

Research Leadership Building System (RLBS)



USER MANUAL



Designed and Developed by

ICAR - Indian Agricultural Statistics Research Institute, New Delhi

Under the guidance of

Agricultural Education Division ICAR, New Delhi



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1. Introduction

Research Leadership Building System (RLBS) is envisaged as a single window platform for applying in various Leadership programmes /schemes. Schemes covered under RLBS are as follows:

ICAR-Emeritus Scientist (ES)

The ICAR Emeritus Scientist Programme started during 4th five-year plan (1973-74) with an objective of tapping the brain and skill bank of superannuated professionals of NARES by allowing them to complete the work in hand for its conclusion, utilize their talent in teaching specialized courses and use their experience in addressing nationally important policy issues.

ICAR-Emeritus Professor (EP)

The ICAR Emeritus Professor Programme is a structural method of tapping Brain and skill bank of the outstanding superannuated professionals of National Agricultural Research and Education system (NARES) by utilizing their talent in teaching courses and uses their experience in addressing nationally important policy issues.

ICAR- National Fellow (NF) & National Prof. (NP)

The National Fellow (NF) Programme was initiated in 1978-79 with the objective to promote excellence at national level in agricultural research & education and recognize the meritorious contribution of individual agricultural scientists/teachers and facilitate their research and related activities in agriculture.

Link for accessing the portal is: https://rlbs.icar.gov.in/

2. Registration Form

• Firstly the applicant has to "Sign Up" for applying in schemes. For filling the Registration form, click on Sign Up and user will be redirected to the form as shown in Figure 1.

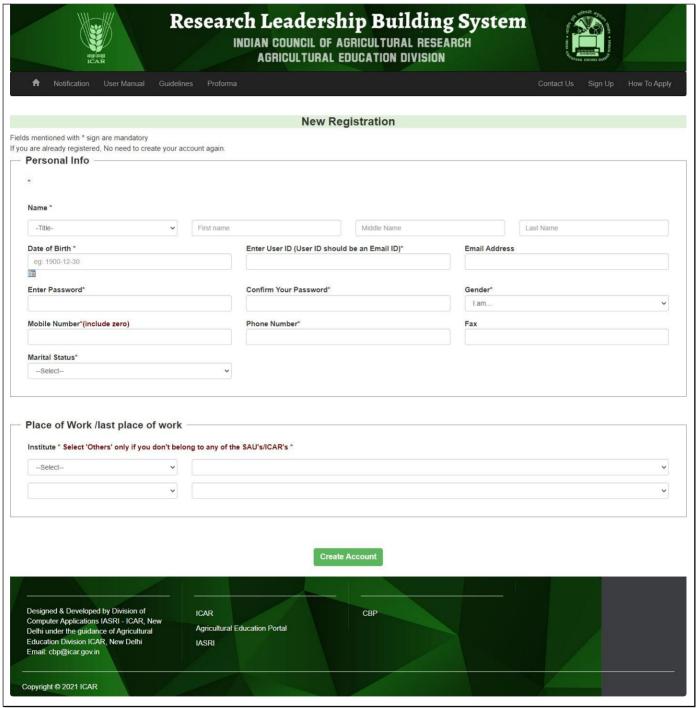


Figure 1. Sign Up (Registration Form)

• In Registration form, applicant is required to fill all the basic details like Name, Email, Date of Birth, Password, Mobile Number, Gender etc.

- Click on the "Create Account" button to complete Registration
- User will be directed to next page, which is the "Login Page" as shown in Figure 2.

3. Login



Figure 2. Login

- In the Login Page, enter the username and password.
- After entering the credentials, click on the "Sign In" button.

4. Scheme Selection

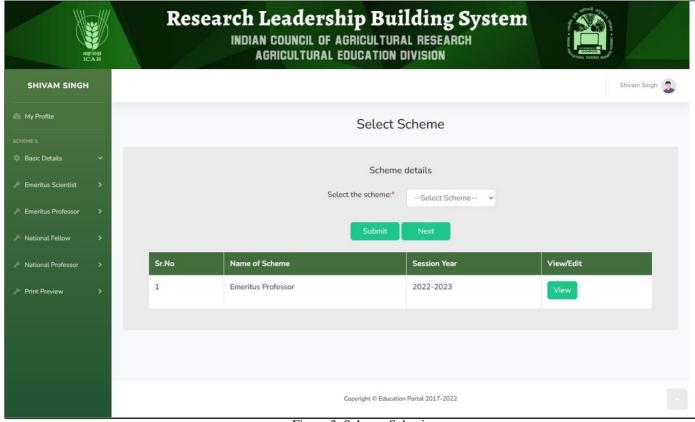


Figure 3. Scheme Selection

- When user will login, Scheme Selection page will be shown as in Figure 3.
- In this form, user will have to select the scheme. (Only the schemes open in that time period will be available to Select)
- After selecting the scheme, click on the "Submit" button. Applied schemes can be viewed in the table at the bottom of the page.
- By clicking on "Next" button, User will be redirected to "User Information" page as shown in Figure 4.

Note: Basic Details are common for all the users.

