

REVISED GUIDELINES

FOR THE

ORGANISATION OF TRAINING COURSES

BY

EXTENSION EDUCATION INSTITUTES (EEIs)

**Department of Agriculture and Cooperation
Ministry of Agriculture
Govt. of India
New Delhi**

REVISED GUIDELINES FOR THE ORGANISATION OF TRAINING COURSES BY EXTENSION EDUCATION INSTITUTES (EEIs)

Revised rates of expenditure approved by IFD of DAC vide their Dy. No. 639/US (Fin.III) 09 dated 3-8-2009 and Dy.No. 3209/AS&FA dated 15.10.09.

A. ADMINISTRATIVE-CUM-FINANCIAL

The approved pattern of expenditure is at Annexure. The guideline for incurring the expenditure is as under:

1. HONORARIUM TO LECTURERS

The provision under this component includes following item of expenditure:

- (i) Honorarium is to be paid to the local guest speakers as per the rate prevailing in the Institutes / Universities subject to the maximum of Rs.500/- for local guest speaker and Rs.600/- for outsiders guest speakers per session

2. PREPARATION OF AUDIO VISUAL AIDS

Cost towards preparation of teaching materials including audio visuals and Power-Point presentation are advocated as it enhances the effectiveness of the talks / discussions and the same be limited to Rs.2,000/- (Rs. two thousand only). The expenditure incurred over and above Rs.2000/- (Rupees two thousand only) will have to be borne by the Institute / University.

3. STATIONARY, POL, MISCELLANEOUS CONTINGENCIES INCLUDING COST OF DETAILED REPORT, FIELD TRIPS ETC.

- i) The overall expenditure under the head must be limited to Rs.8, 000/- (Rupees eight thousand only) per course.
- ii) The purchase of costly folders may be avoided and set of working papers may be supplied to the participants in **plastic folders**. Similarly, costly ball pens need not be purchased. Expenditure on other stationary items as required for the course may be kept to the minimum. Duplication of the report may be done on the both sides of the duplicating papers. **As far as possible, stationary articles of non-consumable nature e.g. stapling machine, punching machine, etc. should not be purchased for each course.**
- iii) Expenditure on items like group photographs, garlands, and inaugural functions should be avoided.
- iv) The Institute/University can hire vehicle in case of non-availability of Institutes vehicle for field trip / study tour etc.
- v) Field trip etc. may be arranged keeping in view of the overall ceiling under sub-head. Every field trip must have relevance to the programme and should be towards fulfillment of the training objective.

4. SUPPLY OF SUPPORTIVE LITERATURE AND BOOKS

The supportive literature and books relevant to the subject of the training course/ workshop costing upto **Rs.500/-** per participant may be purchased and supplied during the course/workshop. Efforts to be made to give the latest literature which could prove very useful for day-to-day job performance. The list of books supplied to the participants must also be forwarded to the Directorate of Extension for information along with the course report.

5. BOARDING

i) Expenditure on Board (tea, breakfast, lunch and dinner) is to be at the prescribed rate of Rs.250/- per head/per day for the actual number of trainees. No outsider other than the participants/Guest Speakers is entitled to avail of free Board.

ii) Any participant refusing to avail of free Boarding facilities may not be given any cash payment in lieu thereof. He can, however, claim DA from their respective State Government after getting certificate to this effect from the training institute.

6. TRAVELLING ALLOWANCES TO THE PARTICIPANTS

i) Traveling Expenses may be reimbursed on actual basis as per entitlement of the official who attended the training and should be asked to produce money receipts / tickets in support of his claim. The provision to meet traveling expenses has been made for the Officers / SMS / Trainees of the State Development Departments only. If the Officers / SMS / Trainees of KVK or State Agriculture University & ICAR institute is attending the course, TA & DA may be borne by the concerned nominating institute. However, all participants are entitled to avail the boarding and other facilities. In case of non-availability of normal reservation, the reimbursement of Tatkal Reservation charges may also be allowed to the participants. Any non-government organization (NGO), farmers' organization interested to participate in the Training Course, may have to bear the cost for lodging, boarding, course material and expenditure on TA + DA.

ii) A certificate from the participants may also be obtained by the institute to the effect that no claim is being made for TA by him from any other source/State Govt.

iii) A certificate from the participants may also be obtained by the institute to the effect that he has not received TA advance from the sponsoring state department/agency.

iv) The amount of TA paid to each of the participants should especially be indicated in the relieving order issued on completion of the training programme.

v) The institute/university while inviting nomination of the participants must have indicated in the letter that the traveling expenses of the officer will be borne by the institute.

vi) The expenditure on boarding and T.A. can however, proportionately be increased with the increased number of participants on actual basis.

