and Aquatic Environment Management (AEM) were added.

1.3. Vision

Over the past four 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 centre 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 become a global player in specialized human resource development in fisheries, and be counted among the best for academic excellence”.

1.4. Mandate

In accordance with the changing needs of the country, the sector and the growing stature of CIFE, the mandate has been revised from time to time. The present mandate is as follows:

- To conduct postgraduate academic programmes in core and emerging disciplines of fisheries sciences
- To conduct basic and strategic research in the frontier areas of fisheries
- To conduct demand-driven training and educational programmes for different stakeholders in fisheries sector
- To provide technical support, inputs for policy development and consultancy services

1.5. Facilities

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. 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 centres located in different agro-climatic zones of the country. These are:

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

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 21,000 books, 12,608 donated books, and volumes of 15 foreign and 65 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 150 Ph.D. theses, about 750 M.F.Sc. dissertations and 1,296 M.Sc./D.F.Sc. dissertations.

1.7. Programmes of Study

Postgraduate courses in fisheries have been running successfully since 1961. The Masters and Doctoral programmes being offered by this deemed university are:

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

- Ph. D. (Fish Business Management)
- Ph.D. (Fisheries Extension)
- Ph.D. (Aquatic Animal Health Management)
- Ph.D. (Aquatic Environmental Management)

Besides the above courses, the Institute offers Diploma and Certificate courses under the Professional Development and Entrepreneurship Development programmes (PDP & EDP) at the Kolkata Centre.

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

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

The Institute has memoranda of understanding with National Institute of Oceanography, Goa; Central Drug Research Institute, Lucknow; Industrial Toxicological Research Centre, Lucknow and Central Salt and Marine Chemicals Research Institute, Bhavnagar; Bhabha Atomic Research Centre, Mumbai; Indian Institute of Technology - Bombay, Mumbai; and various central and state universities where students can utilise the required research facilities.

2. ADMINISTRATION AND FACULTY

The Institute 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). The Director is the Principal Executive Officer of the Institute. The office of Dean (Academics) co-ordinates the postgraduate education and training programmes at the Institute.

The Institute has five 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:

- Board of Management
- Planning and Coordination Board
- Institutional Research Council
- Academic Council
- Extension Council
- Research Advisory Committee

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 application. All the matters relating to postgraduate education and training are decided by the Academic Council which is supported by the Boards of Studies in various 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

Composition of the Board of Management

Director of the Institute	Chair
Two members of the Governing Body of the ICAR nominated by its President	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)	Members
Joint Director (Academics)/Senior Scientist-in-charge	Member
Joint Director (Research)/Senior Scientist-in-charge	Member
Joint Director (Extension)/Senior Scientist-in-charge	Member
A Vice-Chancellor of an agricultural university to be nominated by the President, ICAR	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 (Administration)/Scientist-in-charge	Member-Secretary

Powers and Functions of the Board of Management

The powers and functions of the Board of Management shall be:

- To consider the proposals for Five 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/cause to be reviewed 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. Academic Council

Composition of the Academic Council

The composition of the Academic Council shall be as under:

(1)	Director	-	Chair
(2)	Deans of faculties	-	Members
(3)	Ten Principal Scientists other than Heads of Departments	-	Members
(4)	Three Senior Scientists	-	Members
(5)	Three Scientists	-	Members
(6)	Three persons from amongst educationists of repute or persons from any other field related to the activities of the institute	-	Members
(7)	Three persons who are not members of the teaching staff co-opted by the Academic Council	-	Members
(8)	Deputy Director General (Education), ICAR	-	Members
(9)	Two student representatives	-	Members
(10)	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 shall be:

- 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

2.3. Planning and Monitoring Board

Composition of the Planning and Monitoring Board

Director of the institute	-	Chair
Seven representatives of internal staff	-	Members
Two outside eminent experts	-	Members
Representative of UGC	-	Member
Registrar	-	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 considers 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.

2.4. Institutional Research Council

The composition of the Institutional Research Council shall be as under:

(1)	Director	-	Chair
(2)	Joint Director (Research)	-	Member
(3)	Joint Director (Extension)	-	Member
(4)	Deputy Director General (Fisheries), ICAR	-	Member
(5)	Four managerial scientists of the Institute (Project Directors/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
(6)	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
(7)	One Project Coordinator (to be nominated for a Period of two years by the Board of Management)	-	Member
(8)	One Scientist from the Regional Research Station/ other outstations (to be nominated for a two-year tenure by the Board of Management)	-	Member

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|------|---|---|------------------|
| (9) | Two eminent scientists from outside the Institute
(to be nominated by the Board of Management on a
two-year tenure basis) | - | Members |
| (10) | Joint Director (Administration) | - | Member |
| (11) | Principal/Senior Scientist | - | Member-Secretary |

Powers and functions of the Institutional Research Council

The powers and functions of the Institutional Research Council shall be:

