NORMS AND OPERATIONAL GUIDELINES FOR ORGANISATION OF SUMMER/WINTER SCHOOL AND SHORT COURSES

भाकृअनुप
ICAR

Education Division

Indian Council of Agricultural Research

Krishi Anusandhan Bhavan-II, Pusa, New Delhi-110012

Introduction

Since 1967, the Indian Council of Agricultural Research has been sponsoring the organizing of Summer Institute/ Short Courses (Now re-named as Summer School/Winter School/Short Courses) in different discipline of Agriculture, Veterinary, Animal Sciences, Home Science and Fisheries subjects in Agricultural Universities/ ICAR Institutes. The purpose of organizing Summer School/Winter School /Short Courses are to bring about the qualitative improvement and to update the teachers, researchers and extension specialists in the latest knowledge and techniques in the field of their specialization, to provide necessary orientation to contemporary problems, to provide a common forum for co-professionals to interact and exchange experiences and also to maintain a feedback to make research and education more relevant.

1. Objectives

The scheme of Summer School/Winter School/Short Courses was initiated by the Council with the following objectives:

i. To provide advance training to the college /university/institute teachers, researchers and extension subject matter specialists in agricultural sciences and to update them in their fields of specialization.
ii. To expose the participants to new knowledge that may have accumulated in the subject of the area concerned.
iii. To provide a platform for instructional programme in specialized area of interest, which normally is not offered through the prescribed curriculum for academic degrees.
iv. To refresh their concept of basic sciences that are relevant to the understanding of new scientific knowledge earned in their subject.
v. To provide an opportunity for decision and exchange of ideas to specialists /teachers in the same field with a view to increase contact and thus to develop understanding of each other's achievements and problems.
vi. To provide an opportunity to the participants to be exposed to specialized technique of teaching or research and also to participate for themselves on an experimental basis.
vii. To foster inter-institutional co- operative research /teaching projects.

2. The director of summer school/ Winter School /short course

The Director of Summer School/Winter School/Short Course (named in the proposal and in the sanction letter) is the individual whom the ICAR views its liaison officer with the grantee institution for the academic aspects of the programme. Director is a faculty member who participates actively in teaching in the project and also has responsibility for arranging and supervising the institutional programme, acquiring staff and equipment, selecting participants, arranging facilities for meals and housing, authorizing expenditure of funds and submitting the required reports.

3. Commitment of funds

No fund may be committed for the school until the sanction letter is received. The sanction letter will specify the total amount of the grant and will describe the manner in which it is to be paid to the grantee.

Some grantee institutions advance funds to the Director of the Summer School/Winter School and Short Course immediately on receiving the sanction letter and before the cheque arrives. The practice has proved to be extremely helpful in making early commitments necessary for the operation of School.

4. Correspondence and visits

If at any time there is doubt about the applicability of a particular statement, or if question arise for which answers are not available in the booklet, the Director should not hesitate to write to the Deputy Director General (Edu.), ICAR, Krishi Anusandhan Bhavan II, New Delhi 110012.

If field trips are to be conducted, they should contribute in a tangible way to the academic programmes. A well structured short trip to a nearby location may accomplish the same purpose a long and tedious trip will do. Regardless of the nature of the trip, its content must be well defined in advance, several days before a field trip. The site should be visited by members of the staff, who should then prepare a brief handout for detailed appraisal to the participants for the purpose of the tour.

5. Testing

Directors of a summer School/ Winter School/ Short Course should specifically advise the participants to come prepared for appearing in Evaluation Tests. The main idea of a Summer School/ Winter School/ Short Course is to train the participants for improving their teaching competence, hence active participation in the course is to be examined through these tests, as a part of training evaluation procedures.

Tests are ordinarily given about once a week (1) to acquaint the participants with teaching and testing technique which new to them, (2) to keep the participants informed on their progress, (3) to inform the staff on the effectiveness of the instruction so that content, place level, and organization of the school programme may be constantly monitored, (4) to identify the most capable participants, and (5) to identify participants who need extra help.

