

# **CENTRAL RICE RESEARCH INSTITUTE, CUTTACK**

## **GUIDELINES FOR HUMAN RESOURCE DEVELOPMENT (HRD) PROGRAM**

The Central Rice Research Institute (CRRI), Cuttack offers practical training to students at PG level. **The trainings are coordinated by the Human Resource Development (HRD) Cell of the Institute** as per guidelines which are in full conformity with that of the ICAR and are uniform across entire ICAR-Agriculture University (AU) System and applicable only to those institutions where a Memorandum of Understanding (MOU) exists between ICAR Research Institutes and the University/Deemed-to-be-University (DU) seeking collaboration. Such Universities/ DU may be within National Agricultural Research System (NARS) which includes Agriculture Universities (AU) and DU of ICAR or outside NARS (Central/ State Govt./ Public Sector funded institutions/ State Universities/ PSU/ Autonomous bodies/ Statutory Corporations/ Private Universities or Institutions). ICAR research Institutes are expected to ensure that the MOU promotes the major function of the institute /laboratories.

**Human Resource Development Cell:** The entire work related to human resource development at CRRI is administered by a Human Resource Development (HRD) Cell. There is a ***Human Resource Development Committee*** consisting of all Heads of Divisions as members, one of them being nominated as Chairman by the Director, and an HRD coordinator (a scientist of the Institute nominated by the Director), who acts as member secretary of the Committee. The term of the coordinator is for three years.

**The objectives of HRD program at CRRI:** The objective of HRD program is to develop high quality human resources trained in various aspects of rice research. Researchers have the liberty to use the data generated during the work done by them for submission of Masters/Doctoral thesis to a recognized University as per terms and condition laid down in this document.

**Disciplines for HRD:** CRRI offers HRD training and provide opportunities to a limited number of candidates each year in the disciplines of Biotechnology, Genetics, Genomics, Molecular Breeding and Bioinformatics, Cytogenetics, Plant Breeding, Economic Botany, Seed Technology; Agronomy, Fisheries, Microbiology, Soil Science, Agricultural Chemistry and Soil Microbiology, Agricultural Engineering including Food technology; Biochemistry, Plant Physiology, Environmental Sciences; Plant Pathology; Entomology, Nematology, Agricultural Chemicals; Agricultural Statistics, Agricultural Economics and Agricultural Extension including Home Science covering various aspects of rice research, within the mandate of CRRI. The institute can include other disciplines, if deemed appropriate.

**Whom to apply for HRD training:**

The candidates fulfilling the terms and conditions may apply to the **Director, CRRI, Cuttack 753 006, Odisha** as per schedule (notified on CRRI web site), with complete bio-data indicating discipline/ subject preference for the training and attested copies of the relevant documents. The Institute reserves the right to allocate discipline to the candidates as per requirement of the Institute programme.

**1. HRD PROGRAM FOR DISSERTATION WORK OF M.Sc./M. TECH/EQUIVALENT DEGREE.**

- a. Time of application:** The students registered for M. Sc/ M. Tech. or equivalent degree in recognized educational organizations are allowed to undertake research in two sessions i.e. during **July-December (Session I) and January-June (Session II)** every year, for which the applications are accepted during **January to March and July to September** respectively in response to notification by the CRRI in its official web site. No application is entertained after a cut-off date.
- b. Eligibility of students:** The students registered in PG/M. Phil. / equivalent degree programs of State Agricultural Universities (SAUs) and the UGC recognized Universities/Deemed Universities/ Organizations recognized by Technical Education Councils /equivalent recognized organizations offering PG courses are eligible for the training. Selection of students is based on academic merit (as evidenced by performance in UG degree and in preceding semesters/trimesters of PG program).
- c. Number of seats:** The number of seats available in each session is decided by the requisitions received from the interested guides. The decision of the Director is final in deciding the number of seats.
- d. MoU with sponsoring institutes:** The CRRI shall enter into an MOU with the concerned universities for registration of the M. Sc. students.
- e. Duration of Research work:** Each student enrolled in this program will work for a minimum period of three months in the institute.
- f. Dissertation fee:** As per ICAR HRD guidelines, a fee of Rs 20,000.00 for training upto three months and Rs. 30,000.00 for a period up to six months shall be charged from those selected for training.
- g. Allotment of Guide and Constitution of Advisory committee**
- i. At the commencement of each session, the HRD Coordinator shall issue a general notice informing all scientists of CRRI about the number of applicants willing to undertake research in the session. The scientists interested to guide students shall convey their willingness to the HRD cell through their respective Heads of Divisions within the specified period.
  - ii. Students can go through the profiles of the CRRI scientists available on web site of the institute to opt for Guide of his/her choice.