- 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

2.5. Extension Council

The composition of the Extension Council shall be as under:

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|------|--|---|------------------|
| (1) | Director | - | Chair |
| (2) | Joint Director (Academics)/Senior Scientist in charge | - | Member |
| (3) | Joint Director (Research)/Senior Scientist in charge | - | Member |
| (4) | Deputy Director General (Extension), ICAR | - | Member |
| (5) | 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 |
| (6) | Five scientists of the Institute (to be nominated by the Board of Management
on a two-year tenure basis) | - | Members |
| (7) | One Project Coordinator (to be nominated for a period of two years by the
Board of Management) | - | Member |
| (8) | Director (Farm Information), Directorate of Extension or his/her nominee | - | Member |
| (9) | One Scientist from the Regional Research Station/other outstations (to be
nominated by the Board of Management on a two-year tenure basis) | - | Member |
| (10) | One representative of the Department of Agriculture, Ministry of Agriculture
and Irrigation (to be nominated by the Agricultural Commissioner) | - | Member |
| (11) | Two representatives of the Maharashtra State Government (to be
nominated by the Government of Maharashtra in the field of fisheries) | - | Member |
| (12) | One Extension Scientist representing fisheries development (to be
nominated on two-year tenure basis by the Board of Management) | - | Member |
| (13) | Head of the Division (Extension) | - | Member |
| (14) | Joint Director (Extension)/Senior Scientist in Charge | - | 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. 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 of the postgraduate faculty 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 Scientist (outside the division)	-	Member
(6)	One student representative to be nominated by the Chairman	-	Member

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. Normally, the composition of the Board will be as indicated in (b) above but the composition can be raised to nine subject to the condition that each sub-discipline is represented as far as possible.
- 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 one year 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. After a scientist of a particular category retires, his place should be filled by the next senior-most Scientist in that category.
- g) The Head of the Division will be the Chairman of the Board of Studies. The Chair of the Board of Studies shall include staff members in the Board of Studies in accordance with para (d), (e) and (f) above, and also name one of them as Member-Secretary.
- h) The quorum for holding the meeting of the Board of Studies shall be 75% of the total membership of the Board of Studies.
- i) The Board of Studies shall be reconstituted before the commencement of each academic year.

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 before they are sent to the postgraduate faculty. 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.

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:

Joint Director	-	Chair
Dean (Academics)	-	Member
Head of Department (one)	-	Member
Controller of Examinations	-	Member
Principal Scientist (one)	-	Member
Registrar	-	Member
Coordinator (Academics)	-	Member-Secretary

2.8. 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

2.9. Postgraduate Faculty

Sr. no.	Division	Sections	Scientists in position
1.	Aquaculture	Freshwater Aquaculture	Dr. Neelam Saharan
		Brackishwater Aquaculture	Dr. Kiran Dube Rawat
		Mariculture	Dr. Somdutt
			Dr. N.K. Chadha
			Dr. A.K. Reddy
			Dr. V.K. Tiwari
			Dr. Chandraprakash
			Dr. Subhendu Datta
			Dr. Ajit Kumar Verma
			Ms. Paramita Bannerjee Sawant
			Mr. P.P. Sureshababu

			Ms. A.M. Babitharani Mr. V. Harikrishna Ms. T. Teresa Paul
2.	Fishery Resources, Harvest and Post-Harvest Management	Resources Management	Dr. S.K. Chakraborty, Head Dr. G. Venkateshwarlu
		Harvest and Post-Harvest Management	Dr. B. B. Nayak Dr. Latha Shenoy
			Dr. Geetanjali Deshmukhe Dr. Ashok Kumar Jaiswar Dr. Zeba Jaffer Abidi Dr. Asha T. Landge Dr. H. Sanath Kumar Dr. A.K. Balange Dr. S.K. Patil Ms. K. Nagalakshmi Ms. L. Manjusha
3.	Fisheries Economics, Extension and Statistics	Policy, Economics and Statistics	Dr. M. Krishnan, Head
		Extension	Dr. S.N. Ojha Dr. Sheela Immanual
			Dr. Nalini Ranjan Kumar Dr. B. K. Mahapatra Dr. Arpita Sharma Dr. S.K. Mishra Dr. Swadesh Prakash Dr Rama Sharma Mr. S.S.H. Razvi Dr. P.S. Ananthan Mr. Vinod Kumar Yadav Ms. S. Pavithra
4.	Fish Nutrition, Biochemistry and Physiology	Biochemistry	Dr. A.K. Pal, Head
		Nutrition and Feed Technology	Dr. K.K. Jain Dr. P.P. Srivastava
		Physiology	Dr. N.P. Sahu Dr. Munil Kumar Sukham
			Dr. Subodh Gupta

