

GUIDELINES FOR
**HUMAN RESOURCE
DEVELOPMENT (HRD)**
PROGRAMME (2022-24) of
ICAR-CMFRI



ICAR-Central Marine Fisheries Research Institute

Post Box No. 1603, Ernakulam North P.O.
Kochi-682 018, Kerala, India

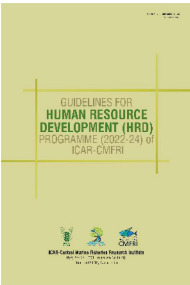
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Guidelines for Human Resource Development Programme (2022-24)

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1.About ICAR-CMFRI

The ICAR-Central Marine Fisheries Research Institute (ICAR-CMFRI) was established by Government of India on February 3rd 1947 under the Ministry of Agriculture and Farmers' Welfare and later it joined the Indian Council of Agricultural Research (ICAR) family in 1967. During the course of over 75 years, the Institute has emerged as a leading tropical marine fisheries research institute in the world. The institute undertakes research on a variety of areas such as marine fisheries management, marine fish farming, biotechnology and biodiversity. Research on sea farming and coastal mariculture paid rich dividends in the form of a viable farm and hatchery technologies for finfishes, shrimp, edible oyster, mussel, clam, seaweeds and marine pearls. The new knowledge and technologies developed have been transferred to end users and many cutting edge technologies have been patented in marine biotechnology. The Institute's multidisciplinary approach to research in marine capture and culture fisheries has won it recognition as a premier institute comparable to any well-established marine laboratory in the world.

2.Human Resource Development (HRD) Programmes offered by ICAR-CMFRI

The human resource development activities at ICAR-CMFRI are administered by the HRD Cell of the Institute. The day-to-day affairs of the Cell are being managed by a Committee consisting of a Nodal Officer and two Co-nodal Officers. The Institute offers unique opportunities for research and training to post-graduate (Masters and Doctoral) and Post-Doctoral Fellows and researchers in various streams of marine fisheries, mariculture and allied areas. The programs provide excellent opportunity for scholars and researchers to work in the emerging areas of research related to marine fisheries in their Post Graduate /Doctoral /Post-Doctoral programmes, guided by leading scientists of ICAR-CMFRI. The post-graduate programme of ICAR-CMFRI was first initiated in 1979 as part of the UNDP/FAO assisted programme for establishment of the Centre of Advanced Studies (CAS) in Mariculture. The MSc and PhD programmes offered as part of this programme was affiliated to the Cochin University of Science and Technology (CUSAT). The programme was discontinued later when it was merged with the academic programmes offered by ICAR-Central Institute of Fisheries Education (ICAR-CIFE), Mumbai. The research and trainings are coordinated as per Institute guidelines, which are in full conformity with that of the Human Resource Management (HRM) unit of ICAR. The institute has signed Memorandum of Understanding (MoU) with various Agricultural Universities (AU) / Deemed to be Universities (DU) and Research Institutes to facilitate academic and research collaboration which include CUSAT, Mangalore University, Kerala University of Fisheries and Ocean Studies (KUFOS), ICAR-Central Institute of Fisheries Education(CIFE), Kerala Agricultural University (KAU), Madras University, University of Kerala, Madurai Kamaraj University, Andhra University, Manonmaniam Sundaranar University and Alagappa University. The specific academic and training programmes as well as general guidelines related to them are outlined in the following sections below:

3.HRD Training Programmes

In order to provide access to the institute's technologies and know how, the CMFRI organizes

following types of need-based training programme for the benefit of farmers, researchers, academicians, administrators and students on various aspects of marine fisheries and mariculture.

- a. Short course: 1-3 days duration
- b. Intensive courses: 5-10 days duration
- c. Training @ field: 2-5 days duration
- d. Summer/Winter schools: 21 days duration

3.1.Fee Structure

As per ICAR HRD guidelines a fee of Rs. 10,000 (Rupees Ten Thousand only) shall be charged for training duration of three months not leading to a dissertation/degree. However, the competent authority at ICAR-CMFRI reserves the right to waive off training fee in suitable cases.

