



डी.एल. कोरी
कुलसचिव

कार्यालय कुलसचिव,
राजमाता विजयाराजे सिंधिया कृषि विश्वविद्यालय,
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क्र./कु.स./स्था./अवार्ड/2020/1210

दिनांक: 11/06/2020


// परिपत्र //

विश्वविद्यालय प्रमण्डल की अधिसूचना क्र./कु.स./स्था./अ.सू./2016/4429, दिनांक 18.04.2016 द्वारा विश्वविद्यालय के शिक्षकों/वैज्ञानिकों/विस्तार विशेषज्ञों/प्रक्षेत्र प्रबंधकों एवं अन्य को उत्कृष्ट कार्य हेतु अवार्ड दिये जाने के लिये प्रसारित किये गये दिशा-निर्देशों के अनुक्रम में वर्ष 2018 के लिए विश्वविद्यालय में कार्यरत शिक्षकों/वैज्ञानिकों/विस्तार विशेषज्ञों/प्रक्षेत्र प्रबंधकों एवं अन्य को उत्कृष्ट कार्य के लिए अवार्ड दिये जाने हेतु आवेदन आमंत्रित किये जाते हैं। आवेदन निर्धारित प्रारूप में दस्तावेजों सहित उचित माध्यम से अधोहस्ताक्षरकर्ता के कार्यालय में **दिनांक 15.07.2020** तक जमा किये जा सकते हैं।

विश्वविद्यालय मुख्यालय एवं अन्य इकाईयों के प्रमुख उक्त परिपत्र के संबंध में समस्त अधिकारियों/कर्मचारियों को आवश्यक रूप से अवगत करावें।

संलग्न: दिशा निर्देश एवं आवेदन का प्रारूप (कुल पृष्ठ-36)।


माननीय कुलपतिजी के आदेशानुसार


कुलसचिव
11/06/2020
दिनांक: 11/06/2020

पृष्ठा. क्र./कु.स./स्था./अवार्ड/2020/1211

प्रतिलिपि- सूचनार्थ एवं आवश्यक कार्यवाही हेतु:-

1. अधिष्ठाता कृषि संकाय, रा.वि.सिं.कृ.वि.वि.,ग्वालियर।
2. निदेशक अनुसंधान/विस्तार सेवार्य/शिक्षण एवं छात्र कल्याण,रा.वि.सिं.कृ.वि.वि.,ग्वालियर।
3. प्रभारी कार्यपालन यंत्री, रा.वि.सिं.कृ.वि.वि.,ग्वालियर।
4. अधिष्ठाता, कृषि/उद्यानिकी महाविद्यालय, ग्वालियर, इंदौर, सीहोर, खण्डवा, मंदसौर।
5. सह संचालक अनुसंधान, ऑचलिक कृषि अनुसंधान केन्द्र, मुरैना, झाबुआ, खरगौन।
6. वरिष्ठ वैज्ञानिक एवं प्रमुख, समस्त कृषि विज्ञान केन्द्र।
7. उप कुलसचिव (स्था.) रा.वि.सिं.कृ.वि.वि.,ग्वालियर।
8. सूचना एवं जनसंपर्क कार्यालय, रा.वि.सिं.कृ.वि.वि.,ग्वालियर।
9. पोर्टल प्रभारी, रा.वि.सिं.कृ.वि.वि.,ग्वालियर उक्त परिपत्र को विश्वविद्यालय की वैबसाइट पर अपलोड करावें।
10. निजसचिव, माननीय कुलपतिजी, रा.वि.सिं.कृ.वि.वि.,ग्वालियर।
11. विश्वविद्यालय नोटिस बोर्ड।
12. सुरक्षा नस्ती।


कुलसचिव 11/06/20

GUIDELINES FOR RVSKVV BEST TEACHER AWARD

1. Name of the Award

RVSKVV, Best Teacher Award.

2. Sponsor

RVSKVV, Gwalior

3. Objectives of the Award

- (i) To recognize outstanding teaching in agriculture education
- (ii) To provide incentives to teachers for excellence in agriculture education.

4. Nature of the Award

The award is proposed exclusively for teacher in recognition of his outstanding teaching contribution / innovation in agriculture **sciences** and allied sector. The awards are meant for individual teacher independently offering a full course or part of an integrated course. An individual award will promote innovation in teaching across the country.

5. Frequency: Every year

6. Eligibility Criteria:

All teachers are eligible provided they take on an annual average of at least 96 lectures in University (including practical) at undergraduate/post-graduate teaching while an independent teaching experience for a minimum of five academic years in the particular subject area. The awards are primarily meant for individual teachers independently teaching a course or part of an integrated course. The teaching work submitted for the award must have been done during the five years preceding the year of the award.

The person against whom any disciplinary/punitive action has been awarded by the competent authority of the V.V. or by any court of law during the preceding five year of the award shall not be eligible for the award.

7. Administration of the Award:

The award will be administered by the University. There will be a Judging Committee consisting of 3 or 5 eminent agricultural educationists including the Chairman including provision to appoint **an** expert. All the members and the chairperson will be nominated by the Hon'ble Vice Chancellor of the University. The Judging Committee will evaluate the nominations, **identify** outstanding teachers in various subject areas and make recommendations to the University. If no outstanding entries have been identified, no award will be given in the particular subject area.

