

REVISED GUIDELINES

FOR THE

ORGANISATION OF

MODEL TRAINING COURSES

Department of Agriculture & Cooperation
Ministry of Agriculture
Govt of India
New Delhi

**REVISED GUIDELINES FOR THE ORGANIZATION OF
MODEL TRAINING COURSES (MTCs)**

(Revised rates of expenditure approved by IFD of DAC vide their Dy. No. 639/US (Fin.III) 2009 dated 3.8.2009 and Dy. No. 3209/AS&FA, dated 15.10.09)

A. ADMINISTRATIVE –CUM-FINANCIAL

The approved pattern of expenditure is at Annexure-I. The guidelines for incurring the expenditure are as under:

1. HONORARIUM TO COURSE DIRECTOR

Course Director is eligible to receive the honorarium of Rs.1200/- for training course. He is the one who plans the course design with well defined training objectives, course content and curriculum in accordance with the needs of the extension functionaries proposed to be trained in consultation with the faculty and also correspondence with participating States and the Central Directorate of Extension. He is also responsible for the administrations of training course including availability of funds and settlement of account, etc.

2. HONORARIUM TO LECTURERS, SECRETARIAT STAFF INCLUDING TA/DA TO NON-OFFICIALS

The provision under this competent includes following item of expenditure.

- (i) Honorarium is to be paid to the **local guest speakers** as per the rate prevailing in the institutes /universities subject to the maximum of Rs.500/- and Rs.600/- for **outsiders guest speakers** per session
- (ii) Honorarium is to be paid to the staff actually engage on jobs like typing, duplicating, preparation of reports and physical arrangements etc. regarding these courses.
- (iii) Honorarium is not payable for normal duties performed during office hour e.g. sweeping hostel or lecture room, committee room, supplying drinking water, or from employment of staff for jobs like arranging reservations for participants, receiving and seeing them off or marketing, carrying luggage or other personal services to the participants.

3. PREPARATION OF AUDIO VISUAL AIDS

Power-point preparation are advocated as it enhances the effectiveness of the talks/ discussions may be limited to Rs.2000/-(Rs. two thousand only). The expenditure incurred over and above Rs.2000/- will have to be borne by the institute/ university.

4. STATIONERY, POL, MISCELLANEOUS CONTINGENCIES INCLUDING COST OF DETAILED REPORT, FIELD TRIPS ETC.

- (i) The overall expenditure under the head must be limited to Rs.8000/- (Rs. eight thousand only) per course.
- (ii) Purchase of costly folders and costly pens may be avoided. Expenditure on other stationery items as required for the course may be kept to the minimum. Photocopying may be done on the both sides of the papers. **As for as possible, stationery articles of non-consumable nature e.g. stapling machine, punching machine, etc. should not be purchased for each course.**
- (iii) Expenditure on items like group photographs, garlands, and inaugural functions should be avoided.
- (iv) If necessary, one or two daily wagers may be employed for the total duration of the course for its successful implementation. Such expenditure can be treated as contingent expenditure. The rates of such daily wagers should be as per norms of local administration.
- (v) Vehicles can be hired in case of non-availability of institute vehicle for field trips/study tours etc.
- (vi) Field trips etc. may be arranged keeping in view of the overall ceiling under sub-head. Every field trip must have relevance to the programme and should be towards fulfillment of the training objective.

5. SUPPLY OF SUPPORTIVE LITERATURE AND BOOKS

The supportive literature and books relevant to the subject of the training course/ workshop costing up to **Rs.500/-** per participant may be purchased and supplied during the course/workshop. Efforts to be made to give the latest literature which could prove very useful for day-to-day job performance. The list of books supplied to the participants must also be forwarded to the Directorate of Extension for information along with the course report.

6. BOARDING AND LODGING

- (i) Expenditure on board (tea, breakfast, lunch and dinner) and lodging is to be incurred at the prescribed rate of Rs.400/- per head/per day for the actual number of trainees. Only the participants/ guest speakers are entitled to avail board and lodging.
- (ii) Any participant refusing to avail board and lodging facilities may not be given any cash payment in lieu thereof. He can, however, claim DA from their respective State Government/ Organization after getting certificate to this effect from the training institute.