5. Basic Details

5.1 User Details

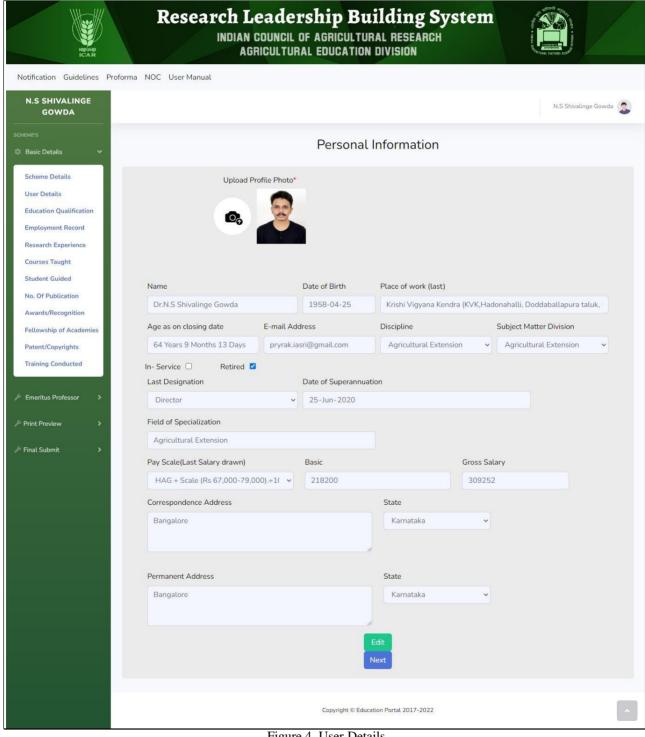


Figure 4. User Details

- Some fields will come prefilled from the information entered in Registration form
- User can fill remaining details like address, pay scale, salary etc by clicking on the Edit button.

- Upload passport size photograph.
- After filling all the details, click on "Next" button to save details and move to next form.
- Next step will be to enter Academic Qualification.

5.2 Academic Qualification

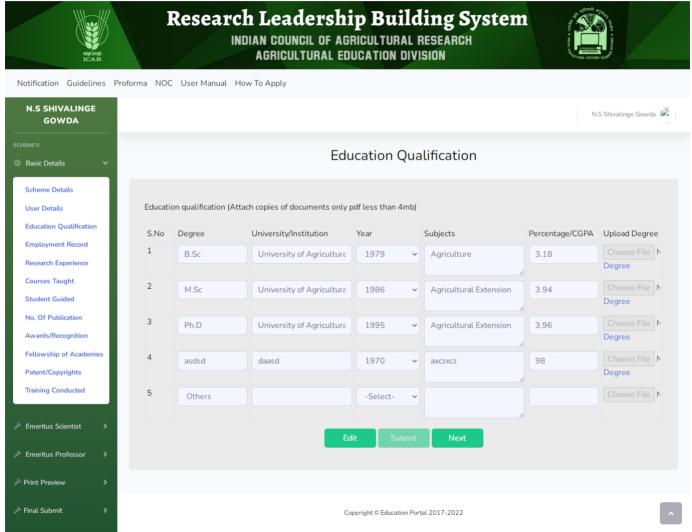


Figure 5. Academic Qualification

- In this form, fill your academic qualification and upload the corresponding documents.
- After filling all the details, click on the "Next" button to move further.
- After clicking on "Next" button, form to enter the Employment Record (as shown in figure 6).

5.3 Employment Record

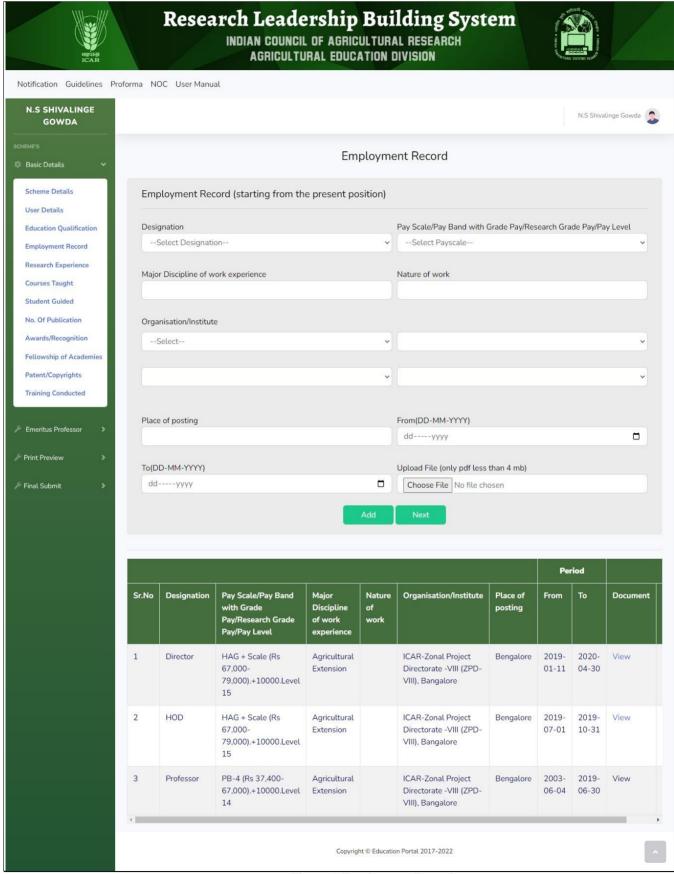


Figure 6. Employment Record

- In this form, fill all details of Employment till date like Position held, Pay Scale, Organization, time period, etc.
- Upload corresponding Experience letter /other documents.
- After filling all the details, click on the "Add" button. Experience record can be viewed in the table at the bottom of the page.
- After clicking on "Next" button, form to add Research Experience details will come (as shown in figure 7).