B TECHNICAL GUIDELINES

As the training aims at improving the professional competence of the worker on the job, the effort should be concentrated on job performance. The job chart of trainee should always be kept in mind. The training Institutes have to make continuous efforts to improve the quality of training, for bringing behavioural changes in terms of Knowledge, Skills & Attitude of the field functionaries. While organizing a Training Course, the following points may be considered to make training programme effective and result oriented:

1. PROGRAMME PLANNING

The Course Director is required to plan the course outlines well in advance indicating title, objective(s), course content with specific relevant skills, training methodology and evaluation mechanism. A copy of the day-to-day programme so prepared may be sent to the Directorate of Extension for review and comments, if any. Circulation of a brief note describing the location of the Institute, nearest railway station/bus stand and means to reach the venue of training will help the participants to reach the venue of training without much difficulties.

2. THE TRAINING OBJECTIVES

Training objectives are the foundation for effective training. Unless objectives are developed Lesson Plan can not be systematically designed to achieve particular outcomes. These objectives have to be stated in terms of Knowledge, Skill and Attitude (KSA) which the trainee will gain at the end of training programme.

The objectives of the training course should be simple, specific, well defined, measurable and achievable within the available time & resources and must be based on the needs of the participants. Once the course objectives are clearly defined, it will give a right direction to the Course Director and keep him on track to achieve them.

3. TRAINING NEED ASSESSMENT: (Pre-training)

The training need is the basis for planning and implementation of training. The training needs of the functionaries can be assessed based on their job chart and the performance level in actual field conditions. The sponsored agencies may also be asked to spell out the needs of their officers. However, the individual need can be assessed on the first day of the programme after in-depth discussion with the participants. If necessary, changes can be made on the basis of such discussions. If possible, Forenoon Session on the first day should be devoted for this exercise only.

4. COURSE CONTENT

The content of the course be identified keeping in view the training objectives, the relevance of the selected content may also be discussed with the participants before its actual implementation and suitably modified, if needed. There may be various components to meet each of the specific objectives. However, keeping in view the available time and resources, the course content should be formulated and prioritized on essential, desirable and possible basis.

5. CURRICULUM / DAY-TO-DAY PROGRAMME

Each working day should be divided into 5-6 sessions covering adequate working hours with at least 40 hours per week. Each day's programme should be divided into modules of similar nature and relevant to each other to maintain the continuity of the subject matter and keep in track the concentration of the efforts. The literature and hand outs as proposed by the resource person be circulated in advance, possibly in the beginning of the course only

6. SKILL TEACHING

As the training is expected to bring about desirable changes in the behaviour of trainees, the skills are important to be taught and developed in them so that the trainee could perform in a better way. In each session more emphasis has to be given on practical aspects and skill teaching. Thus, the ratio of **theory** and **practical** sessions including skill teaching should have the ratio of **30:70**. The participants should be demonstrated different skills and be given sufficient exercises to acquire skills.

7. METHODOLOGY FOR HOLDING THE SESSIONS

The training sessions are mostly dealt through lectures/talks as prepared by the 'Resource Persons'. No doubt, the lectures are necessary but the efforts should be made to teach them relevant skills and the principles involved in the performance task. Session should be handled by giving key points and use of relevant teaching material for actual involvement and better interaction. The participatory approach, group dynamics, brainstorming techniques and other latest training techniques should be used for making the participants active.

8. STUDY TOUR AND FIELD VISIT

The study tour/ field trips should be carried out to fulfill the training objectives to impart the knowledge and skills rather than mere observing. To make the learning more effective, the participants may be divided into groups and case study assignment may be assigned to these groups so that group can examine the case and present the same in the next Session.