			Dr. S. Das Gupta Dr. Sanjay Jadhao Dr. G.H. Pailan Dr. Parimal Sardar Mr. A.P. Muralidhar Dr. Sujata Sahoo
5.	Genetics and Biotechnology	Genetics and Breeding	Dr. Gopal Krishna, Head Dr. Aparna Choudhari Dr. Shrinivas S. Jahageerdar Dr. C. S. Chaturvedi Dr. Rupam Sharma Mr. A. Pavan Kumar Dr. P. Gireesh Babu
		Biotechnology	
6.	Aquatic Environment and Health Management	Aquatic Environment Management	Dr. C.S. Purushothaman, Head Dr. K.V. Rajendran Dr. P.K. Pandey Dr. R.P. Raman Dr. K. Pani Prasad Dr. Gayatri Tripathi Dr. S. P. Shukla Dr. M. Makesh Dr. A. Vennila Dr. Megha Kadam Bedekar Ms. Vidya Shree Bharti Mr. Kundan Kumar
		Aquatic Animal Health Management	

3. ACADEMIC SESSION AND TERM CALENDAR

The Academic year shall be divided into two semesters.

For M.F.Sc. course

I semester : 1st August

II semester : 10th January

Generally, two weeks' vacation is allowed after the completion of the semester examination.

4. 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 and cooperatives
- Fisheries Extension: extension policy; entrepreneurship development; extension administration and extension for rural fish farm enterprise; communication; adoption and diffusion processes; extension methods; statistics; informatics

5. 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.

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.

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 Masters 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.

DISCIPLINE

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
• M.F.Sc. (Fisheries Resource Management)	8
• M.F.Sc. (Aquaculture)	10
• 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)	8
• M.F.Sc. (Aquatic Environmental Management)	6
Total	77
• 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)	2
• Ph. D. (Fisheries Economics)	1
• Ph.D. (Fisheries Extension)	2
• Ph.D. (Aquatic Animal Health Management)	4
• Ph.D. (Aquatic Environmental Management)	2
Total	39

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.; however, the candidates having an equivalent degree with five years' experience in the state department service will also be eligible for admission, but they have to pass the deficiency course of one year duration before joining the regular M.F.Sc. programme.

b) Ph.D.

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 the 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 7.5 out of 10 for OBC and general candidates, and 7.0 out of 10.0 for SC/ST candidates (as approved by the 39th Academic Council Meeting).

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 specialisation.
- 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, Panch Marg, 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 fulfils 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.

5.5. 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 (EPD), 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 seat each is reserved for Physically Handicapped and Kashmiri Migrants and candidates from Underprivileged States.

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 fulfil 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:

	Academic Score	Written Test	Interview	Total
Contents for paper	-	Subject matter	Flexible	-
Duration	-	2 hr	Flexible	-
Maximum marks	-	200	-	-
Qualifying marks				
General	-	50%	-	-
SC/ST	-	45%	-	-
Weightage	20%	70%	10%	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, Interview and the previous academic performance. A careful scrutiny of the applicant's continuous academic records from Higher Secondary/Pre-University/Pre-Degree to Master's degree using a Ready Reckoner given in the Information Bulletin will be done to calculate the academic score.

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 directly qualify for admission to the relevant discipline 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 will be required to qualify in the written entrance test.

The Senior Research Fellows of CSIR/UGC/DBT/ICMR/ICAR with fellowship and the candidates with other national-level fellowships will be admitted over and above to the allotted seats.

For the award of the 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.

Foreign Students

System of admission

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.

i) Eligibility

Sponsored foreign students are exempted from appearing in the written test and interview. Thus, admission shall be made on the scrutiny of the bio-data and on the recommendation of the Chair of the concerned Board of Studies.

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.

Selection for Ph.D. for foreign students residing in India

Admissions are made on the basis of a written test and interview for Ph.D. The academic score will have a weightage of 20% for academics, 70% for subject matter written test and 10% for interview. However, the minimum qualifying marks in the written test for Ph.D. for General English and General Knowledge is 35% and 50%, respectively, for the subject matter paper for the general category. For SC/ST candidates, the minimum marks are 30 and 45 %, respectively.

The written test will consist of the following papers:

General English and General Knowledge	100 marks
Subject matter	200 marks

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.

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. Foreign students who are already residents in India will, however, have to appear in the written test and interview as detailed above. Besides, candidates sponsored by international organizations like the Agricultural Development Corporation, Food and Agricultural Organisation of the United Nations, etc. shall also be considered for admission at CIFE provided such requests are received through ICAR/DARE. 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 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.