6. The Syllabus

When new subjects are presented through lectures or practical, the Directors may discuss with the participants the way in which the new subject matter and new approaches of teaching may be incorporated into teaching programmes. For this purpose, the college syllabus must be examined and discussed. Ways in which understanding of the new material may help the teachers to make better use of the syllabus should be pointed out.

7. Faculties

While standards of adequacy of facilities vary somewhat with the objective s of the school, there are certain minimum requirements. There should be supply of drinking water near the class rooms. Ventilation which is normally adequate may not be so for the summer season, and extra fans may be required in the class-rooms, libraries and hostels. Extra illumination, whenever needed in classrooms, libraries and for microscopy should be provided.

8. Planning Phase

Careful planning is essential to the success of a school programme. Other essential elements of success are component academic staff, adequate materials and facilities; and a sympathetic understanding of the problems of the teacher in service which will become ineffective unless the details of the programme are well thought out in advance. Detailed planning mist be done in case of uncertainty whether the school will be supported by a grant or not.

I. **Instructional staff:** The School should be staffed by scientists who are component in their field and skilful in subject matter presentation. Staff members should be sympathetic and conversant with college teaching problems. The teaching methods should be flexible enough to be adapted in the class room presentations, after the school has began according to the needs, capabilities, and background of the participating teachers.
II. **Programme and schedule:** Comprehension of fundamental concepts and relationships must be stressed rather than review or recitation of descriptive matter in the college curriculum. The specific ways in which the school program is related to the needs of the participants at the start of the programme.

In the teaching of science, practical play a crucial role in learning. If work in the laboratory is properly supplemented by small group discussions, formal lectures may be minimized to the best possible.

The weekly schedule should not be less than 35 hours of an informal academic participation, excluding coffee breaks and social hours, spread over five-and –a half days. Allocation of time for formal and informal participation may depend on the subject concerned. One common pattern involves morning lectures and group discussion, and early evening film sessions.

Enrolment as a non-participating observer or less than the full session should be allowed. Since quiz tests are a part of every programme, prospective applicants should be told that the award of the certificate will depend on the achievement of the reasonable standard of performance and that the programme will include tests as well as the study of testing as an effective teaching advice. At the discretion of the Director, certificates of completion may be denied to participants who do not indulge themselves seriously to improve their teaching competence during the school programme.

9. Post planning Phase

As soon as the grant is released, received and accepted, procurement of supplies for the Institute should start and the local brochures should be distributed. Enough number of copies should be multiplied to allow the contemplated distribution (teachers, principals, Supervisors, education officials) to institutes/universities should be sent to ICAR.

Selection of participants: The last date for receiving application from the participants to participate in Summer /Winter School; and Short course may be kept 3 to 6 weeks in advance of the starting date for Summer school/Winter School and Short Course.

Each School will be open to all applicants working in the college recognized by the ICAR for award of fellowship and in Research Institute / Farms / Stations who meet the eligibility requirements for admission. Participants will be selected on the basis of their ability to benefit from the programme and their capacity to develop as teachers of agricultural sciences. Selection will be made according to criteria announced by the Director and consistent with eligibility requirements set forth by the ICAR in the programme in the school. Normally the list of selected participants may be sent to ICAR for formal approval. Admission for participants is ordinarily limited to teachers, research workers of the subject or supervisors who have had atleast two years of teaching /research experience. To encourage the underpinning of agricultural sciences within basic sciences and to address both fundamental and applied research problems, a few participants from the basic sciences should also be selected.

The maximum number of participants should be fixed at 25. At the same time 25% more participants may be selected initially by the Director while issuing the admission cards i.e. from the waiting list, another 10 could be forwarded to keep themselves in readiness to join at short notice to fill vacancies of last minute dropouts, normally not later than 5 days before the start of the school.

When the participants are offered appointments, each candidate should be asked to reply immediately with his firm acceptance. He should be told that the cancellation for casual reasons after acceptance will be regarded as the serious breach of ethical conduct since it may deprive other eager teachers who could have availed of the available opportunities.