7. TRAVELING ALLOWANCES TO THE PARTICIPANTS

- (i) Traveling expenses may be reimbursed **on actual basis as per entitlement** of the official who attended the training and should be asked to produce money receipts/ tickets in support of his claim. In case of non-availability of normal reservation, the reimbursement of tatkhal reservation charges may also be allowed to the participants. The host institute shall furnish the certificate in the format given at Annexure-IV along with the other documents. The provision to meet traveling expenses has been made for participants from the **State Development Departments only**. For others, TA/ DA may be borne by their nominating institute. However, all participants are entitled to avail the lodging and boarding and other facilities.
- (ii) A certificate from the participants may also be obtained by the institute to the effect that no claim is being made for TA by him from any other source/ State Govt.
- (iii) A certificate from the participants may also be obtained by the institute to the effect that he has not received TA advance from the sponsoring State Department/ Agency.
- (iv) The amount of TA paid to each of the participants should especially be indicated in the relieving order issued on completion of the training programme.
- (v) The institute/ university while inviting nomination of the participants must have indicated in the letter that the traveling expenses of the officer will be borne by the institute on behalf of the Ministry of Agriculture, Govt. of India.
- (vi) The expenditure on board and lodging and TA can, however, proportionately be increased with the increased number of participants on actual basis.

B. TECHNICAL GUIDELINES

As the training aims at improving the professional competence of the worker on the job, the effort should be concentrated on job performance. The job chart of the trainee should always be kept in mind. The training institutes have to make continuous efforts to improve the quality of training for bringing behavioural changes in terms of knowledge, skills and attitude of the field functionaries. While organizing a training course, the following points may be considered to make training programme effective and result oriented.

1. PROGRAMME PLANNING

The Course Director is required to plan the course outlines well in advance indicating title, objective(s), course content with specific relevant skills, training methodology and evaluation mechanism. A copy of the day-to-day programme so prepared may be sent to the Directorate of Extension for review and comments, if any. Circulation of a brief note describing the location of the institute, nearest railway station/ bus stand and means to reach the venue of training will help the participants to reach the venue of training without much difficulty.

2. TRAINING OBJECTIVES

Training objectives are the foundation for effective training. Unless objectives are developed, Lesson Plan cannot be systematically designed to achieve particular outcomes. These objectives have to be stated in terms of Knowledge, Skill and Attitude (KSA) which the trainee will gain at the end of training programme.

The objectives of the training course should be simple, specific, well defined, measurable and achievable within the available time & resources and must be based on the needs of the participants. Once the course objectives are clearly defined, it will give a right direction to the Course Director and keep him on track to achieve them.

3. TRAINING NEED ASSESSMENT (Pre-training)

The training need is the basis for planning and implementation of training. The training needs of the functionaries can be assessed based on their job chart and the performance level in actual field conditions. The sponsored agencies may also be asked to spell out the needs of their officers. However, the individual need can be assessed on the first day of the programme after in-depth discussion with the participants. If necessary, changes can be made on the basis of such discussions. If possible, forenoon session on the first day should be devoted for this exercise only.

4. COURSE CONTENT

The content of the course can be identified keeping in view the training objectives, the relevance of the selected content may also be discussed with the participants before its actual implementation and suitably modified, if needed. There may be various components to meet each of the specific objectives. However, keeping in view, the available time and resources, the course content should be formulated and prioritized on essential, desirable and possible basis.

5. CURRICULUM/ DAY-TO-DAY PROGRAMME

Each working day should be divided into 5-6 sessions covering adequate working hours with at least 40 hours per week. Each day's programme should be divided into modules of similar nature and relevant to each other to maintain the continuity of the subject matter and keep in track the concentration of the efforts. The literature and handouts as proposed by the resource person be circulated in advance, possibly in the beginning of the course only.