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
Krishi Anusandhan Bhavan - 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
Panch Marg, 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 teachers concerned for each prescribed course, by the accounts representatives for the fees and by the warden for the seat 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
(Final Semester Examination) semester (as per the calendar)

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

Sl. no.	Details	I Year	II Year
1	Caution Money (Refundable)	10,000.00	-
2	Registration Fee	500.00	500.00
3	Tuition Fee*	10,000.00	10,000.00
4	Hostel Charges	5,000.00	5,000.00
5	Electricity Charges	3,000.00	3,000.00
6	Other Charges**		
	i) Students' Union Fee	300.00	300.00
	ii) Magazine Fee	100.00	100.00
	iii) Welfare Fund	200.00	200.00
	iv) Sports Fund	200.00	200.00
	v) Cultural & Literary Activities Fee	200.00	200.00
	Total	1,000.00	1,000.00
7	Examination Fee	1,000.00	1,000.00
8	Comprehensive Examination Fee	1,000.00	
9	Dissertation Evaluation Fee	-	1,000.00
10	Identity Card Fee	100.00	-
11	Alumni Association Fee	500.00	-
12	Provisional Degree Certificate Fee	-	200.00
13	Transcript Fee	-	200.00
14	Original Degree Certificate Fee	-	1,000.00
	TOTAL	32,100.00	22,900.00

N.B. If the term is extended, the fees are to be paid till the completion of course.

*SC/ST candidates are exempted from paying the Tuition Fee.

**Other charges, i.e., ₹ 1000.00, are to be deposited in the Postgraduate School Students' Union Office.

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

Sl. No.	Details	I Year	II Year	III Year
1	Caution Money (Refundable)	10,000.00	-	-
2	Registration Fee	500.00	500.00	500.00
3	Tuition Fee*	12,000.00	12,000.00	12,000.00
4	Hostel Fee	5,000.00	5,000.00	5,000.00
5	Electricity Charges	3,000.00	3,000.00	3,000.00
6	Other Charges**			
	i) Student Union Fee	300.00	300.00	300.00
	ii) Magazine Fee	100.00	100.00	100.00
	iii) Welfare Fund	200.00	200.00	200.00
	iv) Sports Fund	200.00	200.00	200.00
	v) Cultural & Literary Activities Fee	200.00	200.00	200.00
	Total	1,000.00	1,000.00	1,000.00
7	Examination Fee	1,000.00	1,000.00	-
8	Comprehensive Examination Fee	2,000.00		
9	Thesis Evaluation Fee	-	-	2,000.00
10	Identity Card Fee	100.00	-	-
11	Alumni Association Fee	500.00	-	-
12	Provisional Degree Certificate Fee	-	-	200.00
13	Original Degree Certificate Fee	-	-	1,000.00
	TOTAL	35,100.00	22,500.00	23,700.00

Note: Foreign students have to pay US\$ 4,000.00 additionally per annum as Economic Fee.

N.B. If the term is extended, the fees are to be paid till the submission of thesis.

*SC/ST candidates are exempted from paying the Tuition Fee.

**Other charges, i.e., ₹1000.00, are to be deposited in the Postgraduate School Students' Union Office.

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

For Master and Doctoral Degree programmes, the students are required to complete successfully a minimum of 55 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

	Masters 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	Internal
Evaluation	External	External
Qualifying marks	60	60
Viva-voce	No	External
Grading	Satisfactory/Unsatisfactory	Satisfactory/Unsatisfactory

- Residential Requirements
Masters Programme (all streams) : Two academic years
Doctoral Programme (all streams) : Three academic years
- Minimum Credit Requirements

Courses requirements (M.F.Sc.)		Courses requirements (Ph.D.)	
*Course work	34 Credits	**Course work	28 Credits
Seminar	1 Credits	Seminar	2 Credits
Thesis	20 Credits	Thesis	45 Credits
Field training	2 Credits	-	-
Total	57 Credits	Total	75 Credits

*Course work (Credits) M.F.Sc		**Course work (Credits) Ph.D.	
Major Subjects		Major Subjects	
Core course	12	Core course	9
Optional courses	8	Optional courses	6
Total (A)	20	Total (A)	15
Minor Subjects (from other discipline)	9	Minor Subjects (from other discipline)	8
Supporting	5	Supporting	5
Total (B)	14	Total (B)	13
Total (A+B)	34	Total (A+B)	28

*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	18 + 18	15 + 15
1 + 0	18 + 0	15 + 0
2 + 1	36 + 18	30 + 15
2 + 2	36 + 36	30 + 30
3 + 1	54 + 18	45 + 15

- Mode of evaluation
 - Theory – Internal/External (Quiz and Midterm: Internal; Semester Final: External for Masters and Internal for Doctoral)
 - Practical – Internal/External; to be conducted by the Course Teacher with one teacher of the division to be nominated by the HOD

vii) Approval of Synopsis

- The approval of synopsis should be accomplished by the end of the second semester both for Masters and Doctoral programmes.
- 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 can be submitted after four semesters of the submission of the approved synopsis in case of Ph.D. and after two semesters for Masters.

viii) Thesis/Dissertation

	Masters Programme	Doctoral Programme
Submission	Only after dissertation seminar	Only after thesis seminar
Research paper	-	One research paper should have been accepted and another submitted 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 fulfils 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

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 minimum of three and four members, respectively, as shown below. They will be nominated by the Director, CIFE, on the recommendations of the Major Advisor, who will be the Chair of the Advisory Committee.