The participants may be required to give their dietary requirements and travel schedule. **In case participants number to join is falling short 50% of the total strength fixed for summer school/Winter school/Short courses then the organization of the same be postponed.** The Director may at his discretion, admit only 10% or 3 candidate of the number of total participants from amongst the local candidates in case of vacancies due to last minute dropouts, provided (1) they are qualified (2) they participate fully, and (3) they receive no boarding and lodging and local transportation. In a case, the Director wants to enrol more local candidates than 10% of the participants; he may do so with the permission of ICAR well in advance.

Registration of participants: A registration fee of Rs. 50 per participants may be fixed and the same may be collected from the participants at the time of their registration for joining the Summer school /Winter school/ Short courses. This will ensure against last minute dropouts in casual manner. The amount so collected should be paid over to the host institutes for supplementing the students welfare activities, instead of making a separate allocation out of the Summer school/Winter school /Short courses budget for the purpose.

SUMMER SCHOOL /WINTER SCHOOL/SHORT COURSE NEED TO BE REVIEWED /MOINTORED EFFICIENTLY BY NOMINATING ONE EXPERT FOR THE PURPOSE

10.THE SCHOOL IN SESSION

- **Staff Meeting:** Weekly meeting of the entire instructional staff, if necessary should be held to review the list of materials needed (usually 1 to 2 weeks ahead) for each day's assignment.
- **Reception and Orientation:** A member of the staff should be assigned to receive the participants as they arrive on the campus and make sure they are comfortably settled.

  Each participant is expected to have full attendance. Participants who arrives late, leave early, or spend time elsewhere for any reason may be paid only for the days of their actual attendance at the school. Cash allowance in lieu of boarding are not permitted.

  An orientation session should be well planned and supplemented by carefully composed computer printed materials, which should require not more than 20 to 30 minutes. Expenses of an inaugural function may be charged to the university /institute budget, if it exceeds the daily operation expenses.
- **Medical Care:** The Director will be responsible for the medical needs of the participants. If the grantee institution does not employ a physician, one may be retained for the purposes of the institute. Participants not living in the hostels should be excluded from this facility except laboratory accidents. The ICAR cannot assume any liability in respect of accidents, illnesses or claims arising out of any work undertaken with the assistance of the grant.
- **Closing the School/Short Course:** The final meeting of the school/Short course may serve as a closing function, but no extra may be sustained from the school/short course budget. At the final meeting the Director may invite a high ranking University official/eminent educationalist to distribute the certificates of completion. Plans for immediate follow up of the participants may be discussed. From experience, it is found that the participants attach much importance to the certificate, so it should be printed and made ready in advance. A sample wording is:

This is to certify that Shri/Smt./Km. (Name of the participant) has participated in the summer School/Winter School & Short course in (Name of the discipline) for (College Institute), organized by Indian Council Agricultural Research and held (Locality) from (Date). The School/Short Courses consisted of lectures, demonstrations, discussions and practical exercise based on latest developments in (Name of discipline).

The certificate should be inscribed with the place and date in words and should bear the seal of the university /Institute, the signature of the Course Director, and signature of the Vice-Chancellor/ Director.

EVALUATION OF SUMMER /WINTER SCHOOL & SHORT COURSE

For evaluating the Summer/Winter school & short course from the view point of participants, a comprehensive survey on a pre-structured personal interview schedule, may be developed for the subject of the Summer/Winter school & short course. A sample copy of the structured interview schedule developed by the Council is given in Annexure.

This study should be conducted during the last week of Summer/Winter School. Director of the Summer school/Winter school may collect all the evaluation data from the participants and analyse data

with the help of Extension/Statistics and send a comprehensive report to the Council. This study will be used in future for organizing problem oriented and need based Summer/Winter School as has been recommended by the National Commission on Agriculture.