The payment should be made through an A/C payee DD or online transfer to the following account:

Institution Account Name (As per Bank Record) :	ICAR UNIT CMFRI KOCHI
Account No.	: 10626732724
Name of the Bank	: STATE BANK OF INDIA
Branch Name	: ERNAKULAM MAIN BRANCH
IFSC Code	: SBIN0001015
Complete Branch	: State Bank of India Main Branch,
Address	: KTDC Building, Ernakulam
MICR No	: 682002003
Account Type	: Current Account

4.Academic Programmes

ICAR-CMFRI offers unique opportunity to post-graduate students/scholars (Masters / Doctoral) registered at a recognized College/Institute/University/Funding Agency to carry out full/part of their research work at the Institute. Post-doctoral fellows having their own fellowships are also allowed to join under the mentorship of proficient scientists of ICAR-CMFRI.

4.1.Project/ Dissertation Work of Masters Students at ICAR-CMFRI

4.1.1.Eligibility:

Student must be pursuing postgraduate courses from a recognized University/ Institute /College in the relevant area. To be eligible, applicants should have maintained consistently good academic record (70% and above for general category; 65% and above for OBC/MBC/DNC/BC; 60% and above for SC/ST candidates) in all their papers. Only Indian nationals studying in Indian universities are eligible. Mere fulfilling of eligibility criteria is no guarantee for selection.

4.1.2. Duration of Study and Attendance:

Students admitted will be required to work full-time at CMFRI for a minimum period of 60 working days for MSc project work. Full Attendance is mandatory for issuing project completion certificate.

4.1.3. Selection:

Intake of students under this program will be made four times a year (Jan/April/July/October). Selected candidates will be duly informed through their institutions two weeks before the start of the programme. Upon intimation, candidates must submit a declaration of acceptance duly endorsed by the head of their institution. Students must choose their field of study for dissertation programme. Criteria for selection include academic accomplishments primarily and availability of slots with scientists for accommodating additional candidates. A scientist can guide only two PG students at a time, Students will be governed by the rules of CMFRI prevailing at that point of time. Any action in case of indiscipline/untoward incident in the campus will be dealt with as per decisions by CMFRI administration.

4.1.4. Course Fee:

As per ICAR HRD guidelines, a fee of Rs 20,000/- (Rupees Twenty Thousand only) for research up to 3 months, and Rs. 30,000/- (Rupees Thirty Thousand only) for a period up to 6 months shall be charged from the selected candidates. However, there is no fee for the students from NARES system i.e., SAUs, DUs of agriculture, Central Agricultural Universities (CAU), etc. This is subject to change based on the guidelines updated by the ICAR. Candidates should pay the prescribed fee at the time of joining as stated above in section 3.1. Students applying from Institutions having Memorandum of Understanding (MoU) with CMFRI shall be dealt with according to the conditions in the MoU.

4.1.5. Accommodation:

No hostel accommodation will be provided by CMFRI. Selected candidates may make their own arrangements for food and accommodation. However, during working days students may make use of CMFRI departmental canteen for lunch/tea/snacks on payment basis.

4.1.6. How to Apply:

Students can apply through the link available in the CMFRI website (Central Marine Fisheries Research Institute (cmfri.org.in)) by filling the online application form. Recommendation letter from the college (Bonafied certificate) and a brief biodata containing educational details and other achievements should also be attached along with application form. The decisions about the selection will be final and no correspondence will be entertained in this regard.

4.2. Ph.D. Research Programme at ICAR-CMFRI

4.2.1. Eligibility of Students

Candidates with a post-graduate degree from the SAUs/CAUs, UGC recognized Universities/Deemed Universities/Organizations recognized by Technical Education Councils/equivalent recognized organizations are eligible to apply for the Ph.D. programme.

Doctoral research programme will be offered in the subjects mentioned in the disciplines associated with marine fisheries, mariculture and allied areas subject to the availability of the research guide at ICAR-CMFRI. The doctoral research programme is offered to the following categories of students:

- i. Research Associates (RAs), Senior Research Fellows (SRFs) and Junior Research Fellows (JRFs): Candidates working as RAs/SRFs/JRFs and in the on-going approved research projects at ICAR-CMFRI, Kochi may be permitted to pursue Ph.D. research work. However, PI of the project with the approval of Director needs to issue a certificate that the regular research work of the project will not be hampered on account of university formalities to be completed by RA/SRF/JRF for the degree programme.
- ii. Award Fellows: The students who have been awarded fellowship from ICAR/DBT/DST/CSIR/UGC/KSCSTE or any other equivalent organization with due approval of the Director and endorsement of ICAR-CMFRI scientist as guide/supervisor can pursue his/her Ph.D. programme after registration with the university with which ICAR-CMFRI has MoU or research collaboration.
- iii. In-service candidates: In-service candidates registered for Ph.D. degree in a recognized university may be permitted to do research work in ICAR-CMFRI as per provisions of ICAR-HRD Guidelines.