8. Evaluation Criteria:

The focus will be on ability to teach, integrity, efforts made in using new education technology tools, support and guidance provided to students, and over all following efforts made in institutional education improvement:

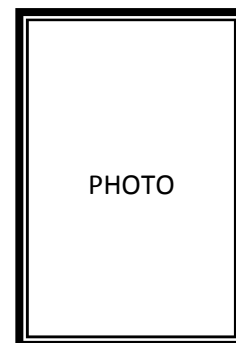
- Design and development of instructional programme.
- Design and development of individual courses to meet specified learning objectives and to **develop** specific competencies
- Design, development and use of quality/**advanced** instructional materials required for effective teaching
- **Duration** of teaching and lectures taken annually (For the last 5 years)
- Development and use of appropriate and efficient teaching techniques
- Rating by students who have completed the UG/PG/Ph.D. Degree programmes.
- Mentoring of students.
- Performance of the students in examination **specifically competitive exams.**
- Quality of research as judged by national award like Jawaharlal Nehru Award, etc.
- Quality of papers published in **National and International** journals out of thesis under guidance.
- Award won by faculty.
- Communication skills and interest in participation in various co-curricular activities including games and sports.
- Discipline and punctuality.
- Participation in seminars of students.
- Efforts made for **practical** skill transfer to students **at advanced level.**

9. Procedure:

Applications for the award will be invited during **September/October** of the year of the award. Applications made in the prescribed form, obtainable from the College Dean, will be accepted up to the **end of November /December** of the year of the award. The University Judging Committee will evaluate the nominations, identify best entries, and make recommendations to the University along with the draft citations. If no outstanding entries have been identified, no award will be given in the concerned subject areas.

APPLICATION FORM FOR RVSKVV BEST TEACHER AWARD

1. Name of teacher for assessment.....
2. Date and place of birth.....
3. Designation.....
4. Place of Posting.....
5. Department
6. Postal address & Bank A/c No with MICR & IFC code.....
7. Telephone, Telex, Fax, etc.....
8. Year of assessment.....



9. Educational qualifications:

Name of the Degree	Name of the University or other examining body	Percentage of marks/OCGA obtained	Division obtained	Year of passing	Subject (s) (Major)

10. Employment record:

Name of post	Organization	Pay scale	Period		Total Duration	Remarks if any
			From	To		

11. Marks distribution to the activities for best teacher award:

Step-I: Nomination of one teacher by student/Dean Faculty of Agriculture / Director Instructions):

S. No.	Criteria	Maximum Marks	Marks given	Remarks
Step I	Nomination of one teacher by each student of respective class 1st, 2nd, 3rd & 4th and M.Sc., Ph.D. (20 Marks)			
	◆ Commitment to excellence in Teaching	04		
	◆ Classroom Practical Teaching	04		
	◆ Coverage of course contents	03		
	◆ Effectiveness of teaching	03		
	◆ Teaching materials used including Audio Visual aids	03		
	◆ Relationship with the student	03		
	Total	20		

Step-II: Evaluation of teacher by the committee (To be filled by the Screening Committee):

S. No.	Criteria	Maximum Marks	Marks given	Remarks
STEP II	Teachers, who have been nominated by the students, are now evaluated on basis of their professional achievements and professional recognition (60 Marks)			
A	Professional achievement (Teaching/Research/Extension Experience)			
	◆ Teaching Experience (Years) and lectures taken annually (For the last 5 years)	05		
	◆ P.G. Thesis guidance as major Guide	03		
	◆ Publication of Practical Manuals	02		
	◆ Publication of Book/Chapter(IBBN/ISSN)	02		
	◆ Publication of research articles(NAAS rated)	03		
	◆ Research projects handled as principal Investigator (External funding project exceeding Rs. 10 lakhs)	03		
	◆ Professional experience in Farm and Extension Activities	02		
	◆ Design and development of instructional programme	03		
	◆ Design and development of individual courses to meet specified learning objectives and to impart specific competencies	03		
	◆ Design, development and use of quality instructional materials required for effective teaching	04		
	◆ Development and use of appropriate and efficient teaching techniques	03		
	◆ Communication skills and interest in participation in various co-curricular activities including games and sports.	02		
	◆ Discipline and punctuality	02		
	◆ Participation in seminars of students	02		
	◆ Efforts made for practical skill transfer to students	02		
B	Professional Recognition			
	◆ Awards/Honors/Resource person	-		
	(i) National	03		
	(ii) State level	02		
	◆ Conference Organized/Conference Attended	02		
	◆ Innovations/ Resource material developed	02		
	◆ Institutional building	05		
	◆ Any other information in support of outstanding contribution if not covered earlier/above	05		
	Total	60		

Step-III: Extempore Presentation by the teacher:

Step III	Selection of Teachers (Minimum 60 percent mark scored in step I & II for
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	further screening to select Teachers for presentation) at V.V. head Quarter (Evaluation by screening committee)/faculty members of that particular field.			
	Criteria	Maximum Marks	Marks given	Remarks
	(A) Extempore Presentation (Subject/Discipline)	10		
	(B) Extempore Presentation (General Topics)	10		
	Total	20		

FINAL SUMMARY SHEET

S. No.	Criteria	Maximum Marks	Marks given	Remarks
Step I	Nomination of one teacher by each student of respective class 1 st , 2 nd , 3 rd & 4 th and M.Sc., Ph.D.	20		
Step II	Teachers, who have been nominated by the students, are now evaluated on basis of their professional achievements and professional recognition (To be filled by the Screening Committee)	60		
Step III	Selection of Teachers (Minimum 60 percent mark scored in step I & II for further screening to select Teachers for presentation) at V.V. head Quarter (Evaluation by screening committee)/ faculty members of that particular field.	20		
	Total	100		

Member

Member

Member

Chairman

Step-IV: Comparative Evaluation of all the Candidates

S. No.	Name of the Candidate	Designation	Place of posting	Marks obtained out of 100	Rank

Note: Minimum qualifying marks for award is 60. If no candidate is found suitable for award, the committee may not recommend any one for the award in that year.

