

**NORMS AND OPERATIONAL GUIDELINES**  
**FOR**  
**ICAR-CENTRE FOR ADVANCED FACULTY TRAINING**  
**(CAFT)**



**October, 2021**

**Agricultural Education Division**  
**Indian Council of Agricultural Research**  
**Krishi Anusandhan Bhavan-II, PUSA, New Delhi-110012**  
**[www.icar.org.in](http://www.icar.org.in)**

## **Introduction**

In order to enhance the competency level of Agricultural faculty and to develop as well as modernize the infrastructure available for research, teaching and training, Indian Council of Agricultural Research (ICAR) set up several Centres for Advanced Studies (CAS) from 1971 onwards in selected disciplines at various Agricultural Universities and ICAR Institutes with the support of UNDP. These centres were established to encourage the pursuit of excellence through collaboration between scientists of outstanding ability with their counterparts across agricultural institutions and thus accelerate the attainment of international standards in specific fields of agricultural research and education. The CAS centres thus established were able to modernize the infrastructural facilities and impart skills in terms of teaching and research competencies to faculty in specialized areas. These centres were useful in bringing out considerable interaction among the scientists within the country by organizing workshops, seminars and conferences. Till 1994-95, there were 35 CAS functioning in various fields of agricultural sciences. These centres were reviewed by a QRT in 1999 and based on the QRT recommendations, four CAS centres were discontinued in X plan period. In 2008 ICAR again reviewed the performance of all 31 CAS centres. A status report was submitted with recommendations for further refinement of CAS.

During XII plan, these CAS centres were restructured as Centre for Advanced Faculty Training (CAFT) with more importance towards competency building of faculty of Agricultural Universities for providing quality education to agricultural students.

### **1. Objectives**

The Centre for Advanced Faculty Training programme initiated by the Council has the following objectives:

- 1.1 Provide advance training (offline/ICT mode) to the college /university/institute teachers, researchers and extension subject matter specialists in agricultural sciences and enhance their competency of research and providing quality education to agricultural students and effective transfer of technology to the end users.
- 1.2 Encourage the pursuit of excellence through collaboration between scientists of outstanding ability with their counterparts across agricultural institutions and thus accelerate the attainment of international standards in specific fields of agricultural research and education.
- 1.3 Modernize the infrastructural facilities and impart skills in terms of teaching, research and extension competencies to faculty/scientists in specialized areas through offline/ICT mode.
- 1.4 The improvement of performance of scientist/faculty through planned trainings and transfer of such learnt knowledge, skills and attitude to their work place for resultant improved organizational performance.
- 1.5 Expose the participants to new knowledge that may have accumulated in the subject of area concerned.
- 1.6 Provide a platform for instructional programme in specialized area of interest, which normally is not offered through the prescribed curriculum for academic degrees.
- 1.7 Refresh their concept of basic sciences that is relevant to the understanding of new scientific knowledge earned in their subject.

## **2. Scope**

The centres can be opened in the ICAR-Institute and Agricultural University (AU) under ICAR-AU system based on their academic and research strength and other merits.

Each Centre annually should organise three advance faculty trainings (subject to availability of minimum number of prescribed candidates) in the cutting edge/frontier areas or areas of current national/global concern in Agriculture and allied sciences.

## **3. Procedure of Selecting the Centres**

- 3.1 There will not be more than one CAFT centre in a particular discipline in the country.
- 3.2 For changing/creating a new centre, the proposal will be invited from the ICAR Institutes/AUs in the prescribed proforma given at Annexure-I and will be put up before a duly constituted committee by the Secretary (DARE) & DG (ICAR) for evaluation and recommendation.

## **4. Selection-cum-Review Committee**

A Selection-cum-Review committee comprising of the following will evaluate the proposals and recommend the new centres taking into account the relevance of the centre in the current context, research and academic achievements of the faculty/scientists of the Department and modern infrastructure and facilities available to host the centre and training programmes as listed at Annexure-I.

i) DDG (Agril. Edn.)	-	Chairman
ii) Concerned ICAR-SMD Head(s)	-	Member
iii) Vice Chancellor from SAU	-	Member
iv) Director, ICAR Deemed University	-	Member
vi) ADG (HRD)	-	Member Secretary

- 4.1 The new centres will be created on the basis of recommendation of the above committee with the approval of the Secretary (DARE) & DG (ICAR).
- 4.2 The award of the centre will be tenurial and initially it will be for five years and can be extended for another five years or more based on the satisfactory performance to be assessed by the above committee.
- 4.3 There will be no discipline-wise allocation of number of CAFT centres.