4.2.2. Allotment of Guide and Constitution of Advisory Committee

The criterion for allocation of Major Guide/Advisor will primarily be governed by the area of research of the student, area of expertise of the Guide and choice of the students for Guide. Students can go through the profiles of the ICAR-CMFRI scientists available on website of the Institute to opt for Guide of his/her choice. There will be an Advisory Committee comprising of Director, ICAR-CMFRI, Guide (Major Advisor), and an external expert member from a discipline deemed fit for the research work. In case of Co-guide system (as prevalent in some Universities), the Co-guide will be included in the advisory committee. For the SRFs working in a research project in the institute, the PI/Co-PI of the project shall be preferred to guide the student based on eligibility criteria prescribed by University/Institute.

4.2.3. Eligibility of Guide for guiding Ph.D. Students

- i. A scientist having Ph.D. Degree with experience of serving a University/research organization for at least five years shall be eligible to serve as Major Advisor/Guide for Ph.D. students. A Scientist/Senior Scientist/Principal Scientist of the institute can guide a maximum of 3/4/5 Ph.D. students respectively, at a time, irrespective of the University where the student has enrolled. In case if they act as Co-guide, two slots of the same will be considered as one Major Advisor /Guide for the purpose of deciding the number of eligible seats under him/her.

- ii. The HRD Committee shall allot students to each guide with the approval of the Director. Each eligible guide shall be allotted maximum of two students in each year. In case of more number of students than the interested guides, allotment of additional students will be decided by the Director, ICAR-CMFRI. Priority will be given to subject specialization followed by seniority of the scientist.
- iii. Scientists with less than two years of service left for retirement will **NOT** be considered to act as research guide for Ph.D. scholars. However, he/she can be a member of the Advisory Committee. In case the guide is to retire shortly or transferred, he/she should inform the Head of the Division about the status of research of the students working under him/her. The Head shall bring the matter to the notice of the HRD Committee for necessary action.
- iv. Existing research guides can continue for a maximum of two years after retirement, after which the Ph.D. scholar need to change guide under a new eligible scientist who should ensure completion and submission of thesis. However, this needs to be ratified by the concerned University.

4.2.4. Time of Application and Selection

The application by candidates should coincide with announcement of Ph.D. degree programme by the recognized Universities. RA/SRF/JRF associated with ongoing research project can submit application with the approval of concerned Project Investigator of the project. A Committee comprising of the HRD Nodal Officers and other staff appointed by Director, CMFRI for the purpose will scrutinize the applications only twice in a year and recommend the short-listed candidates for approval by the Director.

4.2.5. Duration, Tenure and other Codal Formalities

Each candidate will be permitted to undertake doctoral research in the approved area for up to a maximum of 5 years only from the date of joining at ICAR-CMFRI. Further extension for 1 year may be granted by the Competent Authority on the request of the student endorsed by the Guide and the University concerned, considering the progress of the work/ genuineness of the grounds under which the extension is sought. The students will **NOT** be permitted to use any of the facilities of ICAR-CMFRI after the approved tenure expires. The Research Advisor/Guide needs to ensure the attendance of each student and fellowship will be processed only after continuation / attendance certificate is submitted each month to HRD Cell, duly signed by the student and Research Advisor/Guide. All procedural formalities with regard to the full-time/part-time Ph.D. work of In-service candidates, including those attached to universities/organizations outside the country, should be processed through HRD Cell, duly routed through the respective Major Guides and SICs/HoDs concerned.

