



ICAR- CENTRAL INSTITUTE OF FISHERIES EDUCATION
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F.No.11(6)/2024/Estt.

Dated 2nd September 2024

Office Order

With reference to this Office Order No.11(6)2024/Estt./ dated 11th June 2024 regarding the Terms of Reference (ToRs) for Training Cell(**Training & Capacity Building Cell**) is as under:

All the training & capacity building programs imparted by ICAR-CIFE like SCSP, TSP, NEH, Customized training program, Consultancy training program, Short course, Winter school, CAFT, student internships, Student FET, etc. will be submitted through the Training & Capacity Building (TCB) Cell. All proposals/applications need to be submitted to the TCB cell for documentation and then the TCB Cell will forward to the competent authority/Nodal Officer/Section for further processing. The coordinator of the respective training & capacity building program is responsible for providing all the details of the program upon its completion along with feedback to the TCB Cell.

Training & Capacity Building Management Portal: Scope of Work

- a) It will bring uniformity in approving, conducting and certification of training & capacity building programs in ICAR-CIFE.
- b) It will save time, efforts and skilled manpower engaged in managing different training & capacity building programs and will bring resource use efficiency and effectiveness in the system.
- c) It will provide hassle free feedback collection and uniform and unique approval and certification system upon course completion to the trainees.
- d) It will be easy to monitor progress on revenue generated through or expenditure on different training & capacity building programs imparted by ICAR-CIFE.
- e) It will maintain all kinds of profile data of trainees which will be useful for assessing impacts of training & capacity building programs.
- f) It will provide a user-friendly system to applicants/aspirants for applying to ICAR-CIFE's training & capacity building programs, fee payment, status of their application, completion certificate, course material, follow-up activities, etc.
- g) It will provide a paperless management & single window system to get timely information/reports about the imparted training & capacity building programs by ICAR-CIFE.
- h) It will help to reduce duplication, repetition, dumping of resources, routineness, over adoption, etc. and increase demand driven diversified activities, equity in resource distribution, wise use of financial resources, pan India presence, etc.

Terms of References (ToRs)

- 1) TCB Cell will develop the Training and Capacity Building Manual/guideline and feedback system for ICAR-CIFE and its regional centres.
- 2) Trainees hostel developed at the Old campus of ICAR-CIFE will function under the TCB Cell.
- 3) TCB Cell will do Training and Capacity Building needs assessment of stakeholders involved in fisheries and aquaculture.

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- 4) TCB Cell will design the modalities and fix training fee for bringing uniformity in training and capacity building programs of ICAR-CIFE and its regional centres.
- 5) The nominated representatives in the training cell will facilitate for the training & capacity building related data management of their respective division and regional centre of ICAR-CIFE.
- 6) TCB Cell will work in close coordination with HRD Cell, TSP, SCSP & NEH Cell, and PDCC & Placement Cell for strengthening and improving effectiveness of Training and Capacity Building programs of ICAR-CIFE.
- 7) Nodal Officer TCB Cell will directly report to the Director/Joint Director, ICAR-CIFE for any matter related to TCB cell.
- 8) Any other ToR as and when required to be implemented in the larger interest of ICAR-CIFE with the approval Competent Authority.

This issues with the approval of the Director.

(K.L. Meena)
Chief Admn. Officer (SG)

Distribution:

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