## **5. Director of the CAFT Centre**

The Director of the CAFT approved by the Committee is the individual whom the ICAR views its liaison officer with the grantee institution for the academic aspects of the programme. Director is a faculty member who participates actively in teaching and research in the projects and also has responsibility for arranging and supervising the institutional CAFT programme, acquiring staff and equipments, selecting participants, arranging facilities for meals, medical aids and housing etc., authorizing expenditure of funds and submitting the required reports.

## **6. Inviting Training Proposals and its scrutiny**

The training (offline/ICT mode) proposals (21 days/10 days duration) would be invited annually generally in the month of January/February in prescribed format (Annexure-II). The proposals would

be submitted online on ICAR-CBP portal of the Education Division by the CAFT Directors. The topic of the training would be generally selected from the list of Thematic Areas suggested by the ICAR. The trainings organized on one particular topic/thematic area shall not be repeated at least for three years by the centre. On similar Thematic Areas, to avoid the duplication of efforts, no Summer/Winter school/Short courses would be sanctioned by ICAR in the same year.

The training proposals thus submitted would be scrutinised and recommended by a committee under the chairmanship of DDG (Agril. Edn.) and comprising of ADG (EQA&R), ADG (EP&HS), ADG (HRD), ADG (HRM) and CoE (Agril. Edn.) as members.

## **7. Eligibility and Selection Criteria of the Trainees**

The training will be open to all applicants working under ICAR-AU system. Participants will be selected on the basis of their ability to benefit from the training and their capacity to develop as teacher/researcher/extension specialist of agricultural sciences. Selection will be made according to criteria announced by the Director and consistent with eligibility requirements set forth by the ICAR which is as under:

- 7.1 The candidates not below the rank of Assistant Professor/Scientist or equivalent will be eligible to participate in the training.
- 7.2 They should have completed the prescribed probation period as per ICAR/University rules as applicable.
- 7.3 The candidate should be from ICAR-AU system including from private ICAR-accredited Colleges/Universities (Not more than two candidates).
- 7.4 The candidates from outside the concerned institution will be given preference.
- 7.5 As far as possible, the candidates from the same discipline/closely related disciplines should be given the preference. To encourage the underpinning of agricultural sciences within basic sciences and to address both fundamental and applied research problems, a few participants from the Basic Sciences under ICAR-AU system should also be selected.
- 7.6 To select the best candidates, in addition to above criteria, the CAFT Director's can devise and add few more parameters such as number of publications in NAAS rated journals and number of research projects handled.
- 7.7 In the training, there should be at least 60% of the maximum number (25) fixed per Centre i.e. 15 participants (minimum).
- 7.8 Number of local participants should not exceed 10% of the total number of participants.

## **8. Inviting Applications from the prospective participants**

- 8.1 The last date for receiving application from the participants to participate in Centre for Advanced Faculty Training may be kept 3 to 6 weeks in advance of the starting date for training.
- 8.2 Careful planning is essential for the success of a training programme. Other essential elements of success are components, academic staff, adequate materials and facilities; and understanding of expectations of the trainees. The details of the training should be well thought out in advance.
- 8.3 The maximum number of participants should be fixed at 25. At the same time 25% more participants may be selected initially while issuing the admission letters i.e. from the waiting list,

another 10 could be advised to keep themselves in readiness to join at short notice to fill vacancies of last minute dropouts, normally not later than 5 days before the start of the training.

- 8.4 When the participants are informed about their selection, they should reply immediately about the acceptance. He/she should be told that the cancellation for casual reasons after acceptance will be regarded as the serious breach of ethical conduct since it may deprive other eager candidates who could have availed of the available opportunities. Such candidates who cancel their training after their selection shall be debarred for applying at least for two years training under CAFT.
- 8.5 The participants may be required to give their dietary requirements and travel schedule.
- 8.6 In case the number of participants to join the training program is falling short of 60% of the total fixed strength then the organization of the training be postponed.

The Director may at his discretion, admit only 10% or 3 candidate of the number of total participants from amongst the local candidates in case of vacancies due to last minute dropouts, provided (1) they are qualified (2) they participate fully, and (3) they receive no boarding and lodging and local transportation. However, candidate called from outstations/regional stations of the Institute/University may be allowed for TA/DA, boarding and lodging and local transportation.

