ANNUAL ACTIVITY PLAN FOR THE YEAR 2017-18

Category I: One-time Activity

I. Approval, publication and implementation of ICAR HRM Policy Vol - I: Training and Capacity Building.

II. Design and development of New Training Programmes for different categories of employees of ICAR-Institutes and HQs based on identified Training Needs through various leading ICAR-Institutes:
   a. Scientific staff : 15 programmes (1 batch each)
   b. Technical staff : 05 programmes (1 batch each)
   c. Administrative staff : 02 programmes (2 batches each)


IV. Coordination and monitoring of development and implementation of Training Management Information System (TMIS).

Category II: Periodical Activity

I. Coordination and implementation of organisation of training programmes for different categories of ICAR employees through various leading ICAR-Institutes/reputed non-ICAR-Institutes based on the identified skill deficient areas.

II. Coordination and implementation of ATP (Annual Training Plan) for all categories of ICAR employees including SSS at the Institutes and HQs.

III. Six monthly physical and financial monitoring of ATP of ICAR employees.

IV. Supporting the HRD Nodal Officers of ICAR-Institutes in implementation of training functions at the Institute.

V. Impact assessment of training and capacity building programmes of various categories of employees
Category III: Continuous Activity

I. Organization of training programmes for different categories of employees of ICAR-Institutes and HQs based on identified skill deficient areas through various leading ICAR-Institutes:
   - Technical staff: 31 programmes (1 batch each)
   - Regular Drivers in Technical grade: 01 programme (3 batches)
   - Stenographers, PA, PS, PPS and Sr PPS: 01 programme (3 batches)

II. Coordination and monitoring of database of training information of all categories of ICAR employees in the ICAR-ERP system.

III. Developing repository of Cases/Experiences/case studies/success stories of retired senior ICAR officials through NAARM, Hyderabad.

IV. Updating repository of Training Institutes and Resource Persons.

V. Creating and sharing databases on training related issues by liaising with the Nodal Officers (HRD) at ICAR Institutes.

VI. Assessing/redefining skill deficiency of all categories of ICAR employees.

VII. Preparation of ATP of ICAR HQs employees of all the categories by Work Study section.

VIII. Organisation of the training programmes/workshops at ICAR HQs for all categories of ICAR employees by the Work Study section in consultation with HRM Unit.