6. SKILL TEACHING

As the training is expected to bring about desirable changes in the behavior of trainees, the skills are important to be taught and developed in them so that the trainee could perform in a better way. In each session more emphasis has to be given on practical aspects and skill teaching. Thus, the ratio of **theory** and practical sessions including skill teaching should have the ratio of 30:70. The participants should be demonstrated different skills and be given sufficient exercises to acquire skills.

7. METHODOLOGY FOR HOLDING THE SESSIONS

The training sessions are mostly dealt through lectures/talks as prepared by the 'Resource Persons'. No doubt, the lectures are necessary but the efforts should be made to teach them relevant skills and the principles involved in the performance task. Session should be handled by giving key points and use of relevant teaching material for actual involvement and better interaction. The participatory approach, group dynamics, brainstorming techniques and other latest training techniques should be used for making the participants active.

8. STUDY TOUR AND FIELD VISIT

The study tour/field trips should be carried out to fulfill the training objectives to impart the knowledge and skills rather than mere observing. To make the learning more effective, the participants may be divided into groups and case study assignment may be assigned to these groups so that group can examine the case and present the same in the next session.

In the entire training programme, the extension components like communication methods, effective skill teaching, group dynamics, leadership and motivation may be included.

9. EVALUATION OF TRAINING PROGRAMME

The evaluation is a tool to assess effectiveness of the programme by identifying the strong and weak points of the programme for which the enclosed Questionnaire/Format-III may be used as such or in modified form. The session-wise assessment of trainees and the programme will help in moving on the track.

The test questionnaire which is prepared for assessing participants' appropriate knowledge and skills may be administered before training and again at the end of the course. It measures the degree of learning acquired through the programme by arriving at the change score i.e. the post training score minus pre-training score.

The formula devised for calculating the learning score is as under:

$$\text{Learning Index (LI)} = \frac{\{ \text{Post training score}(\%) - \text{pre-training score}(\%) \}}{\{ 100 - \text{pre-training score}(\%) \}} \times 100$$

The standardized learning index thus arrived at for each trainee could be studied in relation to pre-training reaction, biographical, organizational and psychological variables.

10. COURSE REPORT

The Course Director is required to submit the bound copies of the course report. The report should contain details about the training programme describing the manner in which the training programme was organized. The report should invariably highlight title, course objectives, course contents, training methodology followed, trainees' reaction and the behavioural changes in the trainees. The Course Director's Report should specifically mention about the visible impact observed at the end of training programme.

C. GENERAL

(i) Normally, the training course should not be postponed/ cancelled if the number of participants is less than the prescribed number (20 participants). The institute/university should make all possible efforts to interact with the participating States to get more participants. If it is unavoidable to cancel the training programme, formal approval of the Directorate of Extension through telegram/ telephone/ fax should be obtained. The number of participants (State-wise) attending the workshop should be conveyed to the Directorate of Extension so that decision regarding continuance /cancellation /follow-up action may be taken up.

(ii) Organization of training programme offers unique opportunity to the training institute to promote its professional image. This unique opportunity should be fully exploited. Trainees are likely to come back to the training institution for future courses only if they carry good impression of training and also convey the same to their colleagues and seniors. Thus, training institutions should, therefore, make deliberate efforts to promote its professional image by organizing the training programme in result oriented manner.

(iii) The institute/ university would normally meet initial expenditure on the training course. In case, host institute is unable to meet the expenditure, may request for 'on account advance' to the Directorate of Extension. Prior to the date of start of training programme, such a request will be considered on the condition that previous advances, if any, are fully settled. The institute /university would, thereafter, send the adjustment account duly supported by statement of expenditure, utilization certificate, course report along with list of participants (Annexure-V) and Evaluation Report within fortnight after completion of the course. To facilitate reimbursement of the expenditure, the statement of expenditure with utilization certificate duly signed by the competent financial authority of the university/ institute (in triplicate) and pre-receipted bill in the enclosed format should be furnished to this Directorate.

The prescribed format for submission of accounts and pre-receipt bill may be seen at Annexure-II, III, IV and V.