Recommendation of the committee:

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Committee members:

S. No.	Name		Signature
1.		Chairman	
2.		Member	
3.		Member	
4.		Member	

GUIDELINES FOR RVSKVV BEST SCIENTIST AWARD

1. Name of the Award

RVSKVV, Best Scientist Award.

2. Sponsor

RVSKVV, Gwalior

3. Objectives of the Award

- (i) To recognize outstanding research in agricultural and allied sciences
- (ii) To provide incentives to scientist for excellence in agricultural research

4. Nature of the Award

The award is proposed exclusively for agricultural scientist in recognition of his outstanding research contribution in agriculture and allied sector.

5. Frequency

Annual

6. Eligibility Criteria

All the scientists of University engaged in agricultural research are eligible for these awards. The research work must be original and must have been conducted under an integrated, well-focused, research programme/project. The award is meant for individual scientist for their extraordinary, original, creative contributions in advancement of basic sciences concepts, development of new technology for enhancing the productivity, profitability and sustainability of agriculture.

The person against whom any disciplinary/punitive action has been awarded by the competent authority of the V.V. or by any court of law during the preceding five year of the award shall not be eligible for the award.

7. Administration of the Award

The applications obtained will be evaluated by a committee consisting of 3 or 5 members with the chairperson appointed by the Hon'ble Vice-Chancellor, RVSKVV, Gwalior. The Committee will make recommendation to the University. No award may be given if none of the entries received are judged to be outstanding.

8. Evaluation Criteria

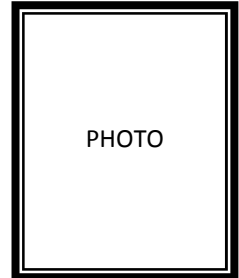
- Conceptual clarity and originality of the research work.
- Technology developed for productivity and profitability enhancement.
- Significant Advancement in Science/Technology generated/varieties developed/ Patents obtained, etc.
- Potential of research findings for increasing agricultural production, productivity, profitability and sustainability in the relevant agricultural system.
- Quality of research publication, Research papers published in journals with NAAS Rating of 6.
- Citation as seen in ISI Citation Index best research publications.
- Impact of Research work done.

9. Procedure:

Application for the award will be invited during **September/October** of award year in the prescribed proforma by the University. The Judging Committee will screen the nominations, identify outstanding entries, and make recommendations to the University along with the draft citations. If no outstanding entries have been received, no award will be awarded.

APPLICATION FORM FOR RVSKVV BEST SCIENTIST AWARD

1. Name of Scientist for assessment.....
2. Date and place of birth.....
3. Present Designation.....
4. Place of Posting.....
5. Department/College/AICRP
6. Postal address & Bank A/c No with MICR & IFC code.....
7. Telephone, Telex, Fax, etc.....
8. Year of assessment.....



9. Educational qualifications:

Name of the Degree	Name of the University or other examining body	Percentage of marks/OCGA obtained	Division obtained	Year of passing	Subject (s) (Major)

10. Employment record:

Name of post	Organization	Pay scale	Period		Total Duration	Remarks, if any
			From	To		

11.Marks distribution to the activities for best Scientist award:

STEP I: Nomination / To be filled by the Director Research Services:

Total Marks - 20

S. No.	Criteria	Maximum Score	Score Awarded*
1	Commitment to the research programme/ project	5	
2	Planning of activities under the research programme/ project	5	
3	Implementation/ timely execution of the research programme/ project	5	
4	Relationship and linkages with team members and other stakeholders (including KVKs and extension agencies)	5	
5	Development of research products/ varieties/ technologies/ recommendations	5	
6	Relevance of the technology generation by the programme in social-economic upliftment of the beneficiaries	5	
7	Impact of programme/ project findings and horizontal spread of technologies	5	
8	Overall Performance of the candidate including the work done under other programme	5	
Total Score*		40	
Total Marks out of 20			

Remarks by the Assessing officer (Allotments of marks out of 5 point as per the scale Poor – 1, Medium – 2, Good – 3, Very good– 4 and Best (Excellent) – 5

*** Total marks awarded on 1 to 5 scale will be divided by 02 to arrive at the Total Marks out of 20**

Date:
Place:

(Director Research Services)

STEP-II: Evaluation of Scientist by the committee (To be filled by the Screening Committee):

STEP II Scientist, who have been nominated by the Director Research Services, are now evaluated on basis of their professional achievements and professional recognition (80 Marks)				
S. No.	Criteria	Max. Marks	Marks Scored	Remarks
A.	Evaluation on the candidate			
1	Significant Research work carried out As PI/Co-PI			
(i)	New advancement in Science	04		
(ii)	Varieties/genetic stock Farm implement/Technology developed	10		
(iii)	New Concepts/Process developed	04		
(iv)	New recommendations generated	04		
2	Conceptual clarity and originality of the research work	04		
3	social-economic upliftment of the beneficiaries through the technology generated	04		
4	Potential of research findings for increasing agricultural production, productivity, profitability and sustainability in the relevant agricultural system	04		
5	Impact of the results obtained in quantifiable and verifiable terms	04		
6	Seminar/ Symposia/Courses organized during the project period	04		
7	Patent/Registration in PPV&FR/ NBPGR/copy right obtained, if any or commercialization of technology	05		
8	Training undergone			
(i)	National level	02		
(ii)	International level	03		
B.	Professional Recognition			
1.	Awards and Honors 3 Marks for National level award 2 Marks for State level govt./Society /VV award 1 Marks for District level govt. award	04		
2.	Research publications based on the project work: List Research papers in bibliographic format with NAAS rating 2 marks for each Book, 0.5 for each chapters/Booklet, 0.25 for each folder, Research paper in NAAS rated Journal (1, 0.5, 0.25 as per authors standing position)	10		
C.	Suggestions/ recommendations of Projects forming the basis for making policy initiatives/ reforms	04		
D.	Institutional building and excellent work	05		
E.	Any other information in support of outstanding contribution if not covered earlier/above	05		
	Total Marks Scored	80		