M.F.Sc.

- One member representing the major discipline - Chair
- Another member from the major discipline - Member
- One nominee of the Director, CIFE - Member

Ph.D.

- One member representing the major discipline - Chair

Another member from the major discipline	-	Member
One member outside the major discipline	-	Member
One member representing the minor fields	-	Member

If the research work is to be carried out in an institute other than CIFE, at least one of member will be included from that institute in the Advisory Committee and he/she or one of the members, if there are more than one, will be designated as the Co-Chair.

Advisement

- 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.

7.5. 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 student's stay.

7.6. Attendance and Leave

- A student can be granted seven 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 of field work by 10 per cent or less in any particular course, the shortage may be condoned by the Dean (Academics) provided he 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 Masters 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) on merit.

- Cases of students remaining on unexplained absence for more than 15 days shall be promptly reported to the Academics Unit by the Head of the Division or 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.
- 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 this University 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 the set proforma which will contain the recommendations of his/her 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 Masters students and 6 years for Ph. D. Students.

7.7. Graduation Requirement

i) Residence

The minimum residential requirement is as under:

<u>Degree</u>	<u>Duration</u>
M.F.Sc.	Two years
Ph.D.	Three years

Minimum residential requirements are to be fulfilled at CIFE, its centre or at any other CIFE recognized research institute/organisation and 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.

Every course teacher shall prepare, in addition to the course outline for his teaching, the scheme of examination for his/her course and he/she shall submit this to the Dean (Academics) along with a copy to the Controller of Examinations. It will include the First Test and Mid-Semester Examination. Besides the above, there shall be an Assignment-cum-Class Seminar for each course, allotted by the teacher concerned. The details of different examinations are given below:

Theory

i) First Test

It is a written test lasting for about forty 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.

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 papers shall be of descriptive type.

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 subject matter 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 examiners for theory paper in the case of Masters programme. The theory question papers for the final semester examination are of descriptive type.

Practicals

The Course Teacher in consultation with the Chair, Board of Studies, will award the grade points for the assignment and class work.

The final practical examination of two hours will be conducted by the Course Teacher with one more teacher of the division nominated by the Head of Division.

Seminars

The Major Advisor in consultation with the Head of Division will allot the topic of seminar to be presented by the candidate and the Advisory Committee will grade the performance of the candidate.

Weightage

The following examinations will be conducted for each course offered during each semester. The weightage of theory and practical examinations will be as follows based on credit hours:

a) Theory

- | | |
|---|-----|
| - Assignment/Term Papers/Class Seminars, etc. | 10% |
| - First Test | 10% |
| - Mid-Term Examination | 30% |
| - End-of-Semester/Final Examination | 50% |

b) Practicals

- Assignment and Class Work 10%
- Records (Laboratory and Field Work) 30%
- End-of-Semester/Final Examination 60%

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 practicals. 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

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 calculated and entered in the mark sheet.
- All the entries of marks should be made up to two decimal places.

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 to the Controller of Examinations.

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 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 Director within six days of the completion of the examination. If the Director is satisfied that the student could not appear in the examination for valid reasons, he may direct the Course Teacher to hold a special Make-up Examination for the student. The prescribed fees for the

Make-up Examination will be a minimum of Rs 500/- up to three examinations or papers and for more than three examinations or papers, it is Rs 1000/- including full examinations or papers of Mid-Term Examination or Final Examination of a particular semester. Students appearing at any one of the Make-up Examinations are not eligible for the award of gold medals.

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

- i) 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)
- ii) In case he/she has taken leave on account of the death of his/her father, mother, brother, sister, spouse, child or grandparent
- iii) 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)
- iv) In case he/she fails to secure passing marks in final theory examination or does not secure 5.0 in a course/courses
 - a) 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.
 - b) 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.
 - c) In case of the Final Examination, the Make-up Examination/Re-examination will have to be taken by the student within 20 days from the date of the commencement of the next semester. Only one such examination will be held for each course. However, if a student fails to appear/pass in such examination, he/she may be given one more chance to appear in the Final Examination subsequently held during the next semester/year provided that the student is otherwise eligible to continue during the subsequent semesters.
- v) No Re-examination/Make-up Examination is allowed beyond the fourth semester for both M.F.Sc. and Pd.D. programmes.

Guidelines for the Specialised Training of M.F.Sc. Students

- The specialised training for skill development and competence for M.F.Sc. students is conducted for a period of 45 days.
- The training will be conducted after the 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 organisation, 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.
- The 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.
- The record of the 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.
- The 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.
- The 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 defence from the questions posed by the audience in the second half of August.