The research scholars attached with ICAR-CMFRI need to inform their tour programmes and out- station visits including to the Regional/Research Stations/KVKs of ICAR-CMFRI, to the HRD Cell well in advance. In case of foreign visits, the scholars need to take prior permission from

the competent authority at ICAR-CMFRI. If a student discontinues the Ph.D. programme within the approved duration, he/she needs to inform the Research Guide / HRD Cell in advance in writing. He/she also needs to clear all the liabilities with the funding agency/ university attached following the codal formalities concerned, before taking leave from ICAR-CMFRI.

4.2.6.Thesis Submission

Submission of the thesis will be preceded by pre-submission seminar /presentation (as per the guidelines of the University concerned) at the institute and followed by approval by the advisory committee and the Director. The Ph.D. thesis must have certificate duly signed by the members of the Advisory Committee. One copy of the final thesis (soft copy and hard copy) should be submitted to the Institute Library through HRD Nodal Officer. The scholars shall take no-dues from the HRD cell prior to thesis submission. The respective Research Guides will be responsible for any outstanding dues including failure to return books in the library, loss/damage to equipment/ other liabilities after a student completed his/her tenure. A student will be considered to be out of CMFRI rolls since the date of submission of thesis.

4.2.7.Fee Structure and Payment

In conformity with ICAR directives in this regard, Ph.D. Scholars registered with AU/DU/CAU and attached with ICAR-CMFRI for their research work are not required to pay any bench fee.

5.Post-Doctoral Programme

ICAR-CMFRI encourages motivated young researchers having completed their Doctoral programmes, and who are willing to apply to any national/State funding agency for support for doing research in marine fisheries/mariculture and other allied areas at the Post-doctoral level. The Post-doctoral research fellows will work with a Mentor, who will be an eligible scientist at ICAR-CMFRI. Each Mentor Scientist will be allowed to guide a maximum of two Post-Doctoral Fellows at a time, admission limited to one scholar in a year. The scholar needs to take prior permission from the competent authority at ICAR-CMFRI to act as host institute before applying to the funding agency with detailed research proposal, bio data and necessary documents. The programme will be undertaken as per the broad guidelines of the funding agency.

6.Publication and IPR Issues

- i. Publication: The research scholar/student would invariably be the senior author for the publications arising out of the research work conducted at ICAR-CMFRI and attached to the AU/DU/Institutes. The names of additional co-authors, depending upon their contribution in the research work may be decided by mutual consent between the scholar/student and Major Guide/Advisor/Mentor. The work carried out by the scholars cannot be published without knowledge of the guide. Formalities for publication will be followed as per ICAR guidelines.

- ii. Intellectual Property Rights: The scholar/student is expected to protect the Intellectual Property Rights generated or likely to be generated during his/her research work. The IPRs shall rest with ICAR-CMFRI where the major part of the research work was carried out by the student. In the event of equal amount of work being carried out at both the sponsoring institute/University and ICAR Institute, patents/protections/knowledge generated will be shared in proportion as per the 'ICAR Guidelines for Intellectual Property Management and Technology Transfer/ Commercialization' as amended from time to time.