In the entire training programme, the extension components like communication methods, effective skill teaching, group dynamics, leadership and motivation may be included.

9. EVALUATION OF THE PROGRAMME – Past Evaluation

The evaluation is a tool to assess effectiveness of the programme by identifying the strong and weak points of the programme for which the enclosed questionnaire/format III may be used as such or in modified form. The session wise assessment of trainees and the programme will help in moving on the track.

The test questionnaire which is prepared for assessing participants' appropriate knowledge and skills and administered before training and again at the end of the course. It measures the degree of learning acquired through the programme by arriving at the change score i.e. the post training score minus pre- training score.

Each trainee thus, at the end of the programme has two scores, the pre and post test scores which is used to measure the degree of learning derived through the programme. The formula devised for calculating the learning score is as under:

$$\text{Learning Index (LI)} = \frac{\{ \text{Post training score (\%)} - \text{pre training score(\%)} \}}{\{ 100 - \text{Pre training score (\%)} \}} \times 100$$

The standardized learning index thus arrived at for each trainees could be studied in relation to pre-training reaction, biographical, organizational and psychological variables.

10. COURSE REPORT

The Course Director is required to submit the bound copies of the course report. The report should contain in brief, details about the training programmes describing the manner in which the training programme was organized. However, the report should invariably highlight title, course objectives, course contents, training methodology followed, trainees' reaction and the behavioural changes in the trainees performance. The Course Director Report should categorically mentioned about the visible impact observed at the end of training programme.

C GENERAL

i) Normally the training course should not be postponed /cancelled if the number of participants is less than 20 participants. The Institute/University should make all possible efforts to interact with the participating States to get more participants. **If at all, it becomes unavoidable to cancel the training programme due to less than 10 participants,** formal approval of the Central Directorate of Extension through telegram/telephone/Fax should be obtained. The number of participants (State-wise) attending the workshop should be conveyed immediately to the Directorate of Extension so that decision regarding continuance/cancellation/follow-up action may be taken up.

ii) Organization of training programmes offers unique opportunity to the training institute to promote its professional image. This unique opportunity should be fully exploited. Trainees are likely to come back to the training institution for future courses only if they carry good impression of training and also convey same to other colleagues and seniors. Thus, training institutions should, therefore, make deliberate efforts to promote its professional image by organizing the training programme in result oriented manner.

OFF CAMPUS TRAINING COURSES

The provision of Rs.30,000/- has been kept for organization of each of off campus training courses organize by Extension Education Institutes (EEl's). This amount includes expenditure on Tea, Lunch during the training period and also for the AV Aids and other emergent contingency/ miscellaneous expenditure.

Cost Norms for Organisation of On-campus & Off-campus Training Programmes of Extension Education Institutes (EIs)

On-campus Training Courses

(w.e.f. 01.04.2014)

S. N.	Particulars	Cost Norms (Rs.)	
		Existing	Revised
1.	Honorarium to Resource Person per session	500 per lecture for local Guest Speakers and 600 per lecture for outsider lecturers	30,250/- (Rs. 800/- & Rs. 1,200/- per session of one & half hr. for Level - I Guest Speakers from within and outside the State respectively. Similarly, Rs. 1,250/- and Rs. 2,000/- for Level - II Guest Speakers from within and outside the State respectively)
	Preparation of AV Aids (with the introduction of Power Point Presentation.)	2,000/- per course	---
2.	POL including hiring of vehicle for field trips	8,000/- per course (in case of non-availability of institute vehicle, stationery , miscellaneous contingency, cost of detailed report, field trips etc.)	10,000/- per course (Rs. 500/- participant for 20 participants) (in case of non-availability of institute vehicle), miscellaneous Contingencies, cost of detailed report etc.
3.	Stationery and Supply of supportive print electronic literature, books etc	500/- per participant (Supply of supportive literature)	15,000/- (Rs. 750/- per participant/course @ Rs. 250/- per participant for Stationery & Rs. 500/- per participant for Supply of supportive literature, books, CDs, Micro SD Card etc.)
4.	Boarding	250/- per participant per day	600/- per participant per day
5.	Travelling expenditure only to the officers of agriculture & line departments of State / UTs	TA will be reimbursed on actual basis and as per the entitlement of the officials.	T.A. will be reimbursed on actual basis and as per the entitlement of the officials by concerned department subject to the submission of money-receipt/necessary certificate.
6.	Resource persons TA: Local Travel / Inter &	---	5,000/- (Local conveyance charges @ Rs. 500/- per speaker per day for

