**CAU (Imphal) Best Extension Professional Award (BEPA)**

**Rules & Regulations**

1. **Name of the Award**

**CAU (Imphal)“Best Extension Professional Award (BEPA)**……….(year)**”** for outstanding extension activities (Frontline Extn., Field Extn., Training, Media Management, etc.)/ Extension Education (Teaching, Mentoring, Extension Research, Academic Excellence, etc.) in the North Eastern Region among the Staff/Faculty of Central Agricultural University, Imphal.

1. **Sponsor**

Central Agricultural University, Imphal, Manipur, India

# Objective of the Award

1. To provide recognition to outstanding extension work/ extension education work done in the field of agricultural and allied disciplines by the scientists/ teachers/ SMSs/Outreach programme personnel or other scientific staff of equivalent cadre in the CAU system.
2. To encourage extension professionalism in the present and the young generation engaged in agriculture and allied discipline extension services and extension education work in the CAU system.

# Nature of the Award

The award is exclusively meant for individual Extension Scientist/Faculty/ Extension Teacher/Extension Researcher/SMS/Trainer/Outreach programme personnel engaged in frontline and field extension/Extension personnel engaged in training, media management, farmer and farm women empowerment etc. One individual award will be given every year across the disciplines in agriculture & allied sciences. An individual award will consist of a cheque for Rs. 25,000/-, with a Memento, Certificate and Citation.

1. **Frequency:** Annual

# Eligibility

The applicant must have at least 5 years of experience as regular staff member in the following areas in the CAU (Imphal) system:

* + 1. All agricultural scientists/teachers/ extension professionals engaged in extension activities/ extension education / extension research work.
    2. Scientists and other functionaries working at equivalent levels of responsibility in the KVKs, AICRPs and other outreach programmes.
    3. The work submitted for the award, including its impact assessment, must have been completed during the **last five years (financial) preceding the year of the award**.
    4. The candidature will remain valid for three years with entitlement to the candidate to update his/her biodata every year.
    5. Directors/ Deans should not apply for the award.
    6. One can’t apply after receiving the award before completion of next five years of service.
    7. For the award, one should **score minimum 50%** as per the prescribed score card.

# Procedure

* The applications/proposals will be invited by the Coordinator (Director of Extension Education, CAU, Imphal) every year.
* Application made in the prescribed **EVALUATION PROFORMA** can be downloaded from the CAU website(www.cau.ac.in) or Directorate of Extension Education, CAU, Imphal, will be accepted within the stipulated date as per notification for the award. The valid applications (both hard and soft copies) should be submitted through proper channel to the office of Director of Extension Education, CAU, Imphal, CAU-NEC Model Farm, Lamphelpat, Imphal West- 795 004, Manipur (email: [dee\_cau@yahoo.co.in](mailto:dee_cau@yahoo.co.in)).
* Application should be submitted as per guidelines with all details of the extension activities/ extension education work etc.by mentioning the **essentially required facts and figures in relation to farm activities involved**, **technology assessed & refined with result, step wise details for mobilization of farmers, demonstrations conducted and results thereof with patterns of involvement of farmers in the process etc. including action photographs.**
* The applicant should enclose **two recent passport size photos**.
* Application should not contain **unnecessary details about the individual achievements** etc.
* **AICRP Scientists** should see the following points during filling the application form:
  1. When, where and by whom the project work was conceptualized?
  2. Was any diagnostic survey undertaken to provide a basis for the formulation of the project? If so, what were its salient findings?
  3. Specific objectives of the project
  4. Socio-economic and technological relevance of the project objectives
  5. The methodology used for implementing the project
  6. The salient action research/ adaptive research/ extension research outputs of the project
  7. The impact of the project on the knowledge, skills, attitudes and adoption rate of recommended technologies by the target population
  8. The impact of the project on the production, productivity, profitability and sustainability of the relevant agricultural production systems
  9. The diffusion of the project impact on the neighbours of the direct beneficiaries
  10. Problems encountered and solutions found
  11. Suggestions for policy initiatives
  12. No. of front-line demonstration (FLD) conducted with brief achievements.