- iii. The HRD Committee shall allot students to each guide with the approval of the Director. Each eligible guide shall be allotted only one student initially; remaining students will be allotted to interested scientists as decided by the HRD committee.
- iv. The guide shall be a scientist of CRRI. No other person including the staff of the sponsoring institute shall ever claim to have guided the student.
- v. There shall be an Advisory Committee for the student consisting of the Guide (Chairman of the Committee), one scientist from the same discipline and another from a related discipline (as deemed fit for the research work). One teacher from the sponsoring institute may be a member of the committee, if required. The advisory committee approved by the Head of the Division shall be communicated to the HRD cell by the concerned scientist.
- vi. After discussion with the student, the Guide will decide a topic for the dissertation work which will be communicated to the HRD committee within a specified period.

**h. Eligibility of Guide for M. Sc. Students:**

All scientists of CRRI shall be eligible to guide M.Sc. students depending on the area of their expertise. The scientists who are yet to obtain Ph. D. degree shall be eligible to guide students only after completion of five years of service. The scientists with Ph. D. degree shall be eligible to guide students only after two years of service.

- i. Thesis Submission:** After completion of research work, the student shall present the findings before the Advisory Committee; the thesis shall be submitted only after incorporating the suggestions of the Committee, if any. Each thesis shall have a certificate signed by all members of the Advisory Committee (Format of certificate enclosed). The student shall obtain a No Dues certificate in the prescribed *pro forma* (available from the HRD Cell) and submit to the HRD Coordinator before submission of thesis.

**2. HRD PROGRAM FOR UP TO THREE YEARS (WITH PROVISION TO WORK FOR Ph.D. DEGREE)**

**(A) Eligibility of students**

The programme will be available to the candidates with a post-graduate degree from the SAUs/UGC recognized Universities/ Deemed Universities / Organizations recognized by Technical Education Councils /equivalent recognized organizations with PG programmes in the subjects mentioned above. Such candidates can be:

- i. Senior Research Fellows (SRFs):** Candidates working as Senior Research Fellows (SRFs) in the ongoing externally aided research projects at CRRI.
- ii. Award Fellows:** The students who have been awarded fellowship from DBT/DST (eg. INSPIRE) / CSIR or any other equivalent organization with due approval of the Director and endorsement of CRRI scientist as guide/supervisor can pursue his/her Ph.D.

programme from CRRRI after registration with the university with which CRRRI has memorandum of understanding.

- iii. In-service candidates:** The CRRRI scientists pursuing Ph. D. Degree after completing course work from the university where he/she is registered may be permitted to do research work in CRRRI as per provisions of ICAR HRD Guidelines.
- iv. Honorary candidates:** The students who do not have a fellowship but have already qualified the entrance test (conducted by the universities) and completed six months course work, may be permitted based on academic merit for Ph D research. A maximum of ten such students can be taken per year. Such students will not have any claim to get a fellowship from the institute.

As per UGC guidelines, the aspiring doctoral students shall have to qualify a common examination conducted by the concerned University and a six months' course work on research methodologies. In view of the time constraints of the existing SRFs for undergoing such courses, the PIs are advised to prefer those candidates as SRF who have already completed such formalities. RAs/SRFs who have completed their course work and are working under different research projects in an Institute may be permitted to join a degree programme only with a University recognized by UGC/ICAR-AU system with bilateral MOU on IPR issues. However, PI of the project with the approval of Director will issue a certificate that the regular research work of the project will not be hampered on account of joining of RA/SRF for the degree programme. The RA/SRF will not avail leave for completing the research work for the degree.

**(B) Allotment of Guide and Constitution of Advisory committee**

The criterion for allocation of Major Guide/Advisor will primarily be governed by the intellectual input and time duration devoted for carrying out the research work at a particular institution. It may be decided by mutual consent, keeping in view the MOU signed between partnering institutions. If the major guide is from ICAR Institute, the co-guide will be from partnering university and vice-versa. There will be an advisory committee comprising the Guide (Chairman of the Advisory Committee), at least one more scientists from the same discipline and yet another scientist 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 eligible to guide the student.