## **9. Registration**

A registration fee (non-refundable) of Rs. 1000/- per participants (Rs. 5000/- in case of candidates from private ICAR-accredited Colleges/Universities) may be fixed and the same may be collected from the participants at the time of their online registration for joining the training. This may reduce the last minute dropouts in casual manner. The amount so collected should be paid over to the centre for purchasing the training related materials/hiring services and the same will be deducted/ adjusted from ICAR grant at the time of release for the next year training programme.

## **10. Funds**

No fund may be committed for the training until the sanction letter is received. The sanction letter will specify the total amount of the grant and will describe the manner in which it is to be paid to the grantee. Some grantee institutions provide advance funds to the CAFT Director immediately on receiving the sanction letter from ICAR and before the money is transferred into the account. The practice has proved to be extremely helpful in making early commitments necessary for the operation of CAFT.

## **11. Operation of the Funds**

- 11.1 In view of the need to upgrade the infrastructure under CAFT for maintaining the quality, a provision of Rs. 1.0 lakh to each centre has been kept and will be allocated to the Centers for minor repairs/renovation of training halls/class rooms/laboratories/computer room/partition of laboratories etc., in light of need based demand.
- 11.2 There is a provision for Non-recurring Contingency (Capital) to purchase equipments related to subject matter trainings costing not more than Rs. 2.0 lakhs for each CAFT Centre. The proposals for capital would be processed on receiving the demand on need basis.

- 11.3 Duration and number of participants are to be taken into the account while giving individual financial sanction to each Centre i.e. if duration and number of participants are reduced, proportionate amount is to be deducted from all financial items mentioned under the Training Cost.
- 11.4 Cash allowance in lieu of boarding are not permitted.
- 11.5 Expenses on inaugural function may be charged from the University /Institute budget, if it exceeds the daily operational expenses of the CAFT budget.

## **12. Organization of Training**

- 12.1 As soon as the grant is released, received and accepted, the procurement of supplies for the CAFT should start and the brochures should be distributed to Vice Chancellors, concerned HODs and Deans, Director Research, Director Instruction of the universities/institutes, teachers/scientists of the departments.
- 12.2 These trainings should be more hands-on including more practical and interactive platform etc. It is mandatory to provide lecture notes and practical manual, as the case may be, to the participants, at the beginning of the training (soft copy in case of ICT mode training).
- 12.3 The lecture notes should be placed on the Institution website, CBP portal (<https://cbp.icar.gov.in/>) and Agricultural Education portal (<https://education.icar.gov.in/>) for the benefit of other users.
- 12.4 Academic staff members are to be involved closely in the lectures, discussions and laboratory work. Helping staff for laboratory work may be drawn from the research scholars, technical staff etc. Honorarium is payable to the Academic and other staff from ICAR organizations also.
- 12.5 If field/laboratory/exposure trips are to be conducted, they should contribute in a tangible way to the research/academic programmes. A well structured short trip to a nearby location may accomplish the same purpose as a long and tedious trip will do. Regardless of the nature of trip, its content must be well defined in advance, several days before a field trip. The site/lab should be visited by members of the CAFT staff, who should then prepare a brief handout for detailed appraisal to the participants for the purpose of tour.
- 12.6 The training should be staffed by scientists/faculty that is competent in their field. The training methods should be flexible enough to be adapted in the class room presentations after the training has began according to the needs, capabilities, and background of the participants.
- 12.7 In the teaching of science, practical plays a crucial role in learning. If work in the laboratory is properly supplemented by small group discussions, formal lectures may be minimized to the best possible.
- 12.8 The Director of the CAFT may also arrange some online lectures of the Subject Matter Experts, in case it is required and pay the Honorarium, as applicable.
- 12.9 For offline training, the weekly schedule should not be less than 35 hours of an informal academic participation excluding coffee breaks and social hours spread over five-and-a half days. Allocation of time for formal and informal participation may depend on the subject/training concerned.
- 12.10 For the training of 21days duration in ICT mode wherever feasible, the maximum number of participants will be 50 and minimum 30.

12.11 In a day, not more than four sessions (each session of one hour 15 minutes), two in the morning and two in afternoon, during the working hours of the University/Institute, may be conducted. This will generally comprise of two theory lectures and two practical demonstrations organized through video conferencing. This may be adjusted depending on the need and requirement of the training.