Member

Member

Member

Chairman

STEP-III: Over all Evaluation of the candidate:

S. No.	Criteria	Maximum Marks	Marks Scored
A.	Total Marks Scored in Step-II	80	
B.	Total Marks Scored in Step-I	20	
	Total Marks	100	

Note: Minimum qualifying marks for award is 60. If no candidate is found suitable for award, the committee may not recommend any one for the award in that year.

STEP-IV: Comparative Evaluation of all the Candidates

S. No.	Name of the Candidate	Designation	Place of posting	Marks obtained out of 100	Rank

Note: Minimum qualifying marks for award is 60. If no candidate is found suitable for award, the committee may not recommend any one for the award in that year.

Recommendation of the committee:

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Committee members:

S. No.	Name	Designation	Signature
1.		Chairman	
2.		Member	
3.		Member	
4.		Member	

GUIDELINES FOR RVSKVV BEST EXTENSION SPECIALIST AWARD

1. Name of the Award

Best Extension specialist Award

2. Sponsor

RVSKVV, Gwalior

3. Objective of the Award

- To provide recognition to outstanding agricultural extension work done by agricultural scientists
- To provide incentive for excellence in agricultural extension methodology

4. Nature of the Award

The award is proposed to exclusively meant for individual extension scientist

5. Frequency

Annual

6. Eligibility

All agricultural scientists working in the RVSKVV and engaged in extension work are eligible. The terminal stages of the extension education/work submitted for the award, including its impact assessment must have been completed during the preceding five years of the award.

The person against whom any disciplinary/punitive action has been awarded by the competent authority of the V.V. or by any court of law during the preceding five year of the award shall not be eligible for the award.

7. Administration of the Award

There will be a Judging Committee consisting of 3 or 5 members, including the chairperson, will be appointed by the Hon'ble Vice-chancellor, RVSKVV, Gwalior. The Committee will evaluate the nominations and make recommendations to the University. No award may be given if none of the entries received are judged to be outstanding.

8. Evaluation Criteria

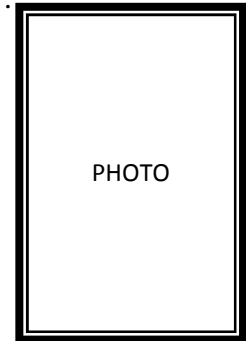
- The concept and execution of the extension work submitted for the award has been undertaken.
- The specific objectives of the project work e.g. changes in knowledge, skills, attitudes; adoption of recommended technology, etc.
- The technological and socio-economic relevance.
- The impact on the knowledge/skills/attitudes/adoption of the direct beneficiaries and the methodology used for impact evaluation.
- Impact on the production/productivity/profitability/sustainability/employment generation of the relevant enterprises of direct beneficiaries.
- Any innovation made in the available methodology
- The diffusion of the impact to neighbors of the direct beneficiaries.
- Problems encountered and solutions found.
- Efforts made towards building brand images of RVSKVV.
- Communication skills developed and followed for the project.
- Refinement of the messages/technologies and the methodologies used if any
- Suggestions for policy decisions for the improvement in the technology transfer environment in the relevant agricultural production system.
- Publications based on the project work
- Establishment of functional linkage with research and state extension system for the proposed work.

9. Procedure

Applications for the award will be invited during **September/October** of the year of the award in the prescribed format, obtainable from the University. The Judging Committee will screen the nominations, identify outstanding entries, and make recommendations to the University along with the draft citations. If no outstanding entries have been received, no award will be awarded.

APPLICATION FOR RVSKVV BEST EXTENSION SPECIALIST AWARD

1. Name of Extension specialist for assessment.....
2. Date and place of birth.....
3. Designation.....
4. Place of Posting.....
5. KVK/ Department.....
6. Postal address & Bank A/c No with MICR & IFC code.....
7. Telephone, Telex, Fax, etc.....
8. Year of assessment.....
9. **Educational qualifications:**



Name of the Degree	Name of the University or other examining body	Percentage of marks/OCGA obtained	Division obtained	Year of passing	Subject (s) (Major)

10. Employment record:

Name of post	Organization	Pay scale	Period		Total Duration	Remarks, if any
			From	To		

11. Marks distribution to the activities for best Extension specialist award:

STEP I: Nomination / To be filled by the Director Extension Services:

Total Marks - 20			
S. No.	Criteria	Maximum Score	Score Awarded*
1	Commitment to the programme/ project	05	
2	Planning of activities under the programme/ project	05	
3	Implementation/ timely execution of the programme/ project	05	
4	Relationship with team members, research scientists and other stakeholders	05	
5	Refinement in technologies and use of innovative methodology	05	
6	Effective use of linkages in the programme/ project	05	
7	Impact of programme/ project and horizontal spread of technologies	05	
8	Overall Performance of the candidate	05	
Total Score*		40	
Total Marks out of 20			

Remarks by the Assessing officer (Allotments of marks out of 5 point as per the scale Poor-1, Medium – 2, Good – 3, Very good– 4 and Best (Excellent) – 5

*** Total marks awarded on 1 to 5 scale will be divided by 02 to array the Total Marks out of 20.**

Date:

(Director Extension Services)

Place:

STEP-II: Evaluation of Extension specialist by the committee (To be filled by the Screening Committee):

STEP II		Extension specialist, who have been nominated by the Director Extension Services, are now evaluated on basis of their professional achievements and professional recognition (80 Marks)		
S. No.	Criteria	Max. Marks	Marks Scored	Remarks
A.	Evaluation on the basis of Proforma – I			
2	Relevance and worth of the projects/programmes conceptualized.	03		
3	Importance of the salient findings of the diagnostic surveys undertaken in determining the objectives of the projects/programmes	03		
4	Socio-economic and technological relevance to the specific objectives of the projects/programmes	03		
5	New innovative extension tool/ methodology used	04		
6	Refinement of the technologies, if any	04		
7	The salient outputs of the project/programme			
(i)	Adoption of technologies	05		
(ii)	Impact on the knowledge, skills and attitude of the target group	05		
(iii)	Impact on the production, productivity, profitability and sustainability of the agricultural production systems in the targeted area	06		
(iv)	The diffusion of technologies in the neighborhood (As major/Associate contributor)	04		
8	Measures taken to rectify the problems encountered in project/programmes implementation	03		
9	Efforts made towards building brand images of RVSKVV.	04		
10	Functional linkages established with research and state extension system for execution of the programme	03		
11	Major extension activities (FLD /OFT /Field day /Kisan mela etc.) organized (As major / Associate contributor)	05		
12	Patent/Registration in PPV&FRA/ NBPGR/copy right obtained, if any or Commercialization of technology	02		
B.	Professional Recognition			
1	Awards and Honors 3 Marks for National level, 2 Marks for State level govt./ Society / VV award & 1 Marks for District level govt. award	06		
2	Publications based on the project work. 2 marks for each Book, 0.5 for each chapters/Booklet, 0.25 for each folder & 1 for Research paper in NAAS rated Journal	06		
C	Suggestions/ recommendations of programmes forming the basis for making policy initiatives/ reforms	04		
D	Institutional building and excellent work	05		
E	Any other information in support of outstanding contribution if not covered earlier/above	05		
Total Marks Scored		80		

Member

Member

Member

Chairman

STEP-III: Over all Evaluation of the candidate:

S. No.	Criteria	Maximum Marks	Marks Scored
A.	Total Marks Scored in Step - II	80	
B.	Total Marks Scored in Step- I	20	
	Total Marks	100	

Note: Minimum qualifying marks for award is 60. If no candidate is found suitable for award, the committee may not recommend any one for the award in that year.

STEP-IV: Comparative Evaluation of all the Candidates

S. No.	Name of the Candidate	Designation	Place of posting	Marks obtained out of 100	Rank

Note: Minimum qualifying marks for award is 60. If no candidate is found suitable for award, the committee may not recommend any one for the award in that year.

Recommendation of the committee:

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Committee members:

S. No.	Name		Signature
1.		Chairman	
2.		Member	
3.		Member	
4.		Member	

GUIDELINES FOR BEST RVSKVV FARM MANAGER AWARD

1. Name of the Award

RVSKVV, Best Farm Manager Award

2. Sponsor

RVSKVV, Gwalior

3. Objectives of the Award

- (i) To recognize outstanding Farm Management.
- (ii) To provide incentives to seed production farm In-charge for their excellence in seed and farm management activities.

4. Nature of the Award

This award is proposed exclusively for the Officer In-charge of seed production farm with outstanding contribution in the seed and farm management.

5. Frequency

Annual

6. Eligibility Criteria

Officer In-charge of RVSKVV farms engaged in maintenance breeding, seed and farm management activities are eligible for these awards. The award is meant for individual scientist/farm manager for their extraordinary, contributions in maintenance breeding and management of seed production.

The person against whom any disciplinary/punitive action has been awarded by the competent authority of the V.V. or by any court of law during the preceding five year of the award shall not be eligible for the award.

7. Administration of the Award

The applications obtained will be evaluated by a committee consisting of 3 or 5 members with the chairperson appointed by the Hon'ble Vice-Chancellor, RVSKVV, Gwalior. The Committee will make recommendation to the University. No award may be given if none of the entries received are judged to be outstanding.

8. Evaluation Criteria

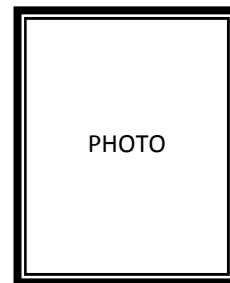
- Farm developmental activities under taken during the award year including land shaping infrastructure, irrigation system etc.
- Adoption percentage assigned seed production programme.
- Average productivity of seed produced during preceding five years of award.
- Gross income and net income generated during preceding five years of award.
- Quality of produced seed (The details of feedback for supply seed) during preceding five years of award.
- Innovative and eco-friendly techniques adopted for farm development.
- Physical and chemical status of the soil during preceding five years of award.
- Resource conservation techniques applied.
- Resource created from externally funding agencies for farm development.
- Efficiency utilization of farm resources.
- Timely follow of seed calendar.

9. Procedure:

Application for the award will be invited during **September/October** of award year in the prescribed proforma by the University. The Judging Committee will screen the nominations, identify outstanding entries, and make recommendations to the University along with the draft citations. If no outstanding entries have been received, no award will be awarded.

APPLICATION FOR RVSKVV BEST FARM MANAGER AWARD

1. Name of Scientist for assessment.....
2. Date and place of birth.....
3. Present Designation.....
4. Place of Posting.....
5. Department/KVK/Farm/AICRP.....
6. Postal address & Bank A/c No with MICR & IFC code.....
7. Telephone, Telex, Fax, etc.....
8. Year of assessment.....