7.General Terms and Conditions for the HRD Programme

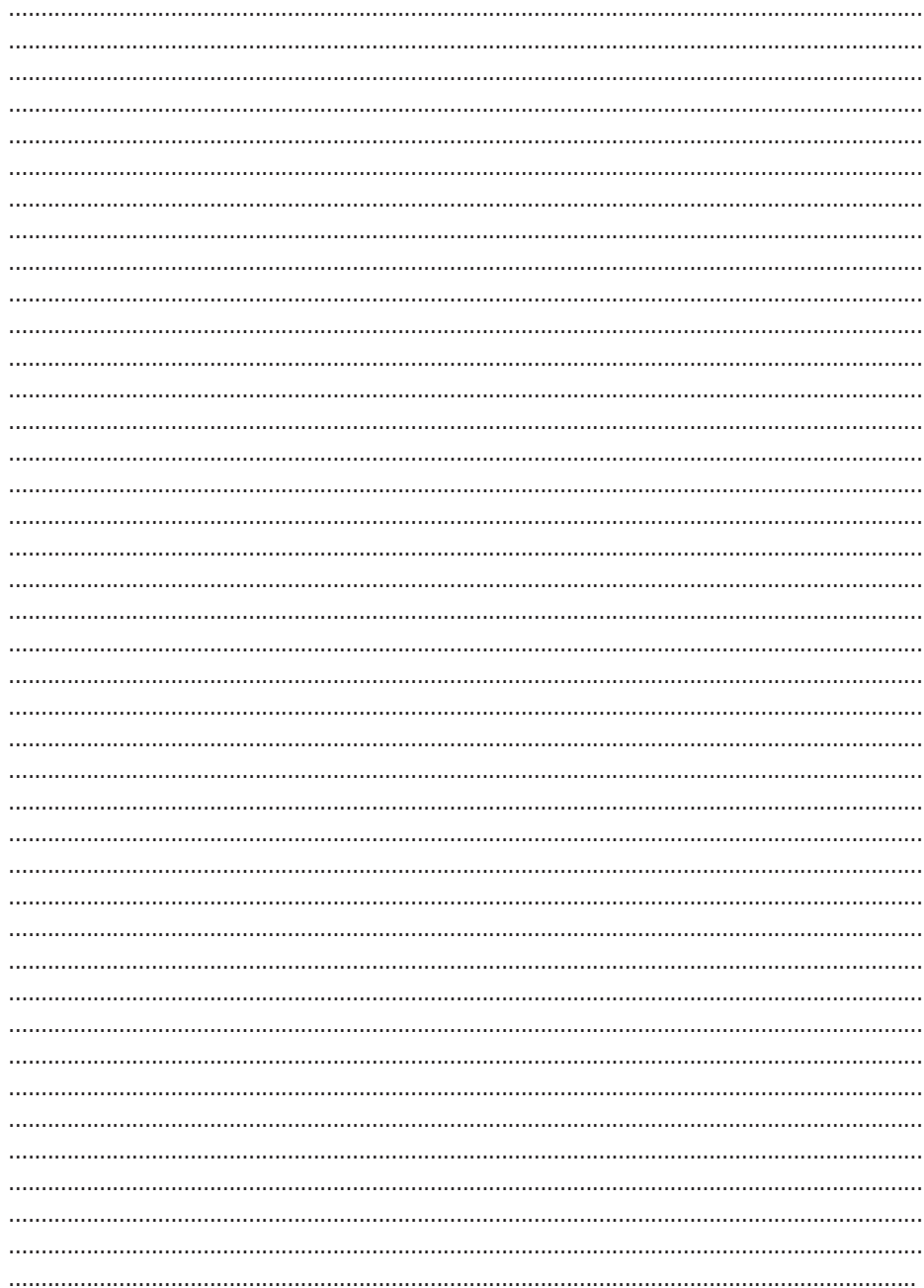
- a. The selected candidates will be bound by the rules and regulations of the ICAR-CMFRI, Kochi. The Institute reserves the right to cancel the offer of any candidate without prior intimation or showing any reason.
- b. In case of dispute, decision of the Director, ICAR-CMFRI shall be final.
- c. ICAR-CMFRI shall not be responsible for the boarding and lodging of the candidates while doing research at ICAR-CMFRI.
- d. Fee /grant once paid to ICAR-CMFRI will not be refunded in any circumstances.
- e. The terms and conditions for the trainings are subject to revision and shall be applicable to existing trainees also.
- f. The candidates who have undergone training shall have no claim for employment in the institute just for having been trained at ICAR-CMFRI.
- g. Prior permission of the Director, ICAR-CMFRI is essential for a scientist for guiding a student or for undertaking any training/ research (dissertation/project work/doctoral/post-doctoral research work) at the Institute.
- h. Each student/trainee will be issued an ID card valid for the period of stay at ICAR-CMFRI.
- i. Minimum attendance to continue the programme will be subject to the guidelines of the university /research /academic organization concerned.
- j. The research scholars attached with ICAR-CMFRI need to inform their tour programmes and out of station visits to the HRD Cell well in advance. In case of foreign visits, the scholars need to take prior permission from the competent authority at ICAR-CMFRI.
- k. All matters related to foreign scholars who get attached to ICAR-CMFRI for training/research will be subject to ICAR guidelines in this regard.
- l. The above guidelines are applicable to Head Quarters as well as all Regional Centres/Stations of ICAR-CMFRI.
- m. The guidelines shall come into effect on 1st January, 2022.

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