### **13. Training in Session**

13.1 Weekly meeting of the entire instructional staff, if necessary should be held to review the list of materials needed (usually 1 to 2 weeks ahead) for each day's assignment.

13.2 In case of offline training a member of the staff should be assigned to receive the participants as they arrive on the campus and make sure they are comfortably settled. Each participant is expected to have full attendance. Participants who arrive late, leave early, or spend time elsewhere for any reason, may be paid only for the days of their actual attendance at the centre.

An orientation session should be well planned and supplemented by carefully composed computer printed materials, which should require not more than 20 to 30 minutes.

### **14. Evaluation Tests**

14.1 Participants should be advised to come prepared for appearing in Evaluation Tests. The main idea of CAFT is to train the participants for improving their teaching/research competence, hence active participation in the training is to be examined through these tests as a part of training evaluation procedures.

14.2 Tests are ordinarily given about once a week (1) to acquaint the participants with teaching and testing technique which is new to them, (2) to keep the participants informed on their progress, (3) to inform the staff on the effectiveness of the instruction so that content, pace level, and organization of training may be constantly monitored, (4) to identify the most capable participants, and (5) to identify participants who need extra help.

14.3 The outcome of weekly tests of the trainees will be e-mailed to the concerned University VC/Institute Director to keep them informed about the progress of their teacher/scientist deputed for the training.

14.4 Since quiz tests are a part of every programme, prospective applicants should be told that the award of the certificate will depend on the achievement of the reasonable standard of performance. At the discretion of the CAFT Director, certificate of completion may be denied to participants who do not indulge themselves seriously in the training programme.

14.5 The training programme (ongoing) will be evaluated by nominating one subject matter external expert in advance by the ICAR for the purpose. The TA/DA etc., of the expert shall be borne by the CAFT Centre. He/she will visit in middle of the training period and submit the report (format at Annexure-VI) within 20 days to ICAR after visiting the training in session.

14.6 In case of offline training, the Director will be responsible for the medical needs of the participants. If the grantee institution does not employ a physician, one may be retained for the purposes of the institution. Participants not living in the hostels should be excluded from this facility except laboratory accidents. ICAR cannot assume any liability in respect of accidents, illnesses or claims arising out of any work undertaken with the assistance of the grant.

## **15. Closing the Training**

15.1 The final meeting (certificate distribution) of the training may serve as a closing function, but no extra funds may be sustained from the CAFT budget. At the final meeting, the Director may invite a high ranking University official/ eminent educationalist to distribute the certificates of completion. Plans for immediate follow up of the participants may be discussed.

15.2 From experience, it is found that the participants attach much importance to the certificate, so it should be printed and made ready in advance.

A sample wording is: *This is to certify that Dr./Shri/Smt./Km. (Name of the participant) has participated in the training in (Name of the discipline) at (College/Institute), organized by Indian Council of Agricultural Research and held (Locality) from (date) to (date) and has successfully completed the training programme.). The training consisted of lectures, practical exercise, demonstrations and field/laboratory/exposure trips (delete whichever is not applicable) based on latest developments in (Name of discipline).*

15.3 The certificate should be inscribed with the place and date in words and bear the logo of the University /Institute on right side and logo of ICAR on left side. The signature of the CAFT Director, and signature and the seal of the Vice-Chancellor/ Director (Research) will be underneath.

15.4 In case of online/ICT mode training, the duly signed certificates may be sent through e-mail/speed post.

## **16. Feedback /Evaluation of training by the participants**

16.1 For evaluating the training from the view point of participants, a comprehensive survey on a pre-structured online personal schedule will be done. A sample copy of the structured schedule developed by the Council is given in Annexure-III. In the sample Interview Schedule slight modification may be done by the Director suiting to the requirement of subject of the training.

16.2 This study should be conducted during the last week of training. Director of the CAFT may collect all the evaluation data from the participants and analyse it with the help of Extension/Statistics faculty and send a comprehensive report to the Council. This study will be used in future for organizing problem oriented and need based trainings in the cutting edge/frontier areas or areas of current national/global concern in Agriculture and allied sciences.

## **17. Fiscal Report**

It is imprudent to try to spend left over money in a hurry at the end of the training programme. It may be returned to the Council as directed below:

The Fiscal Report should be submitted to the office of ADG (HRD), Agri. Edn. Division, ICAR (in duplicate) and also uploaded on CBP portal (<https://cbp.icar.gov.in/>) by the grantee institution. It should be signed by the CAFT Director and in no case later than 60 days after the closing date.