# Selection Procedure

* There will be a Selection Committee consisting of following **5 (five)** **eminent extension professionals as members**, including the Chairperson appointed by the Hon’ble Vice Chancellor, CAU, Imphal:

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| --- | --- | --- |
| 1. | An external expert (not below the rank of Vice Chancellor) | Chairperson |
| 2. | Directors/ Deans from other Agricultural Universities (Two) | Members |
| 3. | DDG (Extension), ICAR or Director, ICAR-ATARI (Zone VI or VII) (One) | Member |
| 4. | Director of Extension Education, CAU (Imphal)/ Coordinator | Member Secretary |

* The Selection Committee will evaluate the valid nominations and make recommendations to the University for acceptance along with draft **Citation**. No award may be given if none of the entries received are judged to be outstanding.
* The decision of the Selection Committee (after approval of the Vice Chancellor) is final and irrevocable. No review or claim will be entertained in any case.

1. **Presentation**

The presentation of award programme will be made as per notification of the University during the annual CAU Regional Agri Fair organized by Directorate of Extension Education, CAU, Imphal, Manipur.

**PROFORMA FOR APPLICATION FOR**

**“CAU (IMPHAL) BEST EXTENSION PROFESSIONAL AWARD (BEPA)”**

**Application No……………**

**Date of Receipt……….......**

**Valid/ Not Valid**

**Signature**……………….

**I] General Information**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1.1** | Name of the Award | | | : | | | Paste  Recent Photo | | |
| **1.2** | Year of the award | | | : | | |  | | |
| **1.3** | Work Performance years | | | : | | |  | | |
| **1.4** | Name (in full, capital, underline surname) | | | : | | |  | | |
| **1.5** | Designation | | | | : |  | | | | |
| **1.6** | Father’s / Mother’s/ Husband’s Name | | | | : |  | | | | |
| **1.7** | Date and place of birth | | | | : |  | | | | |
| **1.8** | Sex | : | Male/ Female | | **1.9** | Marital status | | : | Single/ Married | |
| **1.10** | Name and address of employer | | | | : |  | | | | |
| **1.11** | Postal address | | | | : |  | | | | |
| **1.12** | Permanent address | | | | : |  | | | | |
| **1.13** | Email | | | | : |  | | | | |
| **1.14** | Mobile No. | | | | : |  | | | | |
| **1.15** | Educational qualification starting from graduation: (Mention PG & PhD thesis title) | | | | | | | | | |

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| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Degree** | **Institution/ Board/ University** | **Year** | **Subject(s)** | **Division/ Grade/OGP/**  **% of marks/ Rank** |
| 1. | UG |  |  |  |  |
| 2. | PG |  |  |  |  |
| 3. | PhD |  |  |  |  |
| 4. | Any other |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **1.16** | Any other relevant experience/training  1.17 Employment record | | : |  | | |
| **Designation** | | **Institution** | | **Period with years/months** | | **Nature of Work** |
|  | |  | |  | |  |
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|  | **1.17 Last ‘CAU (I) BEPA’ received (if any) during the last Five Years:** | | | : |  | |

**2.Achievements**

**A) Research and Extension**

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| --- | --- | --- |
| **Sl.**  **No.** | **Item\*** | **Details in quantifiable and verifiable terms**. (Whether applicant is a Developer, Co-  developer or Associate) |
| 1. | New extension models/approaches developed |  |
| 2. | Technology refined/package of practice developed and  transferred to the farmers with the extent of coverage |  |
| 3. | New/concepts/methodologies/tools and techniques developed |  |
| 4. | Development of Value Chain/Model Village/Seed Village/Custom Hiring Centres/Climate Smart Village/Nutri-  Smart Village/Contract Farming Arrangement etc. |  |
| 5. | Software/Apps/Web resources/educational videos developed |  |
| 6. | Mobilized farmers for group action (Formation of  FIG/SHG/FPO/Growers Association/Community seed banks) |  |
| 7. | Popularization of technologies and success stories |  |