Guidelines regarding dissertation/thesis topics of M.F.Sc./Ph.D. students

- Each Division will identify a maximum of four priority or thrust areas of research relevant for the next five years.
- The priority areas identified by the division should be in line with the objectives of the division and the mandate of the Institute.
- Each of the priority areas will be further split into a number of topics suitable for M.F.Sc. and Ph.D. student research separately.
- A list consisting of a maximum of 10-15 topics for M.F.Sc. and 5-10 topics for Ph.D. research will be prepared by the Heads of Divisions and sent to Dean (Academics) by 31st October every year.
- Dean (Academics) shall convene the meeting of the Heads of Divisions under the Chair of the Director, to approve the list.
- The list once approved at the meeting of the Heads of Divisions will be displayed in each division by 30th November every year.
- Based on the list, each student will give three preferences.
- Based on the merit of the student at the Entrance Examination, the topic will be allotted to the M.F.Sc. students by the end of the first semester.
- For Ph.D. students, rank at the Entrance Examination will be the basis for the allotment of topics on preference, by the end of the first semester.
- Faculty in the scientific cadre with Ph.D. and five years of experience are eligible for guiding Ph.D. students as Chairs of the advisory Committee.
- Chair having experience in the same or related/overlapping field of research will be eligible to guide M.F.Sc. and Ph.D. students in their respective discipline.
- One faculty member at the institute other than CIFE, where the student carries out a substantial portion of the research work, will be designated as the Co-Chair of the Advisory Committee.
- Chair of the Advisory Committee can have the maximum number of research students as under at any given point of time:

	Ph.D.	M.F.Sc.
• Principal Scientist and above	6	3
• Senior Scientist	3	3
• Scientist	1	3

- However, there is no restriction to be a Co-Chair or Member in the Advisory Committee for M.F.Sc. and Ph.D. students.
- The allotment of the Chair of the Advisory Committee for student will be done by the respective Board of Studies depending upon the research interest of the students and available research specialization among the faculty members.
- Efforts should be made to ensure as far as possible equal distribution of students among the faculty members. If the number of students is less than the number of eligible faculty members, the faculty members who do not get chance in the present year will get preference in the next year.

- The Students Advisory Committee for M.F.Sc. and Ph.D. students should have two and three members, respectively, besides the Chair.
- All Scientists and Technical Officers (T6 and above) with a Ph.D. degree may be included in the Advisory Committee for Ph.D.; for M.F.Sc., Ph.D. is not a criterion.
- 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.
- Finalization of the Advisory Committee and synopsis should be done by 31st March every year for both M.F.Sc. and Ph.D. students.
- While allotting M.F.Sc. students, care may be taken to provide students to the Scientists at lower levels.
- The time available for dissertation is approximately ten months apart from two semesters of course work. The progress of research work and credit seminar will be evaluated by the Chair and Advisory Committee members based on the report presented by the student at the end of each semester, and the report is to be formally submitted to the Controller of Examinations.
- The students are advised to submit their dissertation by 31st May so that the *viva voce* may be conducted after evaluation of the dissertation and the results declared on time.
- If the students fail to submit the dissertation by this date, the institute will not be responsible for the declaration of the result within the timeframe.
- The approval of synopsis should be accomplished by the end of the second semester both for Masters and Doctoral programmes.
- 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). 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.

8.3. Evaluation of Thesis and Final Examination for M.F.Sc. Programme

a) M.F.Sc. Dissertation Evaluation

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 original External Examiner, 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.

b) 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 Board of Studies on the concerned subject and an External Examiner appointed for the purpose by the Director. The examination by and large will concentrate on the topic of research 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 three months after the first examination. There will not be a Final *Viva Voce* Examination for the third time and the student's result will be declared accordingly.

8.4. Comprehensive Examination

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.

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

- i) 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) publication/acceptance of one research paper out of the research work carried out for the degree and (e) communication of the second research paper.
- ii) The thesis shall be the result of the student's own 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 a seminar.
- iii) The thesis, typewritten and temporarily bound shall be submitted in quadruplicate. It should be accompanied with a "No Dues Certificate" issued on the prescribed proforma countersigned by the Chair of the Advisory Committee.
- iv) 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.
- v) The thesis shall not be considered for the award of the degree, if the reports from both the External Examiners are unfavourable. In case only one unfavourable report is received, the thesis may be referred to a third Examiner chosen by the Director. If the third Examiner recommends the thesis for its acceptance, the recommendation may be accepted. 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.
- vi) Every candidate shall defend the thesis submitted by him/her at the Final *Viva Voce* Examination which will mainly cover the topic of research.
- vii) 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 8-10 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.
- viii) 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.
- ix) 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.