The unspent balance should be returned back for next year releases. Accounts are subject to Government audit, and the verified Audit Utilization Certificate (AUC) should be sent to ICAR as soon as it becomes available but not later than the month of May.



## 18. Summary of Reports to be Submitted to ICAR

- i) Director's report (format at Annexure-IV) to be uploaded on CBP portal immediately after closing of the training.
- ii) Fiscal Report, and
- iii) Evaluation/Feedback (from participants) Report to be uploaded on CBP portal within 60 days after closing of the training.

## 19. Budget

- 19.1 For 21 days training - Rs. 9,27,500/- per training in case of offline and Rs. 4,03,000/- per training in case of online/ICT mode.
- 19.2 For 10 days training- Rs. 5,65,000/- per training in case of offline and Rs. 3,10,000/- per training in case of online/ICT mode (Rs. 2,00,000/- one time grant for first year and later on need based).

S. No.	Item	Proposed rates for offline training	Proposed rates for online/ ICT mode training
<b>Revenue</b>			
1.	Training cost	(i) Rs. 8,27,500/-per training of 21 days duration. (ii) Rs. 5,15,000/-per training of 10 days duration.	(i) Rs. 3,53,000/- * per training of 21 days duration. (ii) Rs. 2,85,000/- * per training of 10 days duration. (*Rs. 2,00,000/- one time grant for first year and later on need based)
2.	Recurring contingency	(i) Rs. 1.00 lakh per training of 21 days duration. (ii) Rs. 50,000/-per training of 10 days duration.	(i) Rs. 50,000 per training of 21 days duration. (ii) Rs. 25,000 per training of 10 days duration.
3.	Minor repair and renovation work (need based)	Rs. 1.00 lakh/-per year	Rs. 1.00 lakh/-per year
<b>Capital (For CAFT Centre)</b>			
1.	Books (need based)	Rs.10,000/-per year	Rs.10,000/-per year
2.	Purchase of laboratory equipments/apparatus (need based)	Rs. 2.00 lakh/-per year	Rs. 2.00 lakh/-per year

- 19.3 The head-wise breakup of funds for organising offline and online/ICT mode trainings is given at Annexure-V.
- 19.4 The budget provisions for different budget heads, within the approved overall-budgetary ceiling may be revised from time to time as per revised need-assessment, if any, with the approval of Competent Authority in the Council.

- 19.5 There is no provision of engaging any contractual staff on annual basis at the CAFT centres except three IT-Professional-I/Young Professional-II, and one Multi Tasking Staff (MTS) manpower at ICAR-IASRI CAFT Centre. These contractual staff will be engaged by the ICAR-IASRI CAFT Director for maintaining/upgrading/programming CBP portal as per need, and assist in monitoring [in consultation with ADG (HRD)] of submission of all reports and providing technical help and support to the CAFT Directors in uploading the training proposals, various reports, UC/AUC etc., for the release of grants.
- 19.6 For secretarial assistance (one person), services of regular staff available in the department/college/university or retired university/institute persons may be taken (for not more than four months) against the payment as per the Minimum Wages Act. prevalent in the concerned State/UT which shall be chargeable under Recurring Contingency head of the ICAR grant. In such cases no honorarium shall be paid to regular staff for secretarial assistance.
- 19.7 Continuation of budget grants for ICAR-CAFT would depend on maintaining Satisfactory Reports (Feedback /Evaluation of training by the Participants, and the Subject Matter External Expert nominated by ICAR) under the training programme.

## **20. Monitoring**

The Agricultural Education Division of ICAR will be responsible for monitoring the performance of CAFT Centre. For this purpose, the satisfactory report of the External subject matter Expert deputed by ICAR and feed-back report of the Trainees shall be the basis for further continuation of the programme at designated centre on year to year basis. However, after satisfactory completion of initial five years, the award of the centre can be extended for another five years or more based on the performance to be assessed by the Selection-cum-Review Committee constituted by ICAR.