	Intra State		on an average to 2 Guest Speakers per day for 5 days)
7.	Resource person's TA : Outstation Travel	---	10,000/- @ Rs. 5,000/- per expert for two experts
8.	Miscellaneous expenditure (banner, certificate writing, photographs etc.)	---	5,000/- per course

Note:

1. Expenditure on item 1, 2, 6, 7 & 8 may be limited to provision given above.
 2. Expenditure on item No. 3, 4 & 5 will be on actual basis and will vary with the number of participants. The amount indicated against these items (3, 4 & 5) is token in nature and indicated for the purpose of calculation.
 3. Travel expenses will be reimbursed on actual basis and as per the entitlement of the officials. The participants/ trainees will be required to produce money receipt/voucher/ original ticket/necessary certificate in support of their claim.
 4. Unit costs of all items are upper ceilings and releases will be subject to actual. Economy in expenditure should be exercised and GFRs should be adhered to.
- Cost Norms for Honorarium to various categories of Resource Persons / Guest Speakers in EEI courses will be as specified in the following table)

Category	Level of Expert	Amount (Rs.)
Level - I	Assistant/ Associate Professor, Scientist (Junior and Senior Scale), Private Consultant (Junior level)	800/-
Level - II	Professor/ Directors, Private Consultants (Senior level), Principal Scientist and above	1,250/-
<u>Distribution of Experts in a Training Programme:</u>		
Level - I	60% Approx (40% within State & 20% outside State)	
Level - II	40% Approx (20% within State & 20% outside State)	

Off-campus Training Courses of Extension Education Institutes (EIs)

(w.e.f. 01.04.2014)

S. N.	Particulars	Cost Norms (Rs.)	
		Existing	Revised
1.	Honorarium to Resource Person per session	30,000/-	30,250/- (Rs. 800/- & Rs.1,200/- per session of one & half hr. for Level - I Guest Speakers from within and outside the State respectively. Similarly, Rs. 1,250/- and Rs. 2,000/- for Level - II Guest Speakers from within and outside the State respectively.)
2.	Stationary, Training Material and Literature		15,000/- (Rs. 750/-per participant @ Rs. 250/- per participant for Stationary & Rs. 500/- per participant for Supply of supportive literature, books, CDs, Micro SD Card.)
3.	Boarding & Lodging		750/- per participant per day
4.	POL including hiring of vehicle for field trips, misc. contingencies, cost of detailed report etc.		10,000/- per course
5.	Resource person's TA: Local Travel / Inter & Intra State		5,000/- (Local conveyance charges @ Rs. 500/- per speaker per day for on an average to 2 Guest Speakers per day for 5 days)
6.	Resource person's TA : Outstation Travel		10000/- @ Rs.5000/- per expert for two experts
7.	Miscellaneous expenditure (payments for banner, certificate writing, photographs etc.)		5,000/- per course

Note:

1. Expenditure on above items shall be subject to an overall ceiling of Rs.60,000/- per course excluding item no. 3.
2. Expenditure on item 1, 4, 5, 6 & 7 may be limited to provision given above.
3. Expenditure on item No. 2 & 3 will be on actual basis and will vary with the number of participants. The amount indicated against these items (2 & 3) is token in nature and indicated for the purpose of calculation.
4. Travel expenses will be reimbursed on actual basis and as per the entitlement of the officials. The participants/ trainees will be required to produce money receipt/voucher/ original ticket/ necessary certificate in support of their claim.
5. Unit costs of all items are upper ceilings and releases will be subject to actual. Economy in expenditure should be exercised and GFRs should be adhered to.

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Distribution of Experts in a Training Programme:		
Level - I	60 % Approx (40% within State & 20% outside State)	
Level - II	40 % Approx (20% within State & 20% outside State)	