9. Educational qualifications:

Name of the Degree	Name of the University or other examining body	Percentage of marks/OCGA obtained	Division obtained	Year of passing	Subject (s) (Major)

10. Employment record:

Name of post	Organization	Pay scale	Period		Total Duration	Remarks, if any
			From	To		

11. Marks distribution to the activities for Best Farm Manager award:

STEP I: Nomination / To be filled by the Director Research Services:

Total Marks - 20

S. No.	Criteria	Maximum Score	Score Awarded*
1	Commitment to the farm activities	5	
2	Planning of farm activities and seed production programme	5	
3	Implementation/ timely execution of the programmes	5	
4	Relationship and linkages with team members, monitoring teams and other stakeholders	5	
5	Farm and seed infrastructure developed	5	
6	Quality assurance and supply	5	
7	Innovative benefits and impact of seed production/ Sapling production	5	
8	Overall Performance of the candidate	5	
Total Score*		40	
Total Marks out of 20			

Remarks by the Assessing officer (Allotments of marks out of 5 point as per the scale Poor – 1, Medium – 2, Good – 3, Very good– 4 and Best (Excellent) – 5

*** Total marks awarded on 1 to 5 scale will be divided by 02 to array the Total Marks out of 20**

Date:

(Director Research Services)

Place:

STEP-II: Evaluation of Farm manager by the committee (To be filled by the Screening Committee):

STEP II Farm Manager, who have been nominated by the Director Research Services, are now evaluated on basis of their professional achievements and professional recognition (80 Marks)				
S. No.	Criteria	Max. Marks	Marks Scored	Remarks
A.	Evaluation of the candidate			
1	Execution percentage of assigned seed production programme	05		
2	Average productivity of seed produced during preceding three years of award	10		
3	Gross income and net income generated during preceding five years of award	10		
4	Quality of produced seed, technology including package of practices provided along with seed	06		
5	Timely follow of seed calendar.	05		
6	Improvement made in cropping intensity preceding 5 years, farm developmental activities under taken during the award year including land shaping, infrastructure, irrigation system etc.	08		
7	Resource conservation techniques applied.	04		
8	Resource created from externally funding agencies for farm development.	04		
9	Efficiency utilization of farm resources	05		
10	Innovative and eco-friendly techniques adopted for farm development.	05		
11	Improvement in physical and chemical status of the soil during preceding three years of award.	03		
12	Awards and Honors, if any	05		
13	Institutional building and excellent work	05		
14	Any other information in support of outstanding contribution if not covered earlier/above	05		
	Total Marks Scored	80		

Member

Member

Member

Chairman

STEP-III: Over all Evaluation of the candidate:

S. No.	Criteria	Maximum Marks	Marks Scored
A.	Total Marks Scored in Step-II	80	
B.	Total Marks Scored in Step-I	20	
	Total Marks	100	

Note: Minimum qualifying marks for award is 60. If no candidate is found suitable for award, the committee may not recommend any one for the award in that year.

STEP-IV: Comparative Evaluation of all the Candidates

S. No.	Name of the Candidate	Designation	Place of posting	Marks obtained out of 100	Rank

Note: Minimum qualifying marks for award is 60. If no candidate is found suitable for award, the committee may not recommend any one for the award in that year.

Recommendation of the committee:

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Committee members:

S. No.	Name		Signature
1.		Chairman	
2.		Member	
3.		Member	
4.		Member	

GUIDELINES FOR RVSKVV BEST TECHNICAL OFFICER AWARD

1. Name of the Award

RVSKVV, Best Technical Officer Award.

2. Sponsor

RVSKVV, Gwalior

3. Objectives of the Award

To recognize outstanding Best Technical Officer in agricultural and allied sciences

4. Nature of the Award

The award is proposed exclusively for **Programme Assistant & Technical Assistant** in recognition of his outstanding supporting contribution in agriculture and allied sector. The awards are meant for individual Programme Assistant & Technical Assistant independently offering a support to extension and research activities.

5. Frequency: Annual

6. Eligibility Criteria:

All Programme Assistant & Technical Assistant who have been working in the University are eligible while an independent supporting activities experience for a minimum of five years. The work submitted for the award must have been done during the five years preceding the year of the award.

The person against whom any disciplinary/punitive action has been awarded by the competent authority of the V.V. or by any court of law during the preceding five year of the award shall not be eligible for the award.

7. Administration of the Award:

The award will be administered by the University. There will be a Judging Committee consisting of 3 or 5 eminent agricultural educationists including the Chairman including provision to appoint expert. All the members and the chairperson will be nominated by the Hon'ble Vice Chancellor of the University. The Judging Committee will evaluate the nominations, identify outstanding Programme Assistant & Technical Assistant. If no outstanding entries have been identified, no award will be given in the particular subject area.

8. Evaluation Criteria:

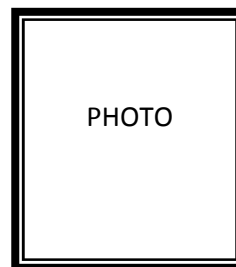
The focus will be on ability to support, integrity, efforts made in extension and research work.

9. Procedure:

Applications for the award will be invited during **September/October** of the year of the award. Applications made in the prescribed form, obtainable from the Programme Coordinator of KVK or Associate Director Research of the Zone, will be accepted up to the **end of November /December** of the year of the award. The University Judging Committee will evaluate the short-listed nominations, identify outstanding entries, and make recommendations to the University along with the draft citations. If no outstanding entries have been identified, no award will be given in the concerned subject areas.