## **21. General**

- 21.1 These guidelines may be revised with the approval of Competent Authority of the Council on a continual need based manner.
- 21.2 The equipments purchased and resultant dead-stocks under the CAFT centre would remain the property of the ICAR until transferred to the sponsoring Institutions/any ICAR Institute.
- 21.3 All equipments, books etc., purchased out of the grants will have to be entered in a stock register maintained by the Centre and the same should be checked by the Auditor of the Host Institution.
- 21.4 The expenditure towards the review meetings, impact assessment study (to be done by an independent agency) etc., would be met from the ICAR-CAFT budget.
- 21.5 For any further clarification related to CAFT, the Director (CAFT) may write to the Deputy Director General (Agril. Edn.), ICAR, Krishi Anusandhan Bhavan-II, New Delhi-110012.
- 21.6 Director General, ICAR will be the final authority in resolving and taking decision on any situation/conflict and his decision shall be binding on all parties concerned.
- 21.7 For any dispute, the applicable law will be Indian law under the jurisdiction of Courts in Delhi only.

**Proforma for Inviting Proposals to Create New ICAR-CAFT Centre**

1. Name of the proposed CAFT Director along with academic designation, complete mailing address and telephonic address:
2. Name of the department, college and the university where the centre is to be created:
3. A brief historical background (in not more than 500 words) of the department where new CAFT centre is to be created:
4. Objective of the CAFT Centre (max. three):
5. Research/ teaching faculty strength in the department:
  - (i) Teaching
  - (ii) Research
  - (iii) ExtensionTotal:
6. Number of externally funded research projects handled /ongoing during last three years(projects Rs. 20 lakh and above to be listed):
7. HRD/Capacity building programme conducted by the Department in preceding three years along with number of participants in each training:
8. Details of infrastructure and modern laboratory facilities available in the Department:
9. Details of modern teaching aids, smart class rooms, hostel facility, facility for conducting training on virtual(ICT) mode, medical facility, facility for recreational activities etc.:
10. Recognitions/awards received by the faculty/scientists/students working in the Department during last five years:
11. List of research publications in NAAS rated journals with rating of 6.00 and above:
12. Transferable technologies developed and the success story, if any:
13. Patents granted (do not list the applied one) :

**Signature of the HOD/proposed CAFT Director along with date  
(Official Seal)**

**Signature of the forwarding authority (VC in case AUs) and Director in case of  
ICAR Institutes)  
(Official Seal)**

**Date:.....,**

**Proforma for Submitting Proposal on CBP portal for Organizing the Training (offline/ ICT mode) in Frontier / Specialized/ Cutting Edge Areas of Agriculture and Allied Sciences**

1. Topic of training:
2. Serial number of ICAR's Suggestive Topics/ Thematic areas in which the topic falls:
3. Venue with full postal/e-mail address and office phone/fax/Mobile number:
4. Tentative dates (From – to –):
5. Eligibility qualification for the participants: Ph. D. Degree and working in not below the rank of Assistant Professor or equivalent in the concerned subject under Agricultural University /ICAR Institute and other eligibilities mentioned elsewhere in the Guidelines.
6. Information regarding proposed training Director (CAFT) (enclose bio-data clearly bringing out the specific qualification, experience and scientific contribution of the training Director in the proposed topic):
7. Faculty/scientist strength in Department (Professor, Associate Professor, Assistant professor and equivalent):
8. Information regarding other academic staff of the host Institute who are likely to be used as resource persons:
9. Specific facilities available for conducting the offline/ICT mode training such as advanced laboratory equipments/instruments, facilities for video conferencing, research farms, library, classrooms, guesthouse, medical facilities etc.:
10. Teaching/Research/Extension Education achievements of the Department in the proposed subject of Training:
11. Programmes/Projects and achievements in the area of special topic proposed for training:
12. Schedule of daily lectures/practical topics to be covered and name of the faculty proposed to be engaged during the training:

S. No.	Date/Day	Topic of the theory/practical	Name & designation of the faculty

13. Name of the training(s) (CAFT) organized, if any during the last three years:

Signature of the Director of CAFT (With official Seal):

**CERTIFICATE**

It is certified that the information was verified from the office record and found correct.

Signature and designation of the sponsoring authority (With official seal)

**Proforma for Online Feedback /Evaluation of Training by the Participants**

1. Name (in block letters):
2. Designation:
3. Age:
4. Sponsoring institution:
5. Degree obtained:
6. Special training undergone, if any:
7. Service experience (in years and months) :
  - a. Teaching -
  - b. Research -
  - c. Extension -

8. Job satisfaction: Please write the score which you consider best on dotted lines..... provided below the each statement (i-v).

