**Academy of Agricultural Research and Education Management
DIRECTORATE OF HUMAN RESOURCE MANAGEMENT
CCS Haryana Agricultural University
Hisar-125004 (Haryana), India**

**Dr. Ram Singh
Director**

No.HRM/aarem/15/743-1042
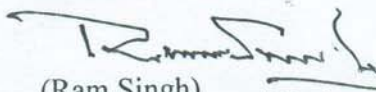Dated: 03.04.2015

Dear Sir/Madam

It is my pleasure to inform you that the Academy of Agricultural Research and Education Management, Directorate of Human Resource Management, CCSHAU, Hisar is organizing a **Refresher Course on Computer Applications from May 27 to June 16, 2015.** This course is open for Scientists/Teachers/Extension specialists working in SAUs, ICAR and other institutes.

We request you to send 2-3 nominations from your University/Institute/ Department for participation in this course. **The nominations should reach the undersigned by May11, 2015.**

The course folder giving details of the course is enclosed.

Sincerely yours,

(Ram Singh)
3.4.15

Encl: As above

CC:
1. All Vice-Chancellors, State Agricultural Universities
2. All Directors of Research and Directors of Extension, SAUs
3. All Directors, ICAR Institutes
4. All Deans/Directors/Heads of Departments, CCSHAU, Hisar
5. Principal, College of Agriculture, Kaul
6. All RRS/KVKs, CCSHAU, Hisar
7. SVC to VC for the kind information of the Vice-Chancellor, CCSHAU, Hisar
8. Dr.R.K.Patel, Course Director, Directorate of HRM
9. Web Master CCS HAU for Uploading on University Website

ACADEMY OF AGRICULTURAL RESEARCH AND EDUCATION MANAGEMENT
DIRECTORATE OF HUMAN RESOURCE MANAGEMENT
CCS Haryana Agricultural University, Hisar

Refresher Course on Computer Applications
(May27-June 16, 2015)
Format for nomination (Make copies if required)

1. Name

2. Designation

3. a) Department/Office
   b) University/Institute

4. Date of joining

5. Date of Birth

6. Address of Communication:

7. Telephone : Office _____ Residence _____

   Fax _____ E-mail _____

8. Qualifications:

Degree	Year	University	Subject

10. Experience

Position held	Date		Institution	Nature of duties
	From	To		

10. Accommodation: **Required/Not required**

<div align="right">

Signature of the Participant

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Certificate of the sponsoring authority

Ms./Mr./Dr._____ _____is hereby nominated for participation in Refresher Course on Computer Applications being organized by the Academy of Agricultural Research and Education Management, Directorate of Human Resource Management, CCSHAU, Hisar from May 27 to June16, 2015. He/She will be relieved by the department/office and treated on official duty during the period of the course.
The registration fee and other charges will be borne by this department.

<div align="right">

Signature of the competent authority
(Office Seal)

</div>

THE DIRECTOR, HRM,
CCSHAU, HISAR-125004

EVALUATION

The programme will be evaluated for its quality of contents, suitability and usefulness to the target clientele by the participants through a well-designed questionnaire. Likewise, the participants will be subjected to formal assessment.

TRAVEL AND OTHER ARRANGEMENTS

TA/DA, registration fee and other expenses will be borne by the sponsoring institutes as per their rules. Accommodation in the University Guest House and vegetarian food will be arranged on nominal charges to be paid by the participants.

LOCATION

Hisar is located about 180 km. on Delhi-Fazilka high way No.10. There is a frequent bus service from ISBT, Kashmiri Gate, Delhi throughout the day for Hisar. Hisar is also well connected to Ludhiana, Jaipur and Delhi by train. The climate of Hisar will be hot during the period of the course.

Nominations in the prescribed format may be sent to

The Director

Human Resource Management,
CCS Haryana Agricultural University,
Hisar- 125004 (Haryana)
Tel. : 01662-255402/255414 (O)
Fax : 01662-284316/ 234952 (O)

E.mail : rkpatel617@gmail.com

Dr.R.K.Patel, Course Director, 09416474518

The last date for receipt of nominations is May 11, 2015

ACADEMY OF AGRICULTURAL RESEARCH AND EDUCATION MANAGEMENT
DIRECTORATE OF HUMAN RESOURCE MANAGEMENT
CCS Haryana Agricultural University, Hisar

Refresher Course on Computer Applications
(May 27-June 16, 2015)

The Academy of Agricultural Research and Education Management (AAREM) CCSHAU Hisar is organizing a Refresher Course on Computer Applications from May27 to June 16, 2015. This course is being offered for the faculty of all SAUs, State Universities, ICAR and other Institutes engaged in teaching, research and extension. The course has been specially designed to acquaint the participants with the latest technology in the use of computers in day to day working in their fields. The course intends to familiarize the participants in developing teaching, research and extension skills through word processing, presentation, tabulation, statistical analysis and internet. Besides this, they will be given hands on training on scanning, printing, digital photography etc. The course will be conducted through well-structured modules with hands-on computers specially designed for the purpose. Maximum 20 participants will be enrolled in this course.

OBJECTIVES

1. To understand the concepts, and terms related to computer programmes and their practical application.
2. To develop skills in utilization of routine application software required for efficient functioning of the scientist.
3. To develop competence in the use of computers in data and information processing.
4. To learn functioning of computer related applications.

PARTICIPANTS

A postgraduate degree is an essential qualification for participation. The training is meant for scientists/teachers engaged in teaching, research and extension in SAUs, Sate Universities, ICAR and other institutes. Seats for participants will be served on first come first served basis. The selected participants will be informed in time.

REGISTRATION FEE

The participants are required to pay a sum of Rs.4000 (Rupees four thousand only) as registration fee. The registration fee shall be deposited in cash at the time of registration on May 27, 2015.