**(C) Eligibility of Guide for Ph. D. Students:**

- a. A scientist having Ph. D. Degree and with experience of serving a University/research organization as a scientist for at least five years shall be eligible to guide Ph. D. students.
- b. In case, the PhD guide is to retire shortly or is 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. No Dues certificate from the Division shall be given to the retiring guide only after the issue of next guide of the student is settled. All retiring scientists shall seek “No Dues” certificate from HRD cell.

- c. In case, the research work is expected to be completed within 6 months of his/her retirement or transfer, the guide shall take the responsibility for submission of the thesis. But if the quantum of research work is likely to take more than 6 months, the student shall be allotted to the next suitable person in the advisory committee who will be the guide of the student and ensure completion and submission of thesis. However, this needs to be ratified by the concerned University.
- d. A scientist who is to retire within three years shall not be eligible to guide a Ph D student, but can be a member of the Advisory Committee. The HRD cell shall nominate a new member in such cases after his /her retirement.

**(D) Time of application:** The interested persons can apply as and when the organization conferring Ph.D. degree announces for registration of the candidates.

**(E) Duration:** Each candidate will be permitted to undertake research in the approved area for up to 3 years only from the date of permission by the Director, CRRI; further extension may be granted on the request of the student endorsed by the guide.

**(F) Research Area:** The proposed area of work, thesis title and the synopsis/outline of work recommended by the Advisory Committee shall be presented before the Institute Research Council (IRC) chaired by the Director. The outline of research work recommended by the IRC and approved by the Director will be submitted to the University for registration/approval. The Co-guide from the University shall also be invited to attend the seminar. Synopsis presentation is must before forwarding it to the University for registration.

**(G) Thesis submission:** Submission of the thesis will be preceded by pre-submission seminar presentation 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 (Format enclosed). One copy of the final thesis should be submitted to the Institute Library through HRD Co-coordinator. The students shall take no-dues from the HRD cell prior to thesis submission.

**(H) Fee Structure:**

- a. Students/ICAR Institute staff registered with AU/DU who intend to carry out research work at CRRI are not required to pay any fee except hostel accommodation charges, etc. However, if a student registers with AU/DU after qualifying through competitive mode of ICAR’s All India Entrance Examination for Admission to Master’s/PhD and is awarded fellowship for pursuing Master’s or Doctoral degree programme by any sponsoring

institution [e.g. ICAR-JRF(PGS)/ICAR-SRF(PGS)/CSIR-UGC-JRF/CSIRSRF], the contingency grant awarded to the student may be transferred to the institution where major part of the research work shall be carried out and regulated by the provisions contained in the guidelines of sponsoring institution.

- b. The students coming from outside National Agricultural Research System shall be uniformly charged a fee of Rs. 20,000/- for training/research/dissertation up to a duration of 3 months and @ Rs. 30,000/- per semester for the work exceeding three months. The fee structure will be reviewed periodically after two years by the AU/DU or the ICAR Institute, as the case may be.
- c. A refundable caution money of Rs. 5000.00 shall be uniformly charged from all students undertaking Ph. D. Work at CRRI, without which their synopsis shall not be forwarded for registration.

### **3. PUBLICATION AND IPR ISSUES**

- a. **Publication:** The student would invariably be the senior author for the publications arising out of the research work conducted at 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 student and Major Guide/Advisor. The guide of the students shall be the corresponding author for the publications coming out of the work reported in the thesis/dissertation. A teacher of the sponsoring institute, who is a member of the Advisory Committee, may also be an author. The work carried out by the students cannot be published without knowledge of the guide. Formalities for publication will be followed as per ICAR guidelines.
- b. **IPR:** The 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 CRRI 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 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.

### **4. Terms and conditions for the HRD trainings**

- i. The selected candidates will be bound by the rules and regulations of the CRRI. The Institute reserves the right to cancel the offer of any candidate without prior intimation or showing any reason.
- ii. In case of dispute, decision of the Director, CRRI shall be final.
- iii. The hostel accommodation in CRRI shall be subject to availability and at discretion of the Director, CRRI. If accommodation is provided, the hostel rent

charges for the six months shall have to be paid in advance at the time of availing the hostel facilities.

- iv. The terms and conditions for the trainings are subject to revision and shall be applicable to existing trainees also.
- v. The candidates who have undergone training shall have no claim for employment in the institute just for having been trained at CRRI.
- vi. Prior permission of the Director CRRI is a must for guiding a student by a scientist or for undertaking any training at the institute.
- vii. Each student will be issued an ID card, which shall be valid for the period of stay marked on the card. The colour of the card will vary depending on category of the designation of the research worker.