Item	Very much satisfied	Partially satisfied	Neither satisfied nor dissatisfied	Partially dissatisfied	Very dissatisfied
Score	5	4	3	2	1

- (i) How satisfied are you with this training to help you in doing your job more efficiently ?  
.....,
- (ii) How satisfied are you with the general arrangements made by the Centre for training?  
.....,
- (iii) How satisfied are you with the extent of laboratory facilities which were available at the Centre for training?  
.....,
- (iv) How satisfied are you with your participation in decision making and planning of programmes in future?  
.....,
- (v) How satisfied are you with the behaviour and style of your facilitators/faculty?  
.....,

9. Given below are the topics of talks covered in the training, please indicate the extent of usefulness of each topic by ticking (√) the appropriate column on the right side of the topic and

on the left side, please indicate by ticking (√) the extent by which you think each topic was covered:

Item	Very well	Fairly well	Poorly covered	List of topics covered in the training	Most useful	Useful	Not useful
Score	3	2	1		3	2	1

10. Given below are some of the important practicals that you have conducted during the training. Please indicate against each the extent of new learning that you had by ticking in appropriate column:

Item	List of practicals/ techniques	Learned a new technique	A known technique further sharpened	No new learning
Score		3	2	1

11. Could you satisfy yourself with the amount of participation in most of the discussions towards the end of lectures.
- Yes, always
  - Yes, but only sometime
  - No. If no, then please indicate the reasons:

12. Please spell out important objectives of the training that you have achieved:

- 
- 
- 

13. Do you think that ICAR should organise the training for short duration only.

No/Yes

If yes, then for what duration, which month and on what topic?

14. How was the daily programme of the training? Tick the appropriate one:
- Very tight
  - Tight
  - Comfortable
  - Light
  - Very Light

15. If you feel that some more topics and /or techniques should have been covered in this training, then list the topics and techniques that could be added in future.

16. Were you satisfied with the duration of the training?

Yes/No

If not, kindly suggest the optimum duration from 2 to 6 weeks.

17. Do you recommend this part of the year for organizing the training.

Yes/No

If not, which month of the year suits you better for the Training (CAFT) to commence? Please indicate.

18. Do you think the field trips were useful to you?

Yes /No

Were the number of field trips sufficient or more or less?

19. What is your overall level of satisfaction about the training?

**Satisfied/Unsatisfied**

*Note: The above feedback is mandatorily to be submitted in CBP portal also by the candidates for the payment of TA/DA by the CAFT Director.*

**Proforma for CAFT Director's Report to ICAR**

This is an academic report, to be submitted online to the ICAR immediately following the closure of the training. Applicable items in this report should be in the following sequences:

1. Identification of the Centre, as on the cover page of the online grant application. Opening and closing date of the training programme.
2. Location of the Centre.
3. Director's name, academic designation, title and address.
4. Name and academic title of the faculty members involved in training, with address if not based at host institution.
5. Names, positions and address of five outstanding participants and their supervisors to whom the Director has sent letters of commendation.
6. Names, positions and academic address of participants who have completed the programme grouped by state and listed alphabetically.
7. Names, positions and address of drop-outs with reasons for dropping out.
8. Numerical data on participants. Number of applications received, admission offered, acceptances given, participants present on first and last day, certificates earned.
9. Criteria for admission:
10. An account of publicity before and during the training programme.
11. List of visitors with their designation and dates of visit.
12. A chronological account of the receipt and deposition of all books and commodities indented for individual use. Mention the numbers of each item received, distributed to participants in case of offline training, to staff and retained as surplus by the Director.
13. Typical daily schedule of events.
14. Week by week schedule of events.
15. Director's summary of participants evaluation.
16. Other relevant matters, if any which should be brought to the attention of the ICAR.



