



Human Resource Management Unit
INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KAB-II, PUSA, NEW DELHI-110 012

Annual Activity Plan for the Year 2019-20

A. New HRM Initiatives

1. Technical/Administrative Staff associated with Work/Estate/Building Maintenance

S. No.	Training Programme	Duration (days)	Batch (s)	Mode of selection	Venue/Coordination
1	Repairing and Maintenance of Office, Residences and Guest House	03	1	Nomination by Council	ICAR-CIAE, Bhopal in coordination with Works/Engineering Cell, ICAR HQs

2. Technical/Administrative Staff associated Security of the Institute/HQs

S. No.	Training Programme	Duration (days)	Batch (s)	Mode of selection	Venue/Coordination
1	Security and Inter-personal Relationship	03	1	Nomination by Council	ICAR-CPRI, Shimla in coordination with DS (GAC), ICAR HQs

3. Administrative Staff Dealing with Court Cases

S. No.	Training Programme	Duration (days)	Batch (s)	Mode of selection	Venue/Coordination
1	Handling of CAT and Court Cases	2-3	1	Nomination by Council	ICAR-CAZRI, Jodhpur in coordination with Legal Cell, ICAR HQs

4. Administrative staff Associated with Assets Management

S. No.	Training Programme	Duration (days)	Batch (s)	Mode of selection	Venue/Coordination
1	Assets Management	3	1	Nomination by Council	ICAR-IARI, New Delhi in coordination with Finance Division, ICAR HQs

5. Training of Trainers (ToT) Programme

HRM Unit, ICAR HQs is facilitating to get developed and organized Training of Trainers (ToT) programme, by NAARM, Hyderabad to meet out shortage of resource persons for Administrative and Financial aspects training programmes.

6. Enhancing the Qualifications/Up-skilling of existing SSS in ICAR

As per Council's Office Memorandum. No.14-2/2017-Estt.I (R&P) dated 7th March, 2019, HRM Unit, ICAR HQs is coordinating to develop course curriculum for enhancing qualifications/up-skilling of existing SSS in ICAR by Deemed-to-be-Universities and NAARM, Hyderabad.

B. Training Programmes/activities to be continued during 2019-20

1. Senior Officers of ICAR

Executive Development Programme on "Developing Effective Organisational Leadership for Senior Officers of ICAR" shall be coordinated by NAARM, Hyderabad and organized by ASCI, Hyderabad for 40 Senior Officers of ICAR in 02 batches with domestic (at ASCI, Hyderabad) and International Components (Netherlands, Germany, Belgium and Switzerland) as per following schedule:

Batch/Component	Domestic	International
1	2-4 August, 2019	21-30 September, 2019
2	9-11 August, 2019	12-21 October, 2019

2. Scientific Staff of ICAR/SAUs/CAUs/ICAR funded KVKs

S.No.	Title of training programme	Organizing Institute	Duration
1	Experimental Designs and Statistical Data Analysis	IASRI, New Delhi	2 weeks
2	Advances in Simulation Modeling and climate Change Rese towards Knowledge Based Agriculture	IARI, New Delhi	3 weeks
3	Intellectual Property Valuation and Technology Management	NAARM, Hyderabad	5 days
4	MDP on Priority Setting, Monitoring and Evaluation Agricultural Research Projects	NAARM, Hyderabad	1 week
5	Training Workshop for Vigilance Officers of ICAR	NAARM, Hyderabad	2 days

3. Technical Staff of ICAR/ SAUs/CAUs/ICAR funded KVKs

S. No	Title of training programme	Organizing Institute	Duration (week)	No. of Batch(es)
1	Motivation, Positive Thinking and Communic Skills (T5 and above)	IISWC, Dehradun campus by NAA Hyderabad)	1	1
2	Experimental Data Analysis	IASRI, New Delhi	1	1
3	Networking- Basics and Management	IASRI, New Delhi	1	1
4	Computer Application	IASRI, New Delhi	1	1

5	Layout and maintenance of field experiments and recording observations	IARI, New Delhi	1	1
6	Instrumentation techniques for analysis of soil, plant and water	IARI, New Delhi	1	1
7	Good Agricultural Practices (GAPs) for enhancing resource-use efficiency and farm productivity	IARI, New Delhi	1	1
8	ERP	IASRI, New Delhi	1	2
9	Motivation, Positive Thinking and Communication Skills for Technical Officers (T-1 to 4) of ICAR	CIAE, Bhopal and NIANP, Bengaluru (Off campus by NAARM, Hyderabad)	1	2

4. Regular Drivers (Tech. Gr.)

The Training Programme on “Automobile Maintenance, Road Safety and Behavioural Skills” will be organized by CIAE, Bhopal for 120 Regular drivers in 03 batches during 2019-20.

5. Stenographer Grades

A Training Programme on “Enhancing Efficiency and Behavioural Skills” will be organized by NAARM, Hyderabad for 80 Stenographer Grades employees in 02 batches for 2019-20 as off Campus at CPRI, Shimla and CIFE, Mumbai.

6. Administrative Staff

A Training Programme on “Administrative and Finance Management” for Asstts, AAOs, AOs, JAO, AF & AO, F & AO and SO will be organized by NAARM, Hyderabad in 02 batches as off Campus at CIFT, Cochin and NIANP, Bengaluru.

The MDP on “Administrative and Financial Management” for DS, CAO, CFAO, SAO, US, and SFAO will be organized by NAARM, Hyderabad as off Campus at NDRI, Karnal.

7. Library staff

ICAR-NAARM, Hyderabad will organise a Training Programme on KOHA for Library staff from 20-25 Feb., 2020

8. Vigilance Officers

A Training Workshop for 40 Vigilance Officers of ICAR will be conducted at NAARM, Hyderabad from 31 Oct-01 Nov., 2019.

9. Guest House Care Takers/Incharges

A Training Programme on “**Hospitality Management**” (in collaboration with National Institute of Tourism and Hospitality Management (NITHM), Hyderabad) will be organized by NAARM, Hyderabad w.e.f. 26 June-02 July, 2019 for 40 Guest Houses Care Takers/Incharges.

Other Activities

- 10.** Effective implementation of Training Management Information system (TMIS)
- 11.** Coordination and implementation of ATP (Annual Training Plan) for all categories of ICAR employees including SSS at the Institutes and HQs.
- 12.** Monitoring of Six monthly and annual physical and financial targets and achievements of ICAR Institutes/HQs
- 13.** Monitoring of ATP implementation in ICAR Institutes/HQs
- 14.** Supporting the HRD Nodal Officers of ICAR-Institutes in implementation of training functions at the Institutes.
- 15.** Impact Assessment of training and capacity building programmes attended by various categories of employees.
- 16.** Coordination and monitoring of database of training information of all categories of ICAR employees in the ICAR-ERP system.
- 17.** Updating repository of Training Institutes and Resource Persons.
- 18.** Creating and sharing databases on training relate issues by liaising with Nodal Officers (HRD) at ICAR Institutes.
- 19.** Preparation of ATP of ICAR HQs employees of all the categories by Work Study Section.
- 20.** Nomination of staff for various training programmes organized by ISTM, IIPA, NIFM, etc.