



Training Policy



Department of Agriculture & Sugarcane Development



Watershed Training Center, Nagri



Hostel of Watershed Training Center, Nagri



New Hostel of ETC, Hehal



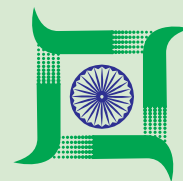
Soil Conservation Research & Training Center, Demotanr



New Administrative Building of ETC, Hehal



Old Hostel of ETC, Hehal



झारखण्ड सरकार

TRAINING POLICY

**DEPARTMENT OF AGRICULTURE & SUGARCANE DEVELOPMENT
GOVERNMENT OF JHARKHAND**

योगेन्द्र साव
YOGENDRA SAW

मंत्री
कृषि एवं गन्ना विकास विभाग
एवं आवास बोर्ड



झारखण्ड सरकार

दूरभाष : 0651-2490518 (कार्यालय राँची)
फैक्स : 0651-2491392 (कार्यालय राँची)
E-mail : yogendra.saw@gmail.com
फैक्स : 06546-224437 (हजारीबाग)
मो० : 9431168642



Foreword

Today, the world is passing through the age of information explosion. The scientific and technological innovations and developments are taking place with a great pace. An innovation of today becomes old tomorrow. In such situation, the basic and crucial requirement is to provide training which will help in acquiring the latest level of knowledge and skills suitable for achieving high standards in performance, production and productivity.

Training programmes organized by different institutions failed to achieve the expected results, because of poor management and coordination of different components essential for organizing a successful training programme. It is generally thought that training is inevitable for personal relating to business and industrial sector only, but infact, there is a requirement of skilled man power in every field including agriculture.

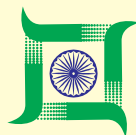
The present Training Management Policy is a laudable attempt in this direction. It contains important components of Training Programmes which will help the agricultural extension professional to have a competitive edge in enhancing technology and better economic scenario of our state.

I am confident that this Training Management Policy will be of great use in management of training programme for frontline agricultural extension personnel in the department. I extend my best wishes to the success of the Policy.


(Yogendra Saw)

डा. नितिन कुलकर्णी
Dr. Nitin Kulkarni

सचिव
कृषि एवं गन्ना विकास विभाग
झारखण्ड सरकार



झारखण्ड सरकार

फोन नं. : 91 651 2490578 (कार्या० राँची)
फैक्स : 91 651 2490643 (कार्या० राँची)
E-mail : jhagriculture@gmail.com



Foreword

Training has assumed greater significance in recent years due to rapid changes occurring in technological scenario. It has been estimated that at the current level of scientific advancement, the knowledge gained by a person during the first Twenty years of life becomes largely obsolete with time the skills that were useful and productive in twenties becomes out dated during thirties.

Needless to say that training of agriculture extension professional has emerged as an important intervention in the present context to improve their performance and productivity. This will help to have a competitive edge in the changing technological and economic scenario of our state and accelerate the rate of agricultural development.

The field of training has also witnessed many changes and innovative training methodologies and instructional technologies have been developed. The need for a Policy on Training Management incorporating the latest body of knowledge of agricultural extension personnel training and development has been felt by the Department of Agriculture, Govt. of Jharkhand as envisaged in the National Training Policy. Ministry of Personnel, Public Grievances and Pension, Department of Personal and Training (Training Division) Govt. of India.

I am confident that this Policy on Training Management will be an immense help to the trainers in Training Management. I extend my best wishes to the success of the Policy.


(Dr. Nitin Kulkarni)

CONTENTS

1.	Introduction	9
2.	Competency Framework	9
3.	Need For Training	9
4.	Training Objective	10
5.	Training Targets/Stakeholders	11
6.	Training Cell	12
7.	Training Detail	13
8.	Impact Evaluation	15
9.	Follow-Up of Training Programme	15
10.	Training Institution	16
11.	Budget	19
12.	Role of Department	19

1.0 : INTRODUCTION

- 1.1 : The National Training Policy for development of human resource of Government came into existence in 1996. The 73rd and 74th Amendments of the constitution resulted in constitutionally mandated devolution of powers and resources to Panchayat Raj Institution & Urban Local Bodies as the 3rd tier of Government. Besides it, other changes such as rapid economic growth, devolution of funds, functions and functionaries to the PRI & ULB, enhanced transparency to RTI, globalization, climate change created need to upgrade The National Training Policy.
- 1.2 : In the background of The National Training Policy 2012 it was thought necessary to develop a separate training policy for the department. Though Training Programmes are regular and important activity of Department of Agriculture & Sugarcane Development, Jharkhand, a State Training Policy for the department will certainly help in achieving the skill development goals of five years plans.