8.6 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 author of the thesis.
- 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) In case where students do not care to publish their thesis work even after many years of completion of their degrees, there is no objection to the Chair of the Student Advisory Committee taking the initiative to write a paper in consultation with the student provided the student is given the first authorship and the Chair takes credit as a co-author.

8.7. 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. 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.
- The 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 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 utilised for the purchase of books and Rs 2,500/- for the preparation of thesis. The remaining contingent grant would exclusively be utilised 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, it is Rs 10,500/- for three years. The contingent grant given is Rs 6,000/- per year at Masters level and Rs 10,000/- per year at Ph.D. level.

- A maximum of Rs 2,500/- in the first year may be utilised for the purchase of books and Rs 2,500/- for the preparation of dissertation/thesis. The remaining contingent grant would exclusively be utilised for contingencies connected with the conduct of research.

10. RELIEF FROM THE POSTGRADUATE SCHOOL

• 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 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).

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 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).

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.

11. CONVOCAION 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:

- A request for the duplicate degree/diploma/certificate shall be granted only on the production of an affidavit on a non-judicial stamp paper to the effect that the applicant has lost the degree/diploma/certificate issued earlier or that it has been destroyed and that the applicant is in real need of it.
- A fee of Rs 800/- shall be charged for the issue of a Duplicate Certificate.
- The word "Duplicate" shall be inscribed in bold letters at the top of such degree/diploma/certificate.
- The duplicate degree/diploma/certificate 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.

12. RULES OF THE INSTITUTE LIBRARY

12.1. Normal Working Days and Hours

The library shall remain open on all working days from 10 a.m. to 8 p.m.

Counter for issue and return of books and serial publications shall remain open only from 10.00 a.m. to 8.00 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.

12.2. 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.

12.3. 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.

12.4. 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.

All the research workers, technical staff and administrative staff shall be eligible to get books 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.

Loan 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.

13. HOSTEL RULES

The general management of the hostel is vested on 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 on the "first come first serve" basis. 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 allots hostel accommodation to any student in relaxation of the rules. All such cases shall be reported to the Standing Committee on Students Welfare Board and Residence.
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.
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 a 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, the Warden, if necessary, may modify these timings.
6. Students shall not remain absent from their rooms after the scheduled time without the 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 remaining absent without intimation shall be doing so at their own risk and the Institute authorities shall have no responsibility for such absence and the consequences, if any.
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, the 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 any Centre 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 centre of CIFE/other institute must hand over the charge of the rooms to the hostel office. If not, Rule No. 9 may be enforced.
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 Warden after locking all his belongings in the almirah/cupboard.
15. If a student, whose allotment of hostel accommodation gets cancelled in any of the circumstances mentioned in Rule No. 11 and 12, fails to vacate the hostel room and return the hostel property in his/her possession within 48 hours of such cancellation, the Warden may at any time thereafter take appropriate steps with the help of the hostel/security staff and the legal authority, 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. However, bonafide guests (parents, wife, husband, children) of a student can be accommodated in specific guest rooms meant for this purpose on payment of rent as fixed by the Council from time to time. The guest accommodation is subject to the following conditions:
 - a) Normally, no guest shall be allowed to stay for more than five days except with the prior approval of the Warden, subject to the availability of the guest rooms and only under unavoidable circumstances.
 - b) For overstay beyond the period approved by the Warden, a fine shall be collected from the student concerned.
 - c) Allotment to the guest shall normally be made by prior reservation at least one day before. Students shall not seek accommodation at the eleventh hour.
 - d) No guest shall be admitted normally between 10 p.m. and 7.00 a.m. unless there is prior intimation about his/her arrival.
 - e) The guest should furnish clearly all the relevant information prescribed in the guest register.
17. All the boarders should mention the name, address and relationship of local guardians, 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. The appliances will be confiscated for the violation of this rule and a fine may be imposed for any such act.
19. Furniture and other articles from the common rooms such as television room, reading room and sports rooms/gymnasium shall not be removed under any circumstances. The maintenance and upkeep of the 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 cooperative mess run by the students through a Mess Committee.
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 the 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.
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 have 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 Rs 250/- 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.

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 or his/her representative.
40. All the rooms are provided with fluorescent tube lights/compact fluorescent lamps/incandescent 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 the 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 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.

Boarders, as a rule, are advised not to litter the corridors, television room and reading room; not to carry mess articles to their rooms, and also not to entertain guests in their rooms. Boarders contravening the discipline and cleanliness rules shall be liable to a fine of Rs 100/-.

13.1. Norms and Guidelines for Boarding Arrangements

13.1.1. Membership

- i) 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.
- ii) The Warden may permit non-resident CIFE students and CIFE staff to be members of the mess without jeopardizing the interests of the boarders.
- iii) 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.
- iv) 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.