*\*Documentary evidence should be enclosed for the product/technology, adoption of products and technologies and their impact on livelihood of farmers/commercial value and acceptance by clients/stakeholders.*

**B) Teaching**

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| --- | --- | --- | --- |
| **S.No.** | **Item** | **Detail** | **Year** |
| 1. | Courses taught and number of classes taken in each course |  |  |
| 2. | M.Sc./Ph.D. Students Guided as Chairman |  |  |
| 3. | New concept introduced in course/Design of innovative course curriculum/New Course introduced or course(s)  revised |  |  |
| 4. | Success of students (in terms of their recognition for awards) |  |  |
| 5. | Books/Manuals/Bulletins/ Quality reference material |  |  |
| 6. | Organization/participation as a teacher in Training/Summer or Winter school |  |  |

**C) Please state the most significant achievements (Not more than 300 words)**

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| **D) Capacity building**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Type of program** | **Name of the program**  **organized** | **Sponsoring agency** | **Year** | **Period** | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |  1. (a) List 20 most important & highest NAAS rated publications in chronological order made in the major discipline (attach first page of all these reprints)  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **S.No.** | **Name of authors** | **Year of publication** | **Title of paper** | **Journal, Volume, issue & page Nos.** | **NAAS Journal ID and NAAS Score (2025)** | **Number of citations based on ISI Science**  **Citation Index** | | 1 |  |  |  |  |  |  | | 2 |  |  |  |  |  |  | | 3 |  |  |  |  |  |  | | 4 |  |  |  |  |  |  | | 5 |  |  |  |  |  |  | | 6 |  |  |  |  |  |  | | 7 |  |  |  |  |  |  | | 8 |  |  |  |  |  |  | | 9 |  |  |  |  |  |  | | 10 |  |  |  |  |  |  | | … |  |  |  |  |  |  | | 20 |  |  |  |  |  |  |   (b) Other publications   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Categories of publications** | **Title of publication** | **Authorship** | **First Author**  **(Yes/No)** | **Year and Number of**  **pages** | **Publisher** | | Practical/ Training Manual/ Books/  Monographs |  |  |  |  |  | | Book chapters/ Policy papers/  Economic reviews |  |  |  |  |  | | Books authored |  |  |  |  |  | | Books edited |  |  |  |  |  | | Popular  Articles/Short Communications |  |  |  |  |  | | Extension  Bulletins |  |  |  |  |  | | IT Material for Technology Transfer/Human Resource  Development |  |  |  |  |  |  1. Awards and Honors received  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **S. No.** | **Name of the Award/ Honor** | **Year** | **National/ International** | **Academy/Institutional/ Professional Society** | | 1 |  |  |  |  | | 2 |  |  |  |  | | 3 |  |  |  |  |  1. Special attainments  |  |  |  | | --- | --- | --- | | **Category of Special Attainment** | **Details of Special Attainment** | **Additional details/ Information** | |  |  |  | |  |  |  | |  |  |  | |  |  |  |  1. Please mention if this work has been submitted/ recognized for any other award. 2. Any other information   **DECLARATION OF APPLICANT** | | |
| I declare that the information furnished above is true to the best of my knowledge. I am and will be responsible for any discrepancy. | | |
| Date:  Place: |  | **Name & Signature with Seal** |

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| **CERTIFICATE/RECOMMENDATION FROM THE HEAD OF**  **INSTITUTE/DEPARTMENT/COLLEGE** | | |
| It is to certify that Dr./Prof./Sh./Smt. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is an employee of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The information furnished in the application form is verified, found to be true and recommended for the award. | | |
| Date:  Place: |  | **Name and Designation**  **Signature and seal** |
| **ENDORSEMENT BY THE EMPLOYER**  Service records/ACR etc. of Dr./Prof./Sh./Smt. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_has been verified and found……………………. | | |
| Date:  Place: |  | **Name and Designation**  **Signature and seal** |