2.0 : COMPETENCY FRAMEWORK

- 2.1 : State Training Policy for Agriculture sector aims at narrowing the gap between existing and required competencies and provide opportunities to the employees, farmers and PRI members to develop their competencies and there by contributing in around development in the field of Agriculture. This will also help in improving the Agriculture Productivity of the state also.

3.0 : NEED FOR TRAINING

- 3.1 : One of the most important factors for agricultural development is the availability of efficient human resources at various levels. It is well known fact that poor management of human resources is an important bottleneck in increasing agriculture production and productivity in state. In spite of availability of modern farm technologies and communication resources, there is a considerable gap in performance among farmers as well as agriculture extension professionals. This gap can only be reduced by imparting the proper competencies to various functionaries involved in whole process of transfer of technology through well organized training programs at different levels.

- 3.2 : The need for enhancing skills of agricultural extension professionals in recent years has increased due to changing technological and economic scenario in this sector. The quality of human resources has also to be constantly upgraded so as to keep in pace with scientific advances and new challenges emerging in this sector. If we look at the pace of development taking place in different states, we find that only those, where the basic requirement of human resource development and training were realized early have witnessed faster growth.
- 3.3 : Training is the most important tool for increasing efficiency and effectiveness of any organization. Today training has become an essential component of administration in order to keep competitive edge in the changing economic environment characterized by globalization.
- 3.4 : Needless to say that the training of agricultural extension professional has emerged as an important intervention in the present context, to improve their performance and productivity. This will help them to have a competitive edge in catching up with the new technology and help improving the economic scenario of our state and accelerate the rate of agricultural development.
- 3.5 : In order to transform the level of knowledge and skills suitable for achieving high standard in performance and production it is imperative to conduct training courses effectively.

4.0 : TRAINING OBJECTIVE

- 4.1 : **Main objective of State Training Policy for Agriculture sector is to train the Stake Holders for -**
- a. Sustainable Agriculture
 - b. Productive Agriculture
 - c. Secondary Agriculture
 - d. Innovative Agriculture
 - e. Distance & e-learning
 - f. Convergence of different Schemes
- 4.2 : Training objectives are the direction of a training course. The training objectives have to be formulated properly before conducting a training course, otherwise the quality of the course may be poor. The training objectives have to be formulated

either to change attitude of the trainees or to improve their knowledge or to develop skill among them. If the course is of sufficient duration, the training objectives may include all the three aspects i.e. change the attitude, improvement in knowledge and development of skill.

4.3 : Thus Training objectives includes -

- a. To help the trainees to know what will be the outcome of the training at the end of the programme.
- b. To help the trainers to decide upon knowledge and skill components to be imparted to the trainees.
- c. To help in evaluation of training programme.

4.4 : The training/course objectives should be formulated on the basis of assessed training needs. The training need may be either to bring improvement in attitude or knowledge or skill or all the three aspects together.

4.5 : The Training objectives should be well defined, means in which area the skills have to be developed and up to what extent and to whom.

4.6 : The Training objective should clearly specify, what type of change has to be brought in the attitude, knowledge, and skills of the participants.

4.7 : The criteria of SMART to be adopted while formulating training objective -

S : Simple.

M : Measurable.

A : Attainable / Achievable.

R : Realistic.

T : Time Bound.

5.0 : TRAINING TARGETS/STAKEHOLDERS

5.1 : Stakeholders for State Training Policy for Agriculture are-

- (i) Agriculture Officers (Agronomy, Agriculture Engineering, Chemistry Plant Protection, Horticulture, Weights & Measurement, Statistics)
- (ii) Subordinate Agriculture Service Officers.
- (iii) Village Level Workers.

- (iv) Personnel Appointed on Contractual Basis.
 - (v) Krishak Mitra & Farmers.
 - (vi) Elected Members of PRI.
- 5.2 : For Agriculture Department Employees Training will be imparted compulsorily at the time of their entry into service and at appropriate intervals in course of their service.
- 5.3 : For PRI Members and farmers regular training to be imparted to make them aware of new and better technologies and agricultural practices and also for dissemination of these on farms.

