

**Competence Enhancement Training Programme
for
Technical Officers of ICAR**
(Sponsored by ICAR)

14-23 December, 2015



Programme Directors

Janardhan Rao Cheeli
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भाकृअनुप - राष्ट्रीय कृषि अनुसंधान प्रबंध अकादमी
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ICAR-National Academy of Agricultural Research Management
Rajendranagar, Hyderabad-500030, Telangana, India
<http://www.naarm.ernet.in>



The ICAR-National Academy of Agricultural Research Management (NAARM), Hyderabad announces a "Competence Enhancement Training Programme for Technical Officers (Grade T-5 and above)" from December 14-23, 2015 at Hyderabad.

Background

One of the most critical problems faced by the organizations is the development of general management for dealing with the demands of rapidly changing external and internal environment. Modern management skills, effective personnel management system, adoption of modern technology for work simplification, automation have become essential components for providing constructive services by the technical officers in the ICAR System. These officers play a pivotal role in extending research support in the organization. Services offered by the technical officers help in collective planning and coordinating the management aspect of research which in turn help meeting the goals and improve productivity of research organizations. This training programme is intended to build the capacity of technical officers through appropriate modes.

Objective

To improve skills and efficiency in discharging functions and providing constructive technical support in meeting the organizational goals and targets.

Methodology

The programme will consist of a blend of lectures, case analysis and hands on exercises.

Content

The programme would cover the following broad areas:

- Personality development
- Communication skills
- Stress management
- Administrative and finance procedures
- Methods of data retrieval, transmission and email
- Use of library networking

Programme Duration

December 14-23, 2015 (10 days). Participants are expected to arrive by the evening of December 13, 2015, and can leave after 1700 hrs on December 23, 2015.

Last Date for sending nominations

November 13, 2015

Programme Fee

There is no registration fee, however the participants have to pay board and lodging charges at an approximate cost of Rs 600/- per day.

Eligible Participants

ICAR Technical Officers in Grades T-5 and above.

Board and Lodging

All participants are expected to stay in the well-furnished Halls of Residence or Scientists' Home on twin-sharing basis. Participants are requested not to bring any family member with them.

Travel

ICAR-NAARM is located in Rajendranagar (17°18'49"N latitude and 78°24'42" East longitude) in Hyderabad about 20 km from the Hyderabad Rajiv Gandhi International Airport, Shamshabad; 25 km from the Secunderabad Railway Station; 16 km from the Hyderabad Railway Station; 16 km from the Kacheguda Railway Station and 12 km from the Imlibun/Mahatma Gandhi Bus Station (MGBS). From any of these alighting points, participants can take an auto rickshaw/taxi/car. Hyderabad has a salubrious climate.

Travel TA and DA has to be met by the participants/sponsoring organizations.

How to Apply?

Applicants are advised to fill nomination form online after registration on Training Management Information System (<http://www.naarm.org.in/training>). Upload filled, signed and scanned nomination form onto Training Management Information System or mail it to Academic Cell, NAARM (academiccell@naarm.ernet.in).

For further information, please contact:

OIC, Academic Cell

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ICAR – National Academy of Agricultural Research Management
Rajendranagar, Hyderabad 500 030



Nomination Form

1. Name of the Programme and Dates : Competence Enhancement Training Programme for Technical Officers of ICAR (Grade T-5 and above) - December 14-23, 2015

2. Full Name (in block letters) :
First Name Middle Name Last Name

3. Date of birth and age :

4. Sex :

5. Nationality :

6. Designation & Discipline :

7. Present employer & Address :

8. Address for Communication (in block letters) :

Landline:

Cell:

Fax No.:

Email:

9. Teaching / Research / Professional Experience (including post held) during the last five years (attach additional sheets, if required)

10. Academic Record (Start from Bachelor's Degree)

Exam	University or Institution	Year	Subjects	Class/Rank	Another information

(Signature of the applicant)

Date :

Place :

Recommendation of sponsoring authority

(Signature and Designation of the Nominating Authority)