6. ORGANIZATION OF MODEL TRAINING COURSES (MTCs)

Short term training courses of eight days duration in the specialized areas for capacity building of extension functionaries of the state agriculture & allied departments in thrust areas are being organized by DOE through reputed National/ Central Institutes, ICAR Institutes and State Agricultural Universities .

Pattern of Expenditure and cost norms for organization for Model Training Courses (w.e.f. 1st April, 2014) are given at **Annexure IV**.

The prescribed format for submission of accounts may be seen at **Annexure-V**.

DOE is responsible for proper monitoring and administration of MTCs. The same would be ensured through review meetings/ workshops / interfaces and periodic monitoring of training courses.

Revised Cost Norms for Model Training Course (MTC) (w.e.f. 1.4.2014)**No. of Participants : 20****No. of Days : 8**

S. No.	Item-wise Particulars	Cost Norms (Rs.)
1.	Honorarium/ Remuneration to Course Director	2,000/-
2.	Honorarium to Resource Persons (5 sessions/ day; and minimum 35 sessions in seven days)	34,300/- (Rs. 800/- & Rs. 1,250/- per session of one & half hr. for Level-I & L-II Guest Speakers respectively)
3.	POL including hiring of vehicle for field trips in case of non-availability of institute vehicle	10,000/- (Rs. 500/- per participant with a total of Rs. 10, 000/- for 20 participants)
4.	Stationery and Supply of supportive print & electronic literature, books, misc. contingencies, cost of detailed report etc.	15,000/- (Rs. 750/-per participant @ Rs. 250/- per participant for Stationary & Rs. 500/- per participant for Supply of supportive literature, books, CDs, Micro SD Card)
5.	Boarding & lodging	1,20,000/- (Rs. 750/- per participant per day)
6.	Travelling expenditure to only the officers of agriculture & line departments of States/UTs	1,00,000/- T.A. will be reimbursed on actual basis
7.	Resource person's TA: Only for Local Travel	7,000/- (Local conveyance charges - Rs. 1,000/- @ Rs. 500/-per speaker per day for on an average to 2 Guest Speakers per day for 7 days, i.e. Rs. 1,000 x 7 days =Rs. 7,000/-). However, this amount will be paid as per actual approved rates of Transport Deptt. of the State.

8.	Resource person's TA : Outstation Travel	20,000/- (Rs. 20,000/- @ Rs. 5,000/- per expert upto four experts)
9.	Miscellaneous expenditure (payments for banner, certificate writing, photographs etc.	5,000/- per course
	TOTAL	3,13,300/-

NOTE:-

1. Expenditure on item 1, 2, 3, 7, 8 & 9 may be limited to provision given above.
2. Expenditure on item No. 4, 5 & 6 will be on actual basis and will vary with the number of participants. The amount indicated against these items (4, 5 & 6) is token in nature and indicated for the purpose of calculation.
3. Travel expenses will be reimbursed on actual basis and as per the entitlement of the officials. The participants/ trainees will be required to produce money receipt/voucher/ original ticket/necessary certificate in support of their claim.
4. Unit costs of all items are upper ceilings and releases will be subject to actual. Economy in expenditure should be exercised and GFRs should be adhered to.
5. Cost Norms for Honorarium to various categories of Resource Persons / Guest Speakers in Model Training courses will be as specified in the following table:

Category	Level of Expert (within Institute/ State)	Amount (Rs.)
Level - I (60% approx.)	Assistant / Associate Professor, Scientist (Junior and Senior Scale), Private Consultant (Junior level)	800/-
Level - II (40% approx.)	Professor / Directors, Private Consultants (Senior level), Principal Scientist and above	1,250/-

PRE-RECEIPTED BILL

Received an amount of Rs. _____ from the Deputy Director (Accounts), Directorate of Extension, Ministry of Agriculture, Krishi Vistar Bhawan, Pusa, New Delhi-110012 which has been incurred on the organization of Model Training Course (MTC) on

_____ held from _____ to _____ at _____.

Competent Authority

Revenue Stamp