13.1.2. Organisation 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 such as appearing at the Qualifying Examination or proceeding on tour.
 - 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)	- Chair
Warden (Girls' Hostel)	- Co-Chair
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 the tenth day 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 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 the tenth 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, if any, to the stores belonging to the Institute 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 General Body.
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 employees together with their full particulars as to their identity, address, 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. Any change in the employees of the mess will be reported to the Hostel Office immediately and in any case, not later than seven days after the change. 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.
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. 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.
4. 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) No meal will be served without authorisation.
d) Food will be served only in the dining hall.

- e) For guest meals, the boarders should inform the Mess Secretary well in advance.

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.

14. STUDENTS' WELFARE ACTIVITIES

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, basket ball and 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 has been added recently.

Computer Facilities

The Institute has well-developed computer facilities. Every student has access to computer and internet for academic matters through wired and wireless 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. 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 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

Preceding Semester Exams Results - Unknown/Failed/Passed/Not Declared

Signature of Candidate with Date

DEAN (ACADEMICS)

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 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 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

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

Major/core courses	9 credits
Optional courses	6 credits
Minor subjects from other disciplines	8 credits
Compulsory 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/>		
	Core courses	SEMESTER I
	Optional courses	SEMESTER I
	Minor courses	SEMESTER I
<hr/>		
	Core courses	SEMESTER II
	Optional courses	SEMESTER II
	Minor courses	SEMESTER II

Total credits for Semester I

Total credits for Semester II

Signature of Candidate:

Date:

DEAN (ACADEMICS)

ANNEXURE - VI

PROFORMA FOR COMPREHENSIVE EXAMINATION

All Ph.D. students admitted are requested to complete the proforma and submit at the earliest and in any case, not later than a fortnight in respect of details for seminar topics and research work for theses. A comprehensive examination having 2/3 written papers each of 100 marks and 2 to 3 hours duration, 1/2 covering the courses in the major disciplines and one covering the minor discipline(s) of study will be conducted for the M.F.Sc./Ph.D. students. 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 M.F.Sc. and fourth semester for Ph.D. courses.

Name of candidate Kum./Smt./Shri _____

(IN BLOCK LETTERS)

Batch: -----

Discipline: -----

1. (Major field)

2. (Minor disciplines)

Signature of Candidate with date

Signature of Chair (Board of Studies) with date:

DEAN (ACADEMICS)

ANNEXURE – VII



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

(Discipline)

On

(Topic)

By

(Student's Name)
(Registration number)

Chair
(Name)
(Designation)
(Affiliation)

Co-Chair (if any)
(Name)
(Designation)
(Affiliation)

Members
(Names)
(Designations)
(Affiliations)

CENTRAL INSTITUTE OF FISHERIES EDUCATION
(Deemed University)

Indian Council of Agricultural Research
Panch Marg, 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)
Co-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 - VIII

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

1. Outline of Research work

Name of the student:

Roll No.: _____

Course: _____

Discipline: _____

Date of joining the P.G. School:

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

ANNEXURE - IX

**POST-GRADUATE SCHOOL
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) not later than two months before the proposed date for submission of the dissertation/thesis.

Name in full:
(in block letters)

Roll 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 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 - X

**POST-GRADUATE SCHOOL
CENTRAL INSTITUTE OF FISHERIES EDUCATION
Report on Thesis and Final *Viva Voce* Examination**

Name of the student:

Roll 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, P.G. School, CIFE

ANNEXURE - XI

POST-GRADUATE SCHOOL

CENTRAL INSTITUTE OF FISHERIES EDUCATION

Proforma for Relief of Students Pending Submission of Thesis

1. Name of the student: _____ Roll 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.

I undertake that I will submit my thesis within a period of one year from the date of relief failing which action may be taken against me as per para 10.2 (f) of the Postgraduate School Calendar.

Date:

Signature of student

Comments of the Chair, Advisory Committee:

Chair

Recommended and Certified:

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

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

Date:

Signature of Chair (BoS)

ANNEXURE - XII

**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 75% attendance separately in lectures and practicals.

Signature

Name of Course Teacher

Signature of Professor

To

Dean (Academics)

ANNEXURE - XIII
UNDERTAKING

I hereby undertake that if I am selected for the post/fellowship applied for by me, I shall not leave the work assigned to me under the 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 - XIV

UNDERTAKING

As I have been offered a Junior/Senior Fellowship of the Central Institute of Fisheries Education 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 - XV

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 - XVI

(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 or 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 - XVII

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 Fellow _____

Designation _____

Address _____

Witnesses :

Attestation by Guide

ANNEXURE - XVIII

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.

Score out whatever not applicable

Signature of the Fellow _____

Dated _____

Signature of the Head
of the Institute

ANNEXURE - XIX

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 _____

ACADEMIC CALENDAR 2012

Central Institute of Fisheries Education
(Deemed University)
Indian Council of Agricultural Research
Yari Road, Mumbai – 400061