

**MAHARASHTRA ANIMAL AND FISHERY SCIENCES UNIVERSITY,
NAGPUR**

DIRECTORATE OF EXTENSION EDUCATION

**Guidelines For
BEST EXTENSION OFFICER AWARD (w.e.f. 2022)**

Maharashtra Animal and Fishery Sciences University (MAFSU), Nagpur has constituted Best Teacher Award (Extension) to promote excellence in the field of extension activities.

The details of this award are given below.

1. **Title of this award will be ‘Best Extension Officer Award -----.**
2. The award will carry a citation and a plaque/memento.
3. The applicant must have at least ten financial years experience as regular faculty member in MAFSU, Nagpur not below the rank of Assistant Professor & its equivalent.
4. The award will be conferred to any particular faculty only once in his/her service period under MAFSU.
5. Upon receipt of circular from University authority, the Associate Dean shall invite applications from all academic officers (Professors, Associate Professor and Assistant Professors and their equivalent) for **‘Best Extension Officer Award’**
6. The candidate shall fill the application form and Annexure-I in the prescribed format and shall submit to the concerned Associate Dean through Head of the Department.
7. Associate Dean shall constitute the Scrutiny Committee at College / Institute level. The Scrutiny Committee shall comprise the following officers those who have not applied for the award.
 - a. Associate Dean of the College/ Head of the Institute : Chairman
 - b. Professor / Associate Professor or equivalent : Member
 - c. Assistant Professor or equivalent : Member Secretary
 - ❖ The duty of the College level Scrutiny Committee is to properly screen & evaluate the applications and likewise give the markings in the Annexure-I in the prescribed format.
 - ❖ They shall shortlist **two candidates** from each college who have scored **50 marks and above (Out of 95 marks).**
8. Associate Dean will recommend maximum two applicants to Director of Extension Education, MAFSU, Nagpur.

9. University level Scrutiny Committee for the scrutinization of applications for '**Best Extension Officer Award**' will be constituted at the University as below:
 - a. Director of Extension Education, MAFSU, Nagpur : Chairman
 - b. Technical Officer, Office of Director (Instruction) & Dean (Faculty of Vety. Sci.), MAFSU, Nagpur : Member
 - c. Technical Officer, Office of Director of Research, MAFSU, Nagpur : Member
 - d. Technical Officer 1, Office of Director Extension Education, MAFSU, Nagpur : Member
 - e. Technical Officer 2, Office of Director Extension Education, MAFSU, Nagpur : Member Secretary

❖ The University level scrutiny committee shall recommend the candidature of best five applicants to the Selection Committee of University for selection of one applicant for '**Best Extension Officer Award**' from the University.
10. University level Selection Committee for the selection of '**Best Extension Officer Award**' will be constituted as follows
 - a. Hon'ble Vice-Chancellor, MAFSU, Nagpur : Chairman
 - b. One external member nominated by Hon'ble Vice-Chancellor : Member
 - c. Director (Instruction) & Dean (Faculty of Vety. Sci.), MAFSU, Nagpur : Member
 - d. Director of Research, MAFSU, Nagpur : Member
 - e. Dean, Faculty of Dairy Technology , MAFSU, Nagpur : Member
 - f. Dean, Faculty of Fishery Science, MAFSU, Nagpur : Member
 - g. Dean, Lower Education, MAFSU, Nagpur : Member
 - h. Director of Extension Education, MAFSU, Nagpur : Member Secretary
11. In case of tie, two steps will be applied for selection of the candidate for award as below:

❖ **Length of service in MAFSU:** The candidate with more length of service in MAFSU will be preferred

❖ **Age of candidate:** Candidate with more age will be preferred.
12. The candidate must have at least '**six A & above**' grade by reviewing officer, but not less than '**B**' grade in annual appraisal/self-appraisal reports for the immediate past ten years.
13. The candidate is expected to be a role model teacher with high moral values and must not have been penalized or any enquiry pending against his/her during the Assessment period.
14. Decision of the University level selection committee shall be final.