6.0 : TRAINING CELL

- 6.1 : A Training cell headed by a Joint Secretary level Officer will be constituted at State Headquarters. He will act as nodal officer for implementation and monitoring of State Training Policy for Agriculture Sector.
- 6.2 : Training Cell will comprise of experts from Agriculture, Horticulture, Soil Conservation sector and as per need formulate & notify the Training calendar for the entire year.
- 6.3 : Training Cell will prepare Training calendar and course for next financial year and co-ordinate with all concern for successful implementation of the training schedule, so notified.
- 6.4 : Training Cell will assess about expenditure in training schedule for the year and apprise government for additional funding required, if any.
- 6.5 : Any other guidelines issued by State Government regarding training will be incorporated by the training cell.
- 6.6 : Training Cell will perform job of coordination between Departmental training institutions, Research Stations, ICAR, Agriculture University for latest and innovative practices in Agriculture.
- 6.7 : Training Cell will evolve monitoring mechanism for proper evaluation of ongoing training programs. Training Cell will employ as and when required services of third party for such evaluation work. Selection of third party or outsourcing of evaluation system will be done as per Government rules.

7.0 : TRAINING DETAIL

7.1 : Training Cell will prepare Training Programme for -

- a) Gazetted Employees (Member's of Jharkhand Agriculture Service)
- b) Non-Gazetted Employees (Technical Field Staffs)
- c) Contractual Employees
- d) Krishak Mitra/Farmers/Elected Members of PRI

7.2 : **GAZETTED OFFICERS _____ (JHARKHAND AGRICULTURE SERVICES):**

A) Foundation Training of 2 months will be imparted to all Gazetted Employees (Member's of Jharkhand Agriculture Service) compulsorily at the time of their entry into service. Foundation training programme will cover-

- (a) Rules and regulation.
- (b) Administrative procedures.
- (c) Communication.
- (d) Leadership skill.
- (e) Audit and accounts.
- (f) Financial transaction.
- (g) Other administrative requirements.
- (h) Basic Agriculture Practices.

Foundation training will be imparted at Sri Krishna Institute of Public Administration, Ranchi (Administrative Training Institute, Ranchi)

B) There after need based training programme of minimum of one week will be organized annually in course of their service. These 1 week training programme will be mandatory for all and will be arranged at the Departmental Training Institutions.

7.3 : **NON GAZETTED EMPLOYEES (AGRICULTURE SUBORDINATE SERVICES):**

A) Foundation training of 1 month will be organized for Non-Gazetted Employees (Technical Field Staffs) at their entry into service. Foundation training will be imparted at different training institutes run by Department of Agriculture & Cane Development, Jharkhand.

This training shall mainly equip them with basic administrative procedures and tools of agriculture extension.

- B) Collection and analysis of basic data regarding Agriculture is of great importance. Today data can be collected with the help of satellite information system. This type of analysis of data will be great importance in case of change of weather condition, natural calamities. Accurate and timely advisory can be issued with the help of e-management.

In the above foundation course, e-management system will be given to the Contractual Employees. Training course will be designed aiming top i.e. headquarter level to bottom i.e. Panchayat level creating chain of information system. Foundation training will be imparted at different training institutes run by Department of Agriculture & Sugarcane Development, Jharkhand.

- C) To make familiar with ongoing programmes of Agriculture/Horticulture/ Soil Conservation/Micro Irrigation/Procurement System/Marketing Facility/ Availability of Quality seed & Fertilizer/Innovative Practices and to know the feedback about current programmes & Suggestions to improve Agriculture scenario. Training will be organized twice in a year for Krishak Mitra/ Farmers/Elected Members of PRI. This training will be imparted at different training institutes run by Department of Agriculture & Cane Development, Jharkhand.

7.4 : Some of Subject matter specific training programmes are as follows

Sl. No.	Course	Duration
Agriculture Sector		
1.	Seed treatment - It's importance, utility and application.	One week
2.	Seed production - It's importance and technique.	One week
3.	Bio Fertilizer - It's importance, utility and production.	One week
4.	Soil testing - It's importance, utility and technique.	One week
5.	Crop Diversification / Improved agriculture practices	One week
6.	Improved cultivation of Horticultural crops (Fruits, Flower's, Spices and Medicinal Plant's)	One week
7.	Integrated insect pest and nutrient management in Horticultural crop	One week
8.	Post Harvest Management and Marketing of Horticultural Crops	One week

9.	Commercial cultivation of flower's - It's importance and management	One week
10.	Multi tier cropping of Horticultural crop and it's marketing.	One week
11.	Importance and use of equipments in Agricultural and Horticultural Crop	One week
12.	Use of improved irrigation system it's management	One week
Horticulture Sector		
1.	Cultivation of value added medicinal plant	One week
2.	Cultivation of seasonal and unseasonal crops under agro net condition.	One week
3.	Importance and management of drip/sprinkler irrigation system	One week
4.	Seed Production in Horticultural crop - It's importance and technique.	One week
5.	Reclamation of acidic soil - It's cause and solution	One week
6.	Importance of agriculture mechanization and it's maintenance.	One week
7.	Soil health - It's importance and use in information technology.	One week
8.	Livelihood in water sheds	One week
9.	Implementation and management of commercial nursery	One week
10.	Importance of soil and water conservation and utility of water harvesting structure.	One week
11.	Importance and utility of watershed development	One week
12.	Importance and development of Bio-agriculture	One week
13.	Capacity programme for Krishak Mitra/front line agriculture personnel	One week

In addition, specific training programme shall be designed as per requirement.