5.4 Research Experience

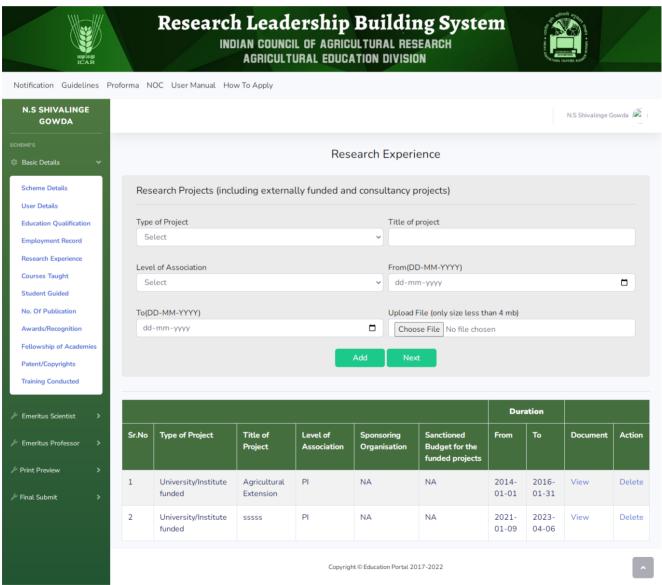


Figure 7. Research Experience

- In this form, fill all details of Research Experience like details of Project Undertaken, project, title of project, Level of Association etc.
- Upload corresponding research documents.
- After filling all the details, click on the "Add" button. Experience record can be viewed in the table at the bottom of the page.
- After clicking on "Next" button, form to enter the Teaching Experience (as shown in figure 8).

5.5 Teaching Experience

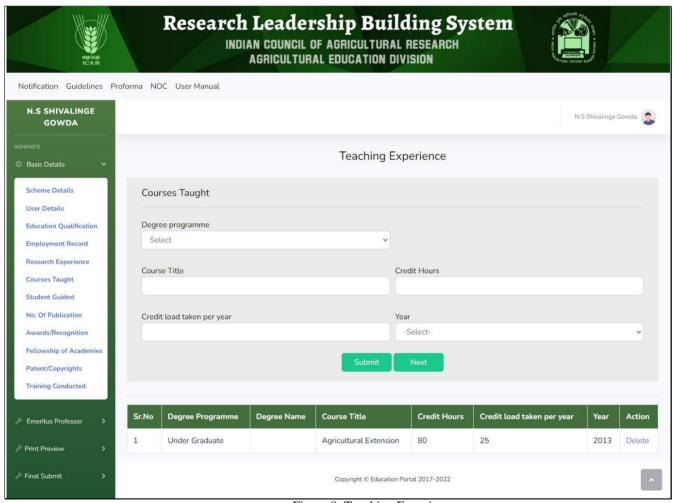


Figure 8. Teaching Experience

- In this form, fill all details of degree programme taught like course title, credit hours, year, credit load etc.
- After filling all the details, click on the "Submit" button. Teaching record can be viewed in the table at the bottom of the page.
- After clicking on "Next" button, form to enter the Student Guided (as shown in figure 9).
- After completely checking, the details click on the "Next" button to move further to "Student Guided" as shown in figure 9.

5.6 Teaching Experience (Students Guided)

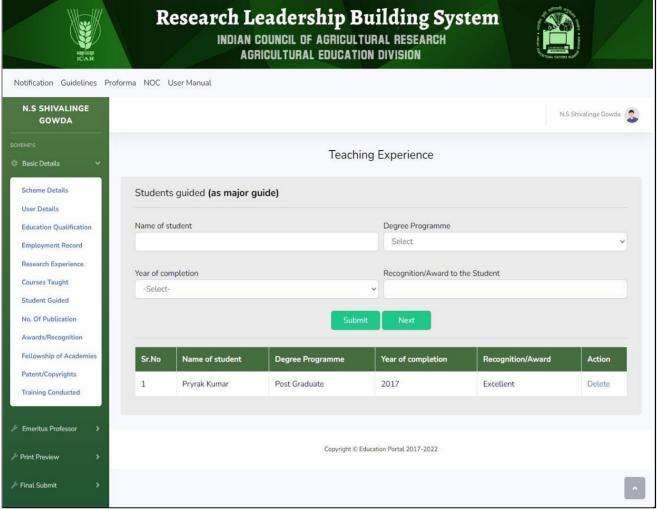


Figure 9. Teaching Experience (Students Guided)

- In this page user will have to fill the details of the students whom they have guided like name of the student, degree programme, year of completion, award etc.
- User can view the details entered after clicking on the "Submit" button.
- After completely filling the page, click on "Next" button to move to Publications page (as shown in figure 10).