MAHARASHTRA ANIMAL & FISHERY SCIENCES UNIVERSITY

Futala Lake Road, Nagpur-440001

BEST EXTENSION OFFICER AWARD APPLICATION FORM

Passport
Photo

1)	Name of the applicant in full (In capital Letters)	:	
2)	Designation	:	
3)	Name of college/ Institute	:	
4)	E-mail	:	
5)	Mobile No.	:	
6)	Date of Birth	:	
7)	Educational Qualifications	:	

Service Experience as a regular academic officer in MAFSU

Sr. No.	Post/Designation	Institution	Period		Duration in		
			From	To	Years	Months	Days
Total							

Details of Extension activities conducted during last ten Years (01st April 20--- to 31st March 20---)

NOTE: ONE ACTIVITY WILL BE CONSIDERED ONLY ONCE FOR MARKING

1. Training Programs / Workshops organized (Minimum 3 days duration)

Sr. No.	Title	Place	Date/ Duration	No. of Participants	Course Director/ Coordinator/ Co-coordinator or equivalent	Supporting Documents- Certificate by the Head of the Institute (Page no.)
Farmers /Youth						
1						
2						
3						
Technical People/Professionals						
1						
2						

2. Training Programs/ Workshop/Seminar/webinar etc. organized (less than 3 days duration)

Sr. No.	Title	Place	Date / Duration	No. of Participants	Chairman / Organizing secretary or equivalent	Supporting Documents- Certificate by the Head of the Institute (Page no.)
Farmers /Youth						
Technical People/Professionals						

3. Farmers-Scientist meets / Kisan goshti / Awareness campaign organized / Celebration of National/ International days

Sr. No.	Title	Place	Date	No. of Participants	Coordinator / Co-Coordinator or equivalent	Supporting Documents- Certificate by the Head of the Institute (Page no.)

4. Faculty acted as Resource Person in Extension Work/lectures delivered in training, farmers meet, seminars etc.

Sr. No.	Event	Topic	Place	Date	National/ State / Local	Supporting Documents- Certificate by the Head of the Institute (Page no.)
For Farmers /youth						
1						
2						
For Technical People/Professionals						
1						
2						

5. Animal health Camps/ vaccination camps/ infertility camps /surgical camps / Dairy/ Fishery / NSS Special camps organized as co-ordinator /participated as an expert

Sr. No.	Title	Place	Date	In which capacity (Coordinator or Expert)	Supporting Documents- Certificate by the Head of the Institute (Page no.)
1					
2					

6. Agri/ Veterinary/ Dairy/ Fishery Exhibitions / Livestock shows organized as co-ordinator/participated as an expert

Sr. No.	Title	Place	Date / Duration	National / State /Local /Level	In which capacity (Coordinator or Expert)	Supporting Documents- Certificate by the Head of the Institute (Page no.)
1						
2						
3						

7. On-Farm/In-Lab Demonstrations (**other than trainings**) organized as co-ordinator /participated as an expert

Sr. No.	Title	Place	Date	In which capacity (Coordinator or Expert)	Supporting Documents- Certificate by the Head of the Institute (Page no.)
1					
2					

8. Extension Work done exclusively for underprivileged class (SC/ST)/ Women empowerment (**Not covered under point 1-7**) as co-ordinator / expert

Sr. No.	Activity	Place	Date	In which capacity (Coordinator or expert)	Supporting Documents- Certificate by the Head of the Institute (Page no.)
1					
2					

9. Extension Work done at adopted villages/ UBA villages (**Not covered under point 1-8**) as an organizer (Co-ordinator) or expert

Sr. No.	Activity	Place	Date	In which capacity (Coordinator or expert)	Supporting Documents- Certificate by the Head of the Institute (Page no.)
1					
2					

10. Success Stories promoted as guide

Sr. No.	Name of Entrepreneur	Address and contact number	Year of establishment	Details of news paper, magazine, book, Mass media/ MAFSU You Tube channel	Supporting documents (Newspaper/ Magazine/ Publication , You tube link) (Page no.)
1					
2					

11. Farm-Field visits/ Advisories

A. Farm-Field visits

Sr. No.	Place of visit	Purpose of visit	Date	Supporting Documents- Certificate by the Head of the Institute (Page no.)
1				
2				

B. Farm Advisories

Sr. No.	Topic/ Subject	M-kisan portal/ News paper	Date	Supporting Documents- Certificate by the Head of the Institute (Page no.)
1				
2				

12. Publications for field officers/farmers –Books (more than 100 pages)/ Training Manuals / Souvenir/ Extension reports/Monographs/ University publications

Sr. No.	Authors / Editors	Year of Publication	Title	Name of Publisher	Total no. of Pages	Supporting documents (Page no.)
A. Books (more than 100 pages)						
1						
2						
B. Other Publications(Books less than 100 pages / Training Manuals / Souvenir/ Extension reports/Monographs/ University publications)						
1						
2						