8.0 : IMPACT EVALUATION

8.1: Concerned training institutes will be given the responsibility of impact evaluation of imparted training programme. This will be done by keeping in continuous contact with the trained personnel, their experience in field and their feedback. In this process trained personnel will be in regular touch with concerned training institute, sharing their activities and experience on regular basis. On the basis of feedback and interaction, impact evaluation will be done.

9.0 : FOLLOW-UP OF TRAINING PROGRAMME

9.1 Training Cell with the help of training institute will do the job of follow-up of training programme. Training Cell will issue advisory to the government/department regarding level of training given to an employee, field of specialization, etc. and also finalize the names of trainees for various courses.

10.0 : TRAINING INSTITUTION

10.1 The first and foremost essentiality for organizing any training programme is the infrastructure. The infrastructure plays a vital role in organizing quality training. Unless there are adequate buildings, well qualified staff and adequate funds, a successful training programme can not be organized. The following infrastructure is therefore essentially required for organizing an effective training programme.

- (a) Building
- (b) Budget
- (c) Staff

10.2 : Following Buildings are essential for conducting a training programme successfully

- (a) Hostel,
- (b) Lecture Hall,
- (c) Library,
- (d) Recreation Room,
- (e) Guest Room,
- (f) Play Ground,

The department of agriculture and cane development has already taken initiative since long back to meet the specific gap between present level of performance and desired level of performance, through organizing training for front line employee and also to farmers.

Apart from district level agency ATMA (Agriculture Technology Management Agency) which is engaged in conducting training with its own infrastructure, there are many other well equipped training centers functional as follows :-

10.3 : Extension Training Centre, Hehal, Ranchi

It is surrounded by well protected boundary wall. The centre having about 30 acre area. Engaged in conducting training programme for V.L.W since 1952.

Presently this training centre has following infrastructure & Physical facilities for training:-

I) INFRASTRUCTURE

- (a) Lecture Hall-
 - i. Two hall (capacity of 60 person each).
 - ii. Two hall under construction.

(b) Hostel-

- i. Well equipped hostel having all facilities.
- ii. Accommodation for 108 person.
- iii. Another hostel with 100 persons capacity is under construction.

II) PHYSICAL FACILITIES

- i. Library
- ii. Reception Room
- iii. Play Ground
- iv. All other facilities like hostel, accessories, boarding and lodging facilities, Audio-Video equipments, over head projector needed for training is available.

III) COMPUTER TRAINING CENTRE

Under NeGp-A programme, computer training centre is established in the premises having capacity of 20 person at a time. With the sole objective to equip frontline professional like B.T.M, S.M.S, V.L.W at block level on priority levels. It will help in distance and e-learning too.

IV) FACULTY

Instructor for all faculties like agriculture, animal husbandry, agriculture engineering, etc. are posted for training support. As per need during training programme scientist of agriculture university are being engaged in training programme, as and when required.

10.4 **SAMETI** : SAMETI (State Agricultural Management & Extension Training Institute) having its main office at krishi bhawan campus, kanke road, Ranchi a well known institute is efficiently conducting need based training programme for P. D. (Project Director, ATMA) Dy. P. D. (Deputy Project Director, ATMA) at district level, line department official BTM & FAC, Computer personal Block technical team, scientist of KVK.

I) **INFRASTRUCTURE**

- > Lecture Hall - One big lecture hall capacity of 60 persons. Training equipment is available.
- > Guest House - An air conditioned two bed room guest house is available for guest faculties.
- > Library - Books, magazines, leaflets, booklets on related topics are available.
- > Hostel - It is not available but SAMETI (State Agricultural Management & Extension Training Institute) has tied up with BAU, Kanke, Ranchi for its trainee accommodation including fooding and lodging.

II) **FACULTY** : Faculty of SAMETI (State Agricultural Management & Extension Training Institute) and other local resource person BAU scientist.

10.5: **JASMINE** : JASMINE (Jharkhand Agriculture & Soil Management Institute) is established under society registration act 1960-21-C under the chairmanship of Principal Secretary/Secretary Department of Agriculture and Sugar Cane Development with the main objective.