5.7 Publications

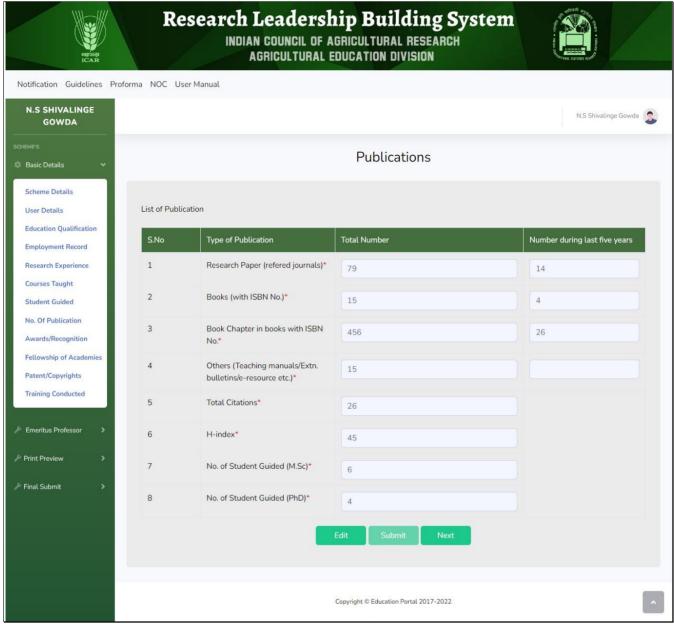


Figure 10. Publications

- In this form, fill all the details regarding the research papers, book chapters, books etc.
- After filling all the details click on the submit button and then click on "Next" buttonto move further in the process.
- Next page is "Awards and Recognitions" as shown in figure 11.

5.8 Awards & Recognitions



Figure 11. Awards & Recognitions

- Enter all the details related to the awards received like type of award, name of award, details, awarding organization etc.
- Upload the relevant document.
- After filling all the details, click on the "Add" button. Teaching record can be viewed in the table at the bottom of the page.
- Then click on the "Next" button to move to the next page that is "Recognitions and Awards-Fellowship of National/International Academics".

5.9 Awards & Recognitions-Fellowship of National/International Academics

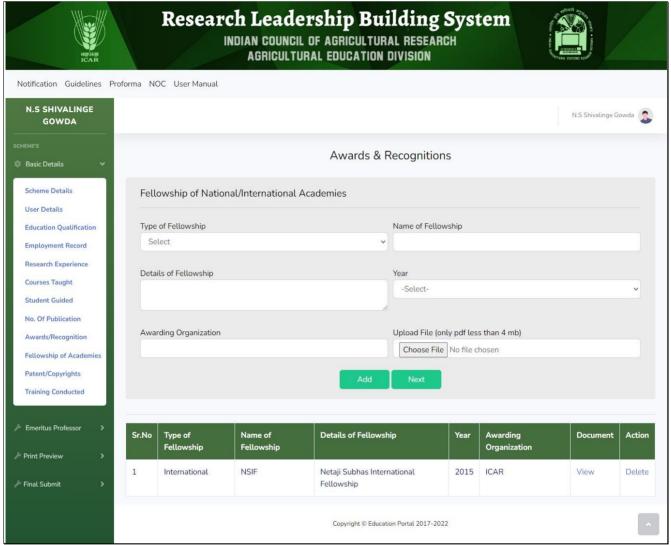


Figure 12. Fellowship of National/International Academics

- In this page, user has to fill the fellowship details like Name of fellowship, Details offellowship, year, Awarding Organization etc.
- Also, upload the document for the same in pdf format only.
- Click on the "Add" button and user can view the details in the table at the bottom of the page.
- Click on the "Next" button to move to "Patents and Copyrights".

5.10 Awards & Recognitions-Patent/Copyrights

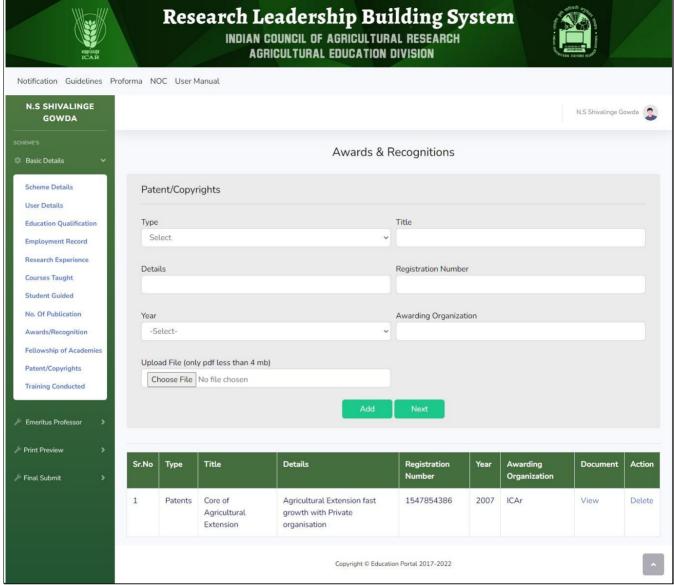


Figure 13. Patents and Copyrights

- In this page, enter the details of patent/copyrights like type, title, details, registration number, details, year, awarding organization, remarks etc.
- Also, upload the documents for the same.
- Click on the "Add" button and then click on the "Next" button to move further.
- After filling the details of Patents/Copyrights user will be redirected to the next page which is "Training Conducted"