13. Popular Articles/Articles in Souvenir / Manuals/Compendium for field officers/farmers

Sr. No.	Authors / Editors	Date /Year of publication	Title	Name of Publication	Vol. No. Page No.	Supporting documents (Page no.)
1						
2						

14. TV Talks/ Radio Talks

Sr. No.	Topic	Date of Broadcast/ Telecast	Name of TV channel/ Radio station	Supporting documents – Copy of Contract/letter from AIR/ TV Channel/ You Tube link (Page no.)
1				
2				

15. Extension material prepared (Leaflets/ folders/ Charts/Video Clips/ Podcasts etc)

Sr. No.	Authors / Editors	Year of Publication	Type of material developed	Title	Supporting Documents- Certificate by the Head of the Institute (Page no.)
1					
2					

16. Projects having Extension component executed / implemented

Sr. No.	Title of Project	PI / Co-PI	Funding Agency	Year of Start	Total Budget (Rs.)	Supporting Documents- Certificate by the Head of the Institute (Page no.)
1						
2						

17. Revenue Generated through extension trainings/ Consultancy (other than schemes)

Sr. No.	Particular of Activity	Amount	In which Capacity	Year	Supporting Documents- Certificate by the Head of the Institute (Page no.)
1					
2	Total				

18. Extension oriented Trainings undergone (minimum 1 week duration) / Workshop attended (minimum 3 days duration)

Sr. No.	Title	Place	Duration	Supporting documents (Page no.)
1				
2				

19. Awards

Sr. No	Name of Award	Year	Awarding Agency	Supporting documents (Page no.)
A. National/International award presented by agencies such as ICAR, CSIR, DBT or Central Govt. FAO of the UN etc, Fellow or Associate-ship of National Academies				
1				
2				
B. Awards/medals from State Government Departments, National Institutes, Universities, Registered Professional Societies				
1				
2				

20. Patents/ Copyrights obtained/ Mobile apps /software developed

Sr. No.	Title	Year	Patent (granted / published) / Copyright Details – no., Agency etc	Supporting documents (Page no.)
1				
2				

SELF ANALYSIS OF YOUR EXTENSION ACHIEVEMENT/CONTRIBUTIONS AND EXPERIENCE AS AN OFFICER AND GIVE FULL JUSTIFICATION FOR CONSIDERING YOUR CANDIDATURE FOR THE BEST EXTENSION OFFICER AWARD (Not more than 200 words)

DECLARATION

It is to certify that the information furnished above is correct to my knowledge and belief.

Name & Signature of applicant

Place :-

Date :-

CERTIFICATE OF VERIFICATION BY THE HEAD OF THE INSTITUTION

Certified that Dr./Shri./Smt./Kum. is working as
.....at.....Institute since
..... in the pay Scale Rs.

1. The entries made in the application have been verified and found correct.
2. There is no vigilance/disciplinary case against him / her.
3. Certified that she/he is not a recipient of Best Extension Officer Award of the University.
4. Certified that she/he is working as regular faculty member not below the rank of Assistant Professor and its equivalent

The grading of Confidential Reports for the past ten years is as follows.

	Year 20---to 20---	Year 20--- to 20-	Year 20---to 20---	Year 20---to 20---	Year 20---to 20---	Year 20--- to 20-	Year 20--- to 20-	Year 20--- to 20-	Year 20--- to 20-	Year 20--- to 20-
Grading by Reviewing Officer										

Date :.....

Place:-----

Signature :.....

Designation:.....

Office Stamp:.....

ANNEXURE-I

Criteria for Assessment of Best Extension Officer Award

To be filled in by the Candidate and the college/Institute level Scrutiny committee

