

22 Short-term Training Courses

22.1 Besides the regular post-graduate courses leading to the award of M.Sc./M.Tech. and Ph.D. degrees, the Institute also offers facilities for refresher courses and short-term training courses in specific specialised subjects in Agriculture for the benefit of Agricultural Scientists and Extension workers coming from State Departments, Research and Educational Institutions and other official and autonomous organisations.

Note : Ordinarily requests for providing training to undergraduate students of other Institutions at IARI are not accepted.

22.2 Roaster of Training programmes to be Conducted during the Year

The tentative dates and duration of the courses to be conducted by the Institute during the ensuing financial year are finalised by the first week of March every year and circulated by 15th March every year.

22.3 The Institute organises the following programmes on a regular basis.

- i) Soil testing : One month duration during September in the Division of Soil Science and Agricultural Chemistry.
- ii) Mushroom cultivation during October in the Division of Plant Pathology.

In addition to the above, adhoc training programmes are organised under the auspices of Centre of Advanced Studies in the Disciplines of Plant Pathology, Biotechnology, Agricultural Economics, Agricultural Extension and Biochemistry. Winter Schools and Summer Schools are also organised with financial support from ICAR and other organisations. Several short-term training programmes are organised in the various disciplines sponsored by State/Central Government departments and autonomous bodies.

22.4 Exercise for Conducting Training Programmes (as per the ICAR Guidelines based on Johl Committee's Recommendations)

Once the subject matter(s) of the training programme(s);

- (i) to define clearly the objectives of the training programme(s);
- (ii) to identify the Course Director or Course Coordinator for each training programme.

The Course Director could be Director of the Institute himself or any other Principal Scientist/Senior Scientist. The selection of Course Director should be made keeping in view the aptitude of such an officer for conducting training and his competence in the subject matter of the training. Success of a training programme largely depends on the choice of a suitable Course Director.

22.5 Functions of Course Director

Upon the selection of a Course Director, he/she shall be charged with the responsibility of:

- (i) Preparing a resource paper and selecting suitable team of experts/ trainers for developing course content. The experts/trainers may be drawn either from the Institute, where the training programme is to be conducted or from other Institutes or even from outside the ICAR System. Merit of the candidate for training assignment shall be the sole criterion for selection. However, no expert/trainer shall be allocated more than 3 lectures.
- (ii) Entrusting each trainer/expert with the developing of specific course contents pertaining to his part of the training.

- (iii) Preparing a schedule of training programme in consultation with fellow trainers/experts and fixing time for each item included in the training programme.
- (iv) Getting prepared from the fellow trainers/experts the assignment and evaluation papers for getting proper feedback from the trainees.
- (v) Preparing a tentative budget for the training course. This estimate shall also include overhead charges.
- (vi) Preparing a brochure of the training programme outlining its objectives, salient features, faculty members, course fee, eligibility conditions for admission, duration of the course, date of commencement of the course, medium of instruction, and arrangements for boarding and lodging of the trainees.
- (vii) Selection of suitable candidates for admission from amongst those who are nominated.
- (viii) Submission of course material, list of trainees, brochure, etc. for approval of the Director.

22.6 Conditions of Eligibility for Admission

Minimum level of academic attainments and experience or official status of the trainee should be decided in advance. This is necessary to ensure that the trainee understands the contents of the teaching and is able to interact not only with the fellow trainees but also with the trainers/experts imparting the training.

22.7 Trainees Should Form a Homogeneous Group

As far as possible, the trainees should form a homogeneous group with respect to basic qualifications, experience, knowledge base.

22.8 Number of Trainees in a Class

The number of trainees in a class should not exceed 20-30, with a minimum of 5.

22.9 Selection of Trainees

In case where the number of applicants for admission to the training course exceeds the

prescribed maximum of 30, the selection of trainees should be made on the basis of fair, objective and unbiased criteria.

22.10 Selection of Training Centre

The selected training centre must have facilities of a class room, laboratory, library, farm, etc. wherever necessary apart from hostel for boarding and lodging of trainees.

22.11 Boarding and Lodging

Boarding and lodging of trainees is compulsory in a hostel. This is necessary to ensure punctuality in attendance, informal discussion and interaction amongst trainees, or listen to special lectures as also to have enough time for completion of assignment.

22.12 Budget

A tentative estimate of training costs will be prepared by the Course Director subject to approval of the Institute's Director. The budget should be prepared keeping in view the model charges which are given in Para 1.5 and it should be ensured that all the expenses of the institution are fully covered.