5.11 Trainings Conducted- Research Experience

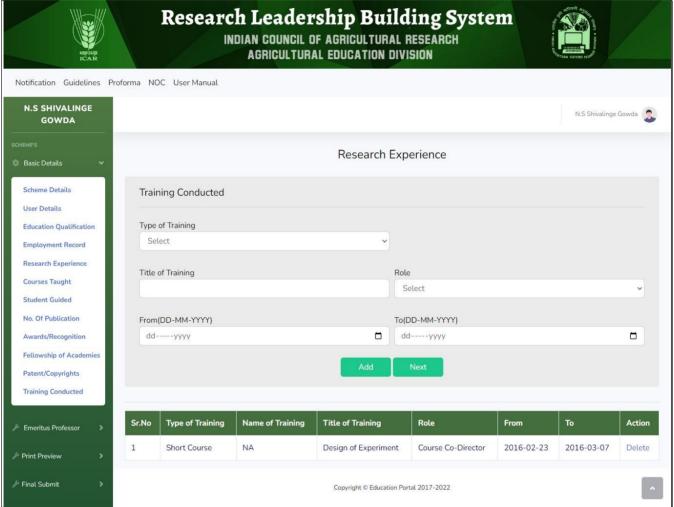


Figure 14. Research Experience

- In this page, enter the details of Trainings Conducted like title, role, etc.
- Click on the "Add" button and user can view the details in the table at the bottom of the page.

6. Scheme Selection

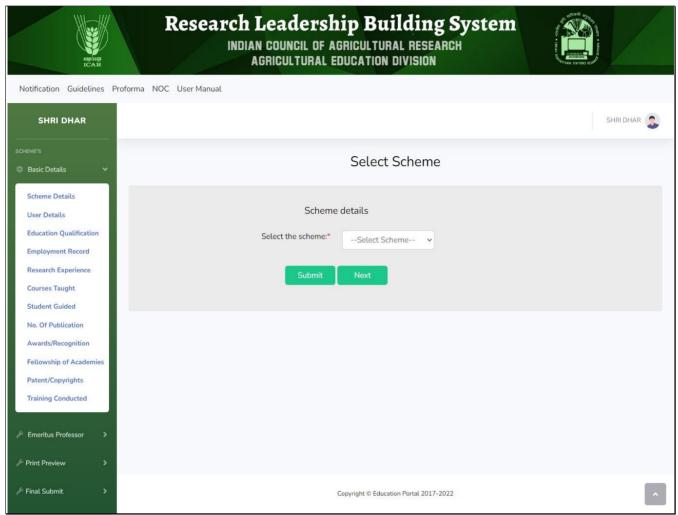


Figure 15. Scheme Selection

- After completely filling the Basic Details, users will have to select the scheme and fill the details regarding the Publications, Project Proposal etc. and these options are for "Emeritus Professor" only.
- Under the menu option, "Emeritus Professor" user will have to select the scheme and click on "Submit".
- After clicking on submit user will be directed to the next page that is "Publication Details Best Ten Research Papers" as shown in figure 16.

7. Publication Details

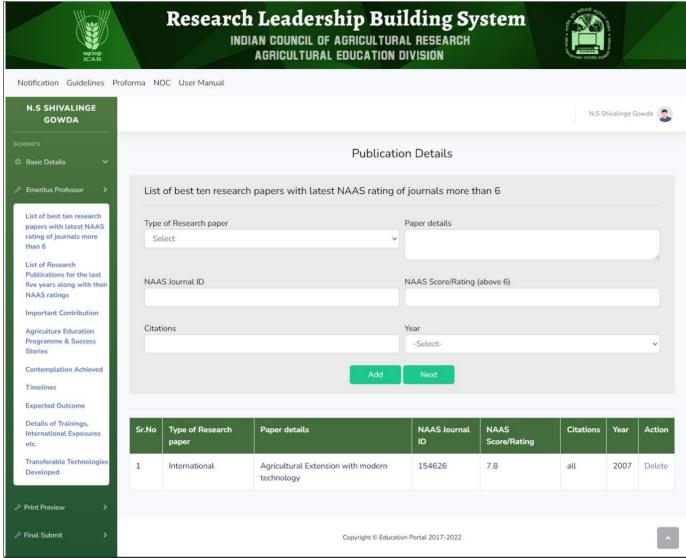


Figure 16. Publishing Details-Best Ten Papers

- In this page user will have to fill the details regarding your Research Papers like Type of paper, NAAS Journal ID etc.
- Click on "Add" and user will be able to view all the data filled at the bottom of the page.
- Then click on the "Next" button to move further in the process.