Sr. No.	Extension activity	Marks allotted for each activity	Max marks (95)	Self-assessment by the candidate	Score given by college level scrutiny committee
1	Training Programs /workshops organized (Minimum 3 days duration)	Course Director/ Coordinator- 1 Marks Co-coordinator or equivalent - 0.5 Marks	6		
2	Training programs/ Workshops/Seminar/ Webinar organized (less than 3 days duration)	Chairman/Organizing Secretary/ Coordinator- 0.5 Marks Co-Coordinator/ co-organizing Secretary or equivalent -0.25 Marks	5		
3	Farmers-Scientist meets / Kisan goshti / Awareness campaign / Celebration of National/ International days	Coordinator- 0.5 Marks Co-coordinator or equivalent / - 0.25 Marks	5		
4	Faculty acted as Resource Person in Extension or/ Lectures delivered in training, farmers meet, seminars etc	National Level- 0.5 Marks State / Regional /Local Level- 0.25 Marks	5		
5	Animal health Camps/ vaccination camps/infertility camps/surgical camps / Dairy/Fishery / NSS special camps organized/ Participated as an Expert	Coordinator- 0.5 Marks Participated as Co-coordinator/Member Organizing Committee/ Expert - 0.25 Marks NSS program officer 1 Mark /year	5		
6	Agri/ Veterinary/Dairy/ Fishery Exhibitions / Livestock shows organized/Participated	Coordinator- 1.0 Mark Participated as Co-coordinator/Member Organizing Committee/ Expert - 0.5 Marks	4		
7	On-Farm/In-Lab Demonstrations (Other than Trainings) organized/Participated	Coordinator- 0.5 Marks Participated as Co-coordinator/Member Organizing Committee/ Expert 0.25 Marks	5		
8	Extension Work done exclusively for underprivileged class(SC/ST)/ Women empowerment (Not covered under point 1-7)	Coordinator- 0.5 Marks Participated as Co-coordinator/Member Organizing Committee/ Expert 0.25 Marks	5		
9	Extension Work done at adopted villages/ UBA villages (Not covered under point 1-8)	Coordinator- 0.5 Marks Participated as Co-coordinator/Member Organizing Committee/ Expert - 0.25 Marks	5		
10	Success Stories Published in Newspaper / Magazine / MAFSU you tube channel/Publication	Success story promoted as Guide 1 Mark/ story	5		

11	Farm- Field visits/ Advisories	Farm-Field visit- 0.5 Marks Advisories-0.25 Marks	5		
12	Publications for field officers/farmers a) Books (more than 100 pages) b) Other Publications Books (less than 100 pages)/Training Manuals / Souvenir/ Extension reports/ Monographs University publications	a) Books (more than 100 pages) Author – 2 Marks/ Book Co-author- 1 Mark/ Book b) Other Publications Editor/ Author -1 Mark Co-editor/ co-author -0.5 Marks	5		
13	Popular Articles/Articles in Souvenir / Manuals/Compendium for field officers/farmers	Author- 0.5 Mark /article Co- Author- 0. 25 Marks /article	5		
14	TV /Radio Talks	1 Mark / TV talk 0.5 Marks / Radio talk	4		
15	Extension material prepared (Leaflets/ folders/ charts/ Video Clips/ Podcasts etc)	0.5 Marks / extension material prepared	4		
16	Project having Extension component executed / implemented	PI- 3 marks for above 20 lakh 2 Marks for above 5 upto 20 lakhs 1 Mark for 1 -5 Lakhs Co-PI- 1.5 marks for above 20 lakh 1 Mark for above 5 upto 20 lakhs 0.5 Marks for 1 -5 Lakhs	5		
17	Revenue Generated through extension trainings/ Consultancy	For each 1 lakh -1 Mark	5		
18	Extension oriented Trainings undergone (minimum 1 week duration) / Workshop attended (minimum 3 days duration)	1 Mark /training 0.5 Marks /workshop	2		
19	Awards	National/International award presented by agencies such as ICAR, CSIR, DBT or Central Govt. FAO of the UN etc, Fellow or Associate-ship of National Academies -2 Marks each Awards/medals from State Government Departments, National Institutes, Universities, Registered Professional Societies -1 Mark each	5		
20	Patent/Copyright Details – no., Agency etc./ Mobile apps/ software developed	Patents Granted-3 Marks/activity Published -2 Marks /activity Mobile apps/ software developed Mobile apps/ software developed-1.5 marks	5		
		Grand Total	95		

NOTE:

- ❖ One activity will be considered only once for marking.
- ❖ For Sr. No. 1 to 9, 11 and 15 to 17, certificates from Head of the Institution as per the format of the table given in the Application Form be attached as a supporting document.
- ❖ Five marks will be given by University level selection committee based on evaluation of self-analysis report submitted by the candidate and the judgement of extension activities/contributions and experience as an officer.

Name & Signature of applicant

(Member Secretary)

(Member)

(Chairman & Associate Dean)

College level scrutiny committee