**Head-wise Breakup of Funds for Organising Offline and Online/ICT Mode Trainings**

<b>S. No.</b>	<b>Head</b>	<b>Proposed rates for offline training</b>	<b>Proposed rates for online/ICT mode training</b>
1.	<p><b>Boarding and Lodging</b> Facilities for wholesome meals and refreshments to be made available by the Institutional Head in keeping with local conditions. Local participants are not eligible for boarding and lodging, however, local hospitality i.e. working lunch, tea, etc., to be provided subject to a limit of Rs. 300/- per participants per day. Participants are to be provided accommodation free of cost, in the institutional Guest House/hostel.</p>	<p>21 days: Rs. 3,67,500/- 10 days: Rs. 1,75,000/- @ Rs. 700/- per participant per day</p>	0.00
2.	<p><b>Travel</b> The participants will be paid for the journey, to and fro, restricted to AC-II tier train fare or bus or any other means of transport in vogue, as the case may be, by producing actual certificate by the participants. TA may be paid from the place of duty to the Centre (CAFT) location and back by the shortest route.</p>	<p>21 days: Rs. 2,00,000/- 10 days: Rs. 2,00,000/- (As per actual)</p>	0.00
3.	Office supplies, laboratory apparatus, chemicals, communication charges, laboratory overheads etc.	<p>21 days: Rs. 1,00,000/- 10 days: Rs. 50,000/-</p>	0.00
4.	Honorarium to Secretarial/Clerical /Technical /Laboratory staff, Class IV	21 days and 10 days Rs. 8,000/- @ Rs. 1,000/- per person (maximum 8 persons)	21 days and 10 days Rs. 5,000/- @ Rs. 1,000/- per person (maximum five persons)
5.	<p><b>Honorarium to Academic Staff</b> Honorarium for course Director, Core Academic Staff (four additional staff), other lecturers with maximum of two lectures per persons.</p>	<p>21 days Rs. 32,000/- (Director: Rs. 4000/-; Core Staff: Rs. 2000/-; and Other lecturers: Rs. 1000/- per lecture) 10 days</p>	<p>21 days Rs. 32,000/- (Director: Rs. 4000/-; Core Staff: Rs. 2000/-; and Other lecturers: Rs. 1000/- per lecture)</p>

		Rs. 22,000/- (Director: Rs. 4000/-; Core Staff: Rs. 2000/-; and Other lecturers: Rs. 1000/- per lecture)	10 days Rs. 22,000/- (Director: Rs. 4000/-; Core Staff: Rs. 2000/-; and Other lecturers: Rs. 1000/- per lecture)
6.	Honorarium and TA/DA for Guest Lectures with travel as per their entitled class. Including honorarium per lecture with maximum of two lectures per person.	21 days: Rs. 1,20,000/- Rs. 2,000/- per lecture (not more than four guest lecturers) 10 days: Rs. 60,000/- Rs. 2,000/- per lecture (not more than two guest lecturers)	21 days: Rs. 16,000/- Rs. 2,000/- per lecture (not more than four guest lecturers) 10 days: Rs. 8,000/- Rs. 2,000/- per lecture (not more than two guest lecturers)
7.	Miscellaneous contingencies	Nil	Nil
8.	Preparatory cost for practical classes, video making charges, publication charges, chemicals and field inputs etc.	0.00	21 days: Rs. 1,00,000/- 10 days: Rs. 50,000/-
9.	Improving internet facilities, addition of new terminals, video and audio recording systems, Camera and accessories etc.	0.00	Rs. 2,00,000/- (one time first year and later on need based)
	Total amount	21 days –Rs. 8,27,500/- 10 days – Rs. 5,15,000/-	21 days –Rs. 3,53,000/- 10 days – Rs. 2,85,000/-

**Proforma the Evaluation of Training by the Subject Matter External Expert  
Nominated by ICAR**

1.	Name & address of the centre	
2.	Name of training course	
3.	Dates and duration	
4.	a) Course Director	
	b) Co-course Director	
	c) Course Co-ordinators	
5.	Applicants' detail	
6.	Institution-wise break-up of participants	
7.	Gender-wise distribution of participants	
8.	State-wise distribution of participants	
9.	Discipline-wise distribution of participants	
10.	Number of practicals conducted/demonstrations made through video confrencing in case of ICT mode (list the major new techniques demonstrated)	
11.	Title of the Laboratory Manual, if prepared	
12.	No. of theory lectures delivered (list only the topics of current concern/new areas):	
13.	Exposure visit(s) arranged and in what way you feel it would help in a tangible way to improve the research/academic programmes in the related field? (Applicable for offline training only)	
14.	Whether copy of lecture notes(soft copy for ICT mode) given to participants?(Y/N) If yes, in which form (Hard copy/CD/DVD/others, specify)	
15.	Any other reading material given.	

16.	Interaction with participants and their suggestions, if any, for further improvement to make the training programme more fruitful in future.
17.	Interaction with CAFT Faculty and their suggestions, if any, for the improvement in programme.
18.	General observations of the External Expert about the training programme.
19.	<p>Overall recommendation about the training programme:</p> <p style="text-align: center;"><b>Satisfactory/Unsatisfactory</b></p> <p>(please strike through whichever is not applicable.)</p>