APPLICATION FORM FOR RVSKVV BEST TECHNICAL OFFICER AWARD

1. Name of Programme Assist. or Technical Assist for assessment.....
2. Date and place of birth.....
3. Designation.....
4. Place of Posting.....
5. KVK/AICRP/College.....
6. Postal address & Bank A/c No with MICR & IFC code.....
7. Telephone, Telex, Fax, etc.....
8. Year of assessment.....



9. Educational qualifications:

Name of the Degree	Name of the University or other examining body	Percentage of marks/OCGA obtained	Division obtained	Year of passing	Subject (s) (Major)

10. Employment record:

Name of post	Organization	Pay scale	Period		Total Duration	Remarks, if any
			From	To		

11. Marks distribution to the activities for best Technical Officer (Programme Assistant and Technical Assistant) award:

**STEP-I: Evaluation of Best Technical Officer (Programme Assist. and Technical Assist.)
(To be filled by the Screening Committee):**

S. No.	Criteria	Maximum Marks	Marks given	Remarks
Programme assistant and Technical Assistant, who have been applied for the award and nominated by the supervising authority evaluated on basis:				
1.	<u>Work shared</u>			
(i)	Research (Experiment conducted, data collection, data compilation, Electronic/on-line processing/Management of Data, reporting, report preparation, on-line/physical submission of reports/other documents and processing etc.	10		
(ii)	Extension (FLD/OFT/Field days/farmer's fairs/ preparation and dissemination of technical knowledge and advisory both in electronic and physical form etc.)	10		
2.	<u>Service Function:</u> Assistance in project management and Co-ordination, preparation of review report, proceedings and other assign duties, production & distribution of seeds, diagnostic services, maintenance of farm including production facilities, maintenance of germplasm, gene bank etc., assistance in monitoring of physical, financial and scientific components, participation in institutional activities/meetings, documentation and maintenance of records, use of ICT in office/record management, Governance and dissemination of technology .	10		
3.	Any other information in support of outstanding contribution if not covered earlier/above	05		
4.	Publications	10		
5.	Award/Recognition	05		
6.	Clear vision	04		
7.	Creativity	04		
8.	Fairness in public dealing	04		
9.	Intelligence	04		
10.	Character	04		
11.	Integrity	04		
12.	Attitude to work	05		
13.	Decision making ability	04		
14.	Initiatives	04		
15.	Zeal	04		
16.	Punctuality	05		
17.	Relationship with staff and colleagues	04		
	Total	100		

Member

Member

Member

Chairman

STEP-II: Comparative Evaluation of all the Candidates:

S. No.	Name of the Candidate	Designation	Place of posting	Marks obtained out of 100	Rank

Note: Minimum qualifying marks for award is 60. If no candidate is found suitable for award, the committee may not recommend any one for the award in that year.

Recommendation of the committee:.....

Committee members:

S. No.	Name		Signature
1.		Chairman	
2.		Member	
3.		Member	
4.		Member	

GUIDELINES FOR RVSKVV BEST TECHNICIAN AWARD

1. Name of the Award

RVSKVV, Best Technician Award.

2. Sponsor

RVSKVV, Gwalior

3. Objectives of the Award

To recognize outstanding Technician in agricultural and allied sciences

4. Nature of the Award

The award is proposed exclusively for Laboratory Technician & Agricultural Field Extension Officer in recognition of his outstanding supporting contribution in agriculture and allied sector. The awards are meant for individual Laboratory Technician & Agricultural Field Extension Officer independently offering a support to research and Farm management.

5. Frequency: Annual

6. Eligibility Criteria:

All Laboratory Technician & Agricultural Field Extension Officer who have been working in the University are eligible while an independent supporting activities experience for a minimum of five years. The work submitted for the award must have been done during the five years preceding the year of the award.

The person against whom any disciplinary/punitive action has been awarded by the competent authority of the V.V. or by any court of law during the preceding five year of the award shall not be eligible for the award.

7. Administration of the Award:

The award will be administered by the University. There will be a Judging Committee consisting of 3 or 5 eminent agricultural educationists including the Chairman including provision to appoint expert. All the members and the chairperson will be nominated by the Hon'ble Vice Chancellor of the University. The Judging Committee will evaluate the nominations, identify outstanding Technician (Laboratory Technician & Agricultural Field Extension Officer).

8. Evaluation Criteria:

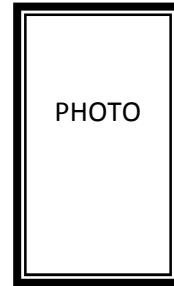
The focus will be on ability to support, integrity, efforts made in laboratory, farm labour and records management work.

9. Procedure:

Applications for the award will be invited during **September/October** of the year of the award. Applications made in the prescribed form, obtainable from the supervising authority, will be accepted up to the **end of November/December** of the year of the award. The University Judging Committee will evaluate the short-listed nominations, identify outstanding entries, and make recommendations to the University along with the draft citations. If no outstanding entries have been identified, no award will be given in the concerned subject areas.

APPLICATION FORM FOR RVSKVV BEST TECHNICIAN AWARD

1. Name of Lab. Tech. or FEO for assessment.....
2. Date and place of birth.....
3. Designation.....
4. Place of Posting.....
5. College / AICRP /Farm.....
6. Postal address & Bank A/c No with MICR & IFC code.....
7. Telephone, Telex, Fax, etc.....
8. Year of assessment.....