The estimate should also include:

- (i) Institutional charges
- (ii) Honorarium for resource persons as per model charges (ICAR staff or outside experts) and honorarium to supporting staff.
- (iii) Lumpsum remuneration to the Course Director as per model charges.
- (iv) Boarding and lodging charges of trainees for the duration of training.
- (v) Costs of transport facilities which may have to be arranged for the trainees as part of training programme and
- (vi) Overhead management charges which is 30% of total costs.

22.13 Course Fee

The course fee should be worked out on the basis of estimates indicated in the preceding para

as per model charges. The course fee should be indicated clearly in the circular inviting nominations for the training. The course fee is payable in respect of each trainee in advance and in any case before the commencement of training by demand draft drawn in favour of Director of the Institute.

22.15 Costs of Training Programme to be Worked-out Case by Case

The model charges given in the preceding paras are bulk line charges. The Director may work out training costs case by case. However, such costs should cover fully all the expenses of the institution.

22.14 Model Training Charges

For foreign nationals (US\$)

(i) Boarding and lodging	Actual subject to a minimum of \$50/trainee/day
(ii) Training material	\$100/trainee
(iii) Stationery	\$50/trainee
(iv) (a) Honorarium to resource persons	\$50/lecture
(b) Honorarium to supporting staff	\$10/trainee
(v) Travel costs	\$200/trainee
(vi) Honorarium to Course Director	\$400/course
(vii) Institutional charges	\$300/trainee

The course should accommodate a maximum of 20 trainees for a duration of two weeks.

For Indian clients

(i) Boarding and lodging	Actual subject to a minimum of ₹ 200/trainee/day
(ii) Training material	₹ 1,000/trainee
(iii) Stationery	₹ 500/trainee
(iv) (a) Honorarium to resource persons (limited to three lectures only)	₹ 1,000/lecture maximum
(b) Honorarium to supporting staff	₹ 200/trainee
(v) Travel costs	₹ 5,000/trainee
(vi) Honorarium to Course Director	₹ 5,000/course
(vii) Institutional charges	₹ 1,000/trainee

The course should accommodate a maximum of 30 trainees for a duration of two weeks.

22.16 Institutional Charges

Amount generated by way of institutional charges may be utilized by the Institutes for enhancement of their capability further with an intimation to the ICAR Headquarters. A separate head of account will be maintained at the Institute. The Director would have power to utilize the funds keeping the above objective in view.

22.17 Participation by Foreign Nationals in Training Programmes

Foreign nationals sponsored by FAO, USAID, IDRC, British Council, Commonwealth Secretariat, UNESCO, World Bank, IFC, UNDP, IMF or other bonafide organisations and also the candidates sponsored by their home countries could be considered for admission to the training courses conducted by the Institutes with the prior approval of the ICAR Headquarters. In the case of the candidates sponsored by the Government of India under schemes like Colombo Plan, ITEC, Cultural Exchange Programmes, the prescribed fees will be suitably reduced by excluding institutional charges wherever considered necessary by the Council. Training charges in the case of candidates sponsored under bilateral agreements could be mutually agreed/negotiated, if necessary keeping in view the commitment of the Government of India.

Application for admission to a training course from a foreign national will not be entertained directly under any circumstances.

A copy of the proforma duly completed should be forwarded to Deputy Director General(DDG) administratively concerned with the Institute where

the training course is to be organised for getting approval of Director General (DG), ICAR.

22.18 Issue of a Certificate at the Conclusion of Training

The performance of each trainee shall be watched through his/her participation in discussions in the classroom, assignments, etc. Each trainee will receive a certificate at the end of the training.

22.19 Evaluation of Training by Trainees

Evaluation of the training by the trainees in respect of course contents, practical exposure and trainers' competence will be done at the end of the course. The evaluation made by the trainees should be analysed and discussed before distribution of certificates. Action wherever considered necessary should be taken on the basis of evaluation of the training course made by the trainees.

22.20 Distribution of Honorarium

The proportionate distribution of amount by way of honorarium to Course Director (other than Director himself), trainers/experts, supporting staff, if any, will be done by the Director. In case Director himself is the Course Director, sanction of honorarium in his case will be accorded by the Council for which a self contained reference should be made by the Institute to the DDG administratively concerned with the Institute.

The specimen of proforma prescribed for submission of proposals for short-term training course is placed at Annexure-XIX.