- > To develop capacity building in agriculture & soil management officers, official, member of NGO's and farmer.
- > To participate and organize National and International fair, workshop, training etc.
- > Monitoring and evaluation of agriculture, soil and water conservation work executed through development. Presently following three institutes has been indentified to work under JASMINE namely;
 1. State level watershed training centre, Nagri, Ranchi.
 2. Soil conservation research & training centre, Demotand, Hazaribagh.
 3. Women's watershed training centre, Hazaribagh.

A) **State level watershed training centre, Nagri, Ranchi**

- i. It is situated on Ranchi Gumla Road at Nagri with well protected boundary in 3.5 Hec. area with dining hall, 03 no. of lecture halls well furnished sitting arrangement for technical experts, library, common room and chamber for officers.
- ii. **Hostel** - Capacity of 150 beds.
- iii. All other required training facilities are available in the institute.

B) Women's watershed training centre, Hazaribagh

- i. It is situated heart of the town at kanhari hill road with boundary wall.
- ii. All basic training facilities are available at this institute.

C) Soil Conservation Research & Training Centre, Demotand, Hazaribagh

It is situated on Hazaribagh Ranchi National Highway 10 K.M ahead from Hazaribagh. The centre is having 150 acre of land with boundary.

Infrastructure Available

- i. Two storied building constructed in 2200 sq ft having 100 bed's farmer's hostel, 02 no. of lecture hall, faculty chamber, officer chamber with all accessories required for training.
- ii. Hostel - Available for 100 bed's with all accessories.
- iii. Lecture Hall - Well equipped lecture hall 02 no.
- iv. Dining Hall - Dining hall 02 no.
- v. Guest house - 01 no.
- vi. Conveyance - One bus of 32 seater's and two jeep.

Department will implement various training programmes as per this training policy through these institutions. Expert faculties from Birsa Agricultural University, Kanke, Ranchi and Departmental Officials will be involved in implementing these trainings.


Department shall also endeavour to develop these training institutions into centers of excellence within next 5 year period and also these institutions shall network with other National/ International training institutions and academic institutions for sharing of knowledge, best practices, innovations, facts and other training resources.

11.0 : BUDGET

Department shall provide adequate budget to meet the training requirements. Training cell at the department shall submit the proposal in consultation with stakeholders to the department, so that it can be incorporated in the budget. Effort shall be made to set aside at least 2.5% of salary budget for the training purposes.

12.0: ROLE OF DEPARTMENT

- i) Develop a Training Management Information System (TMIS) to facilitate training and development activities of the Department.

- 
- ii) Undertake benchmarking/evaluation study of training institutions under the control of Department to mould them as Centers of Excellence.
 - iii) Commission surveys/studies to measure the clients 'customers' satisfaction level on the services delivered by the Department.
 - iv) Review the implementation of the Annual Training Plan, Cadre Training Plan and the functioning of Training Institution(s) under the Department (including attached/subordinate offices) and in particular to monitor :
 - a) Utilization of training capacity;
 - b) Quality of training conducted;
 - c) Adequacy of the physical and training infrastructure, faculty, finances and delegation of powers for carrying out the institutes' mandate;
 - d) Training of the group B and C staff, particularly those at the cutting-edge level(as may be applicable); and
 - e) Proper selection and development of faculty, incentives for them and stability of their tenure. The conduct and character of the selected faculty should be demonstrative of the ethics and values taught in the classroom.



Discussion Meeting with Govt. of India Officers



Training at Computer Lab, Bokaro



Workshop on Climate Change



Workshop on Revisiting of SREP



Workshop on EMS & Website



Training on ICT in Extn. Reforms

किसान कॉल सेन्टर



मुफ्त फोन सेवा डायल करें।

1551

कृषि समस्याओं का विशेषज्ञों
द्वारा निःशुल्क समाधान

1800 180 1551

समय - प्रातः 6.00 बजे से 10.00 बजे रात तक।

The screenshot shows the 'FARMERS' PORTAL' website. The header includes the text 'FARMERS' PORTAL' and 'ONE STOP SHOP FOR FARMERS'. Below the header, there is a navigation menu with options like Insurance, Storage, Credit, Crops, Extension Activities, Beneficiary List, MSP, and Login. The main content area features a map of India with state names and a list of related links and documents. The left sidebar contains an 'AGRICULTURE CORNER' with various service categories like Home Page, About Us, Seeds, Pesticide, Farm Machinery, Fertiliser, Agronet Advisory, Economics & Statistics, Success Stories, Market Prices, Package of Practices, and Programmes and Schemes. The bottom right corner displays the 'india.gov.in' logo.