9. Educational qualifications:

Name of the Degree	Name of the University or other examining body	Percentage of marks/OCGA obtained	Division obtained	Year of passing	Subject (s) (Major)

10. Employment record:

Name of post	Organization	Pay scale	Period		Total Duration	Remarks, if any
			From	To		

11. Marks distribution to the activities for best technician award:

STEP-I: Evaluation of Best technician (Laboratory Technician & Agricultural Field Extension Officer) (To be filled by the Screening Committee):

S. No.	Criteria	Maximum Marks	Marks given	Remarks
STEP-I: Best Technician (Laboratory Technician & Agricultural Field Extension Officer), who have been applied for the award and nominated by the supervising authority evaluated on basis:				
1.	Labour management	05		
2.	Maintenance of equipments/implements	05		
3.	Maintenance of farm/laboratory records	05		
4.	Store/ laboratory management	05		
5.	Service Function: Assistance in preparation of production & distribution of seeds, diagnostic services, maintenance of farm including production facilities, maintenance of germplasm, gene bank etc., documentation and maintenance of records	05		
6.	Any other information in support of outstanding contribution if not covered earlier/above	05		
7.	Clear vision	04		
8.	Creativity	04		
9.	Fairness in public dealing	04		
10.	Intelligence	04		
11.	Character	04		
12.	Integrity	07		
13.	Attitude to work	06		
14.	Decision making ability	06		
15.	Initiatives	06		
16.	Zeal	06		
17.	Punctuality	10		
18.	Relationship with students/labours and colleagues	09		
	Total	100		

Member

Member

Member

Chairman

STEP-II: Comparative Evaluation of all the Candidates:

S. No.	Name of the Candidate	Designation	Place of posting	Marks obtained out of 100	Rank

Note: Minimum qualifying marks for award is 60. If no candidate is found suitable for award, the committee may not recommend any one for the award in that year.

Recommendation of the committee:.....

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Committee members:

S. No.	Name		Signature
1.		Chairman	
2.		Member	
3.		Member	
4.		Member	

GUIDELINES FOR RVSKVV BEST SUPPORTING STAFF AWARD

1. Name of the Award

RVSKVV, Best Supporting Staff Award.

2. Sponsor

RVSKVV, Gwalior

3. Objectives of the Award

To recognize outstanding supporting staff.

4. Nature of the Award

The award is proposed exclusively for minestrial and supporting staff in recognition of his outstanding supporting contribution in office and field work. The awards are meant for individual minestrial and supporting staff independently offering a support to office and field work.

5. Frequency: Annual

6. Eligibility Criteria:

All minestrial and supporting staff who are working in the University are eligible while an independent supporting activities experience for a minimum of five years. The work submitted for the award must have been done during the five years preceding the year of the award.

The person against whom any disciplinary/punitive action has been awarded by the competent authority of the V.V. or by any court of law during the preceding five year of the award shall not be eligible for the award.

7. Administration of the Award:

The award will be administered by the University. There will be a Judging Committee consisting of 3 or 5 eminent agricultural educationists including the Chairman including provision to appoint expert. All the members and the chairperson will be nominated by the Hon'ble Vice Chancellor of the University. The Judging Committee will evaluate the nominations, identity outstanding minestrial and supporting staff.

8. Evaluation Criteria:

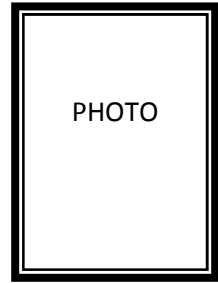
The focus will be on ability to support, integrity, efforts made in office and field work.

9. Procedure:

Applications for the award will be invited during **September/October** of the year of the award. Applications made in the prescribed form, obtainable from the supervising authority, will be accepted up to the **end of November /December** of the year of the award. The University Judging Committee will evaluate the short-listed nominations, identify outstanding entries, and make recommendations to the University along with the draft citations. If no outstanding entries have been identified, no award will be given in the concerned subject areas.

APPLICATION FORM FOR RVSKVV BEST SUPPORTING STAFF AWARD

1. Name of Minestrial/supporting staff for assessment.....
2. Date and place of birth.....
3. Designation.....
4. Place of Posting.....
5. College/AICRP/KVK/Farm.....
6. Postal address & Bank A/c No with MICR & IFC code.....
7. Telephone, Telex, Fax, etc.....
8. Year of assessment.....
- 9. Educational qualifications:**



Name of the Degree	Name of the University or other examining body	Percentage of marks/OCGA obtained	Division obtained	Year of passing	Subject (s) (Major)

10. Employment record:

Name of post	Organization	Pay scale	Period		Total Duration	Remarks if any
			From	To		

11. Marks distribution to the activities for best supporting staff award:

STEP-I: Evaluation of Supporting Staff (To be filled by the Screening Committee):

S. No.	Criteria	Maximum Marks	Marks given	Remarks
STEP-I: Supporting Staff who have been applied for the award and nominated by the supervising authority evaluated on basis:				
1.	Maintenance of record/files in office and farm	10		
2.	Any other information in support of outstanding contribution if not covered earlier/above	05		
3.	Clear vision	05		
4.	Creativity	05		
5.	Fairness in public dealing	05		
6.	Intelligence	06		
7.	Character	08		
8.	Integrity	08		
9.	Attitude to work	08		
10.	Decision making ability	08		
11.	Initiatives	08		
12.	Zeal	08		
13.	Punctuality	08		
14.	Relationship with other staff and colleagues	08		
	Total	100		

Member

Member

Member

Chairman

STEP-II: Comparative Evaluation of all the Candidates

S. No.	Name of the Candidate	Designation	Place of posting	Marks obtained out of 100	Rank

Note: Minimum qualifying marks for award is 60. If no candidate is found suitable for award, the committee may not recommend any one for the award in that year.

Recommendation of the committee:

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Committee members:

S. No.	Name		Signature
1.		Chairman	
2.		Member	
3.		Member	
4.		Member	