7.1 Research Publications - Last Five Years

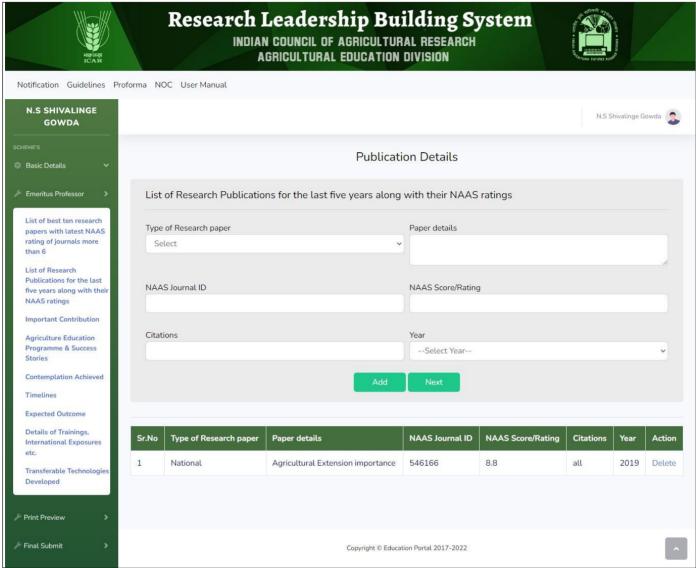


Figure 17. Research Publication - Last five years

- In this page user have to fill the details regarding your research papers for the last five years like type of paper, NAAS ID etc.
- After filling the details user need to click on "Add" and user will be able to view all the data filled at the bottom of the page.
- Then click on the "Next" button to move further in the process.

7.2 Important Contribution

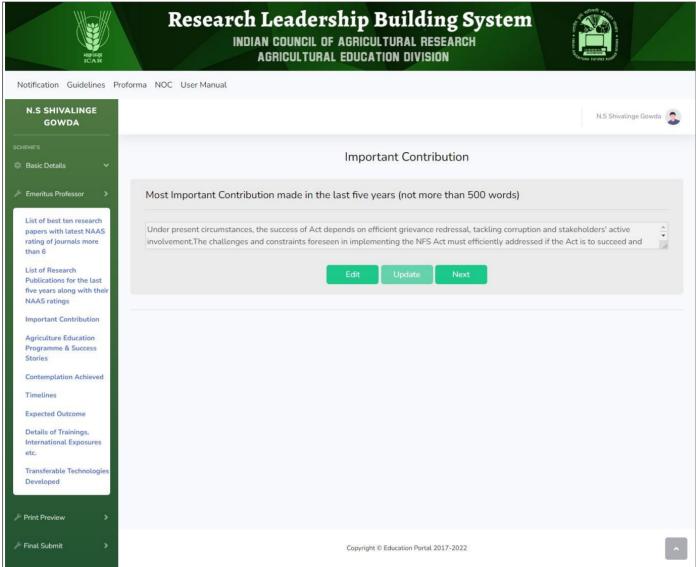


Figure 18. Important Contribution

- In this page user needs to fill the Important Contributions made in the last five years and word limit is set to 500 words.
- Click on "Next" to move further.

7.3 Agriculture Education Programme

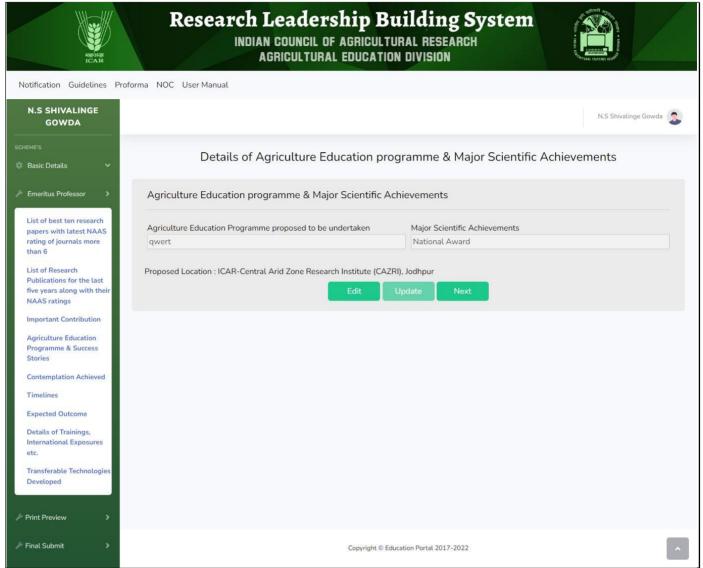


Figure 19. Agriculture Education Programme

- In this page, user has to enter the details of Agriculture Education Programme and Major Scientific Achievements.
- Then click on the "Next" button and move further in the process.

7.4 Contemplation Achieved as Emeritus Professor

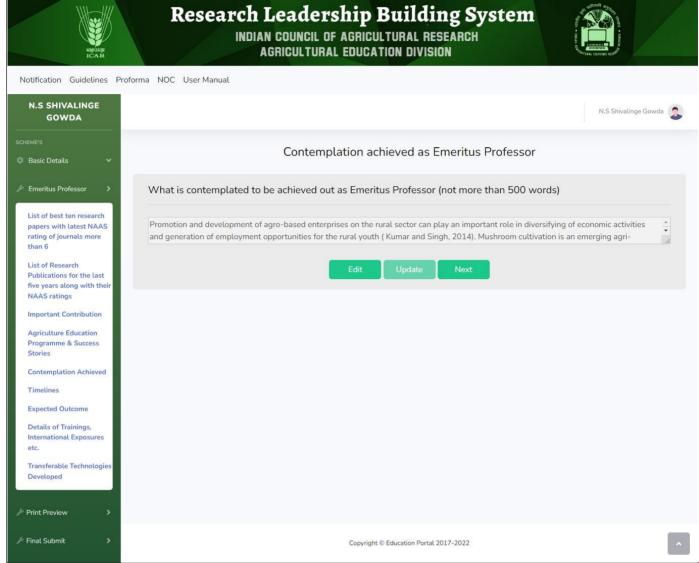


Figure 20. Contemplation Achieved

- In this page, user will have to fill the Contemplation Achieved in not more than 500 words.
- Click on the "Next" button and move to next category that is "Project Proposal" as shown in figure 21.

7.5 Project Proposal

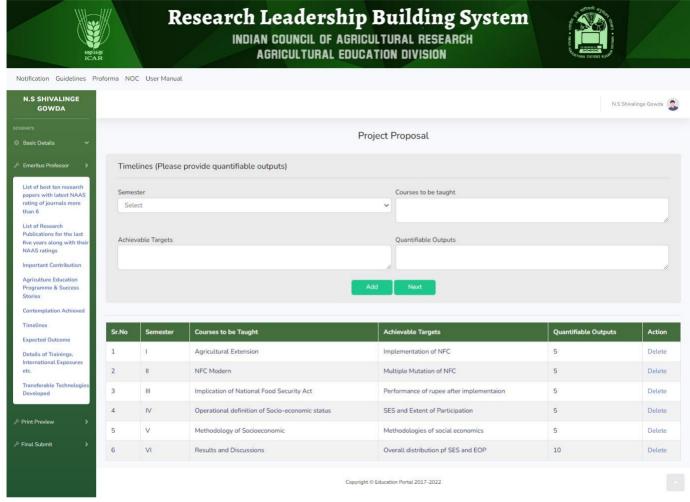


Figure 21. Project Proposal

- Enter the details of the project proposal like semester, achievable targets, outputs etc.
- User can view the details entered at the bottom of the page.
- If user does not want to enter any detail then leave the fields empty.
- Click on the "Next" button to move to the next option that is "ExpectedOutcome" as shown in figure 22.

7.6 Project Proposal - Expected Outcome

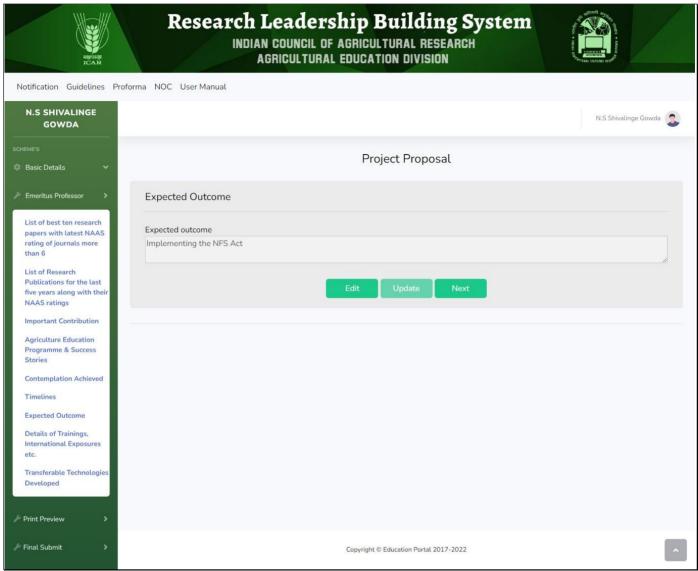


Figure 22. Expected Outcome

- In the page "Expected Outcome", users have to enter the details of theoutcome.
- This field is not mandatory and can be left blank.
- Now after filling all the details users have to move to next page that is "Details of Assignment, International Exposures & Trainings" as shown infigure 23.

7.7 Details of Assignments

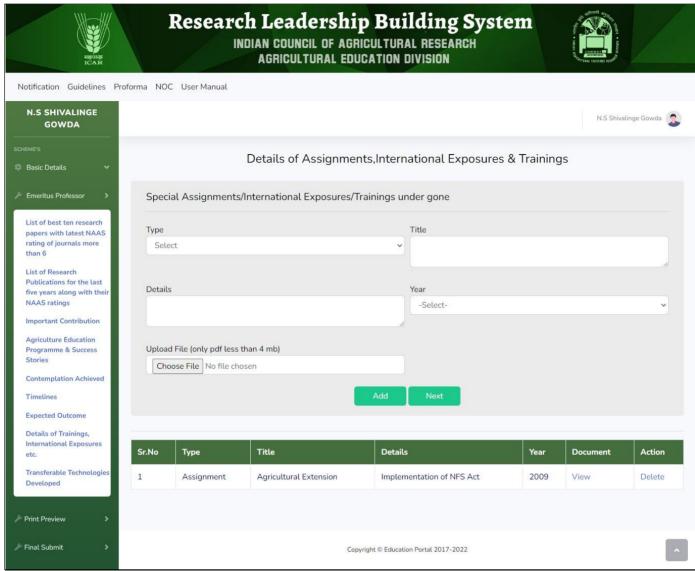


Figure 23. Details of Assignment

- In this page user needs to fill the details regarding your assignments, international exposures and trainings.
- Also upload the documents for the same.
- Click on the "Add" button and user can view the details filled by them at thebottom of the page.
- Click on the "Next" button to move further to next page that is "Transferrable Technologies" as shown in figure 24.

7.8 Transferable Technologies Developed

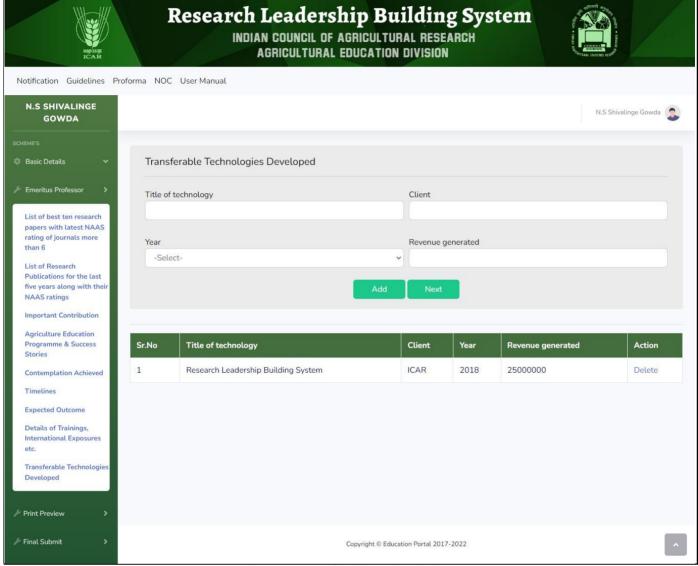


Figure 24. Transferrable Technologies

- In this page users have to fill the details of the Technologies Developed like Title, Client, Year, Revenue etc.
- Click on the "Add" button and user can view the details filled by them at the bottom of the page.
- Click on the "Next" button to move further to next category that is "Print Preview" as shown in figure 25.

8. Scheme Selection



Figure 25.Scheme Selection

- After clicking on the Print Preview user need to again select the scheme to move further.
- After clicking on "Submit" user can view the completely filled application as shown in Figure 26.

9. Application Preview

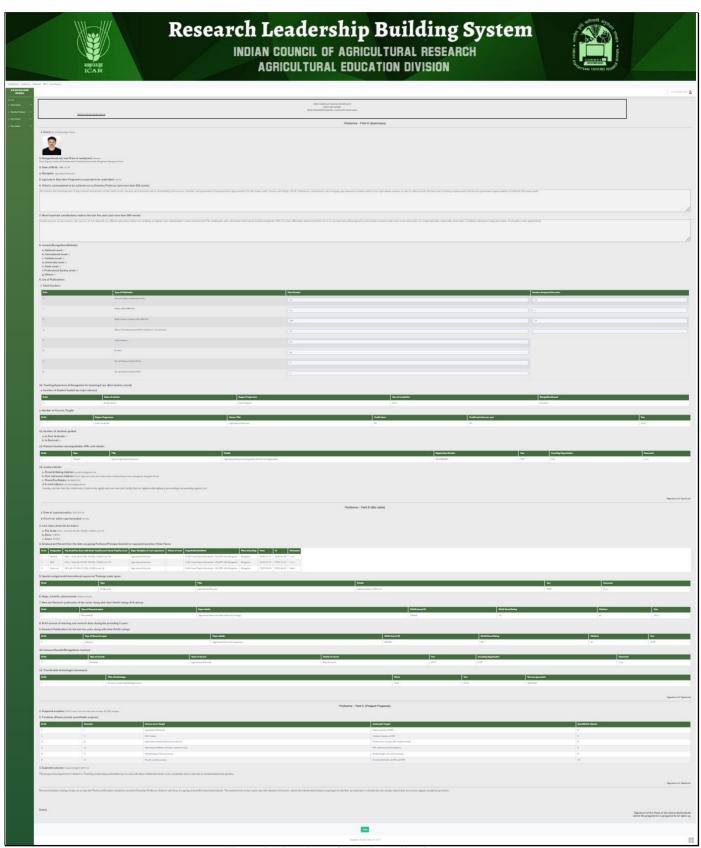


Figure 26. Preview of Filled Applicatio

• After viewing the complete application, click on "PRINT" button and save the file as pdf in the system.

10. Final Submit

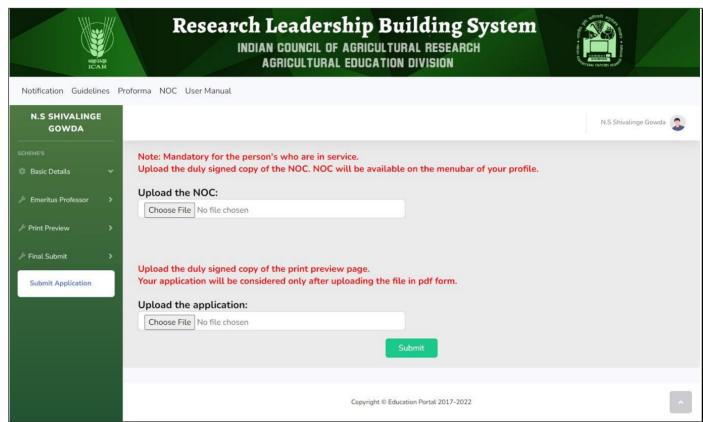


Figure 27. Final Submit

- For In service candidate, they are required to upload the NOC and the signed and scanned copy of the completeapplication under option "Final Submit".
- After downloading user can fill the form and get it signed from the concerned authority and can upload the same under "Final Submit".
- It is mandatory to upload the signed and scanned copy of Application form under the menu option" Final Submit" otherwise; the application will remain incomplete and it will not be submitted.
- Note: User can edit the details in the application until it is finally submitted in the "Final Submit" option.
- No changes can be made after uploading the scanned document and submitting it.