11. FISCAL REPORT

It is imprudent to try to spend left over money in a hurry at the end of the School/Short Course programme. It may be returned to the Council as directed below:-

The fiscal report should be submitted to the ICAR in duplicate by the grantee institution and signed by the official; who is authorized to commit the School/Short course and in no case later than 60 days after the closing date. **The unspent balance should be returned in the form of bank draft payable to the Secretary, ICAR, New Delhi. Accounts are subject to Government audit, and the verified utilization certificate should be sent to ICAR as soon as it becomes available.**

12. SUMMARY OF REPORT OBLIGATION

I.	Director's Report	2 copies immediately at the close of the School
II.	Fiscal Report	2 copies within 60 days at the close of the School
III.	Comprehensive Evaluation Report	2 copies within 60 days at the close of the School

13. Submission of Audit Utilization Certificate

The balance amount will be released only on receipt of the Audit Utilization Certificate on the basis of actual expenditure incurred on Summer/ Winter School/ Short Course duly audited by the auditor of the Institution and countersigned by the competent authority

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सहायक महानिदेशक (मानव संसाधन विकास)
Dr. M.B.Chetti
Assistant Director General (HRD)

(कृषि शिक्षा विभाग)
भारतीय कृषि अनुसंधान परिषद
Indian Council of Agricultural Research
(Agricultural Education Division)
कृषि अनुसंधान भवन–II, नई दिल्ली–110012
Krishi Anusandhan Bhawan-II, Pusa, New Delhi-110012

F.No.Agril Edn 5/1/2016- HRD
Dated 20 December, 2016

OFFICE MEMORANDUM

Sub: - Revised Rates/financial norms for the conduct of ICAR's Summer/Winter Schools and Short Courses.

In supersession of all earlier orders of this office on the above subject, the matter has been further considered by the ICAR and the following are the approved revised Rates/financial norms for the conduct of ICAR's Summer/Winter Schools and Short Courses.

These rates functional norms will be be applicable with immediate effect to the summer/winter Schools & short courses which are yet to be conducted and subject to approval ratification by Governing Body of ICAR.

Sl. No.	Head	Existing rates	Recommended rates
1	Boarding and Lodging: Facilities for wholesome meals and refreshments to made available by the Institutional Head in keeping with local conditions. Local Participants are not eligible for boarding and lodging, however, local hospitality i.e. working lunch, tea, etc. To be provided subject to al limit of Rs. 100/- per participants per day, Participants are to be provided accommodation, free of cost, in the institutional Guest House/hostel	21 days: Rs. 1,05,000/- 10 days: Rs. 50,000/- @ Rs. 200/- per participant per day	21 days: Rs. 2,62,500/- 10 days: Rs. 1,25,000/- @ Rs. 500/- per participant per day
2	Travel: The participants will be paid for the journey, to and fro, restricted to AC-II tier train fare or bus or any other means transport in vogue, as the case may be, Actual certificate by the participants. TA may be paid from the place of duty to the summer/Winter School/short Course location and back by the shortest route.	21 days: Rs. 90,000/- 10 days: Rs. 90,000/- (As per actuals)	21 days: Rs. 1,50,000/- 10 days: Rs. 1,50,000/- (As per actuals)
3	Office supplies, laboratory equipment, chemicals, communication charges, laboratory overheads etc.	21 days: Rs. 90,000/- 10 days: Rs. 30,000/-	21 days: Rs. 1,00,000/- 10 days: Rs. 40,000/-

4	Honorarium to Secretarial /Clerical /Technical /Laboratory staff, Class IV (maximum 8 persons)	Rs. 4,000/- @ Rs. 500/- per person	Rs. 8,000/- @ Rs. 1,000/- per person
5	Honorarium to Academic Staff Honorarium for Course Director, Core Academic Staff (four additional staff), other lecturers with maximum of two lectures per person.	21 days and 10 days: Total Rs. 16,000/- (Director: Rs. 2500/- Core Staff: Rs. 1500/- Per Lecture: Rs. 500/-)	21 days and 10 days: Total Rs. 16,000/- (Director: Rs. 2500/- Core Staff: Rs. 1500/- Per Lecture: Rs. 500/-) (No Change)
6	Honorarium and TA/DA for Guest Lectures (not more than four) with travel as per their entitled class, including honorarium per lecture with maximum of two lectures per person.	21 days: Rs. 60,000/- (Rs. 500/-per lecture)	21 days: Rs. 1,00,000/- (Rs. 1,000/-per lecture)
7	Miscellaneous and contingencies	21 days: Rs. 10,000/- 10 days: Rs. 5,000/-	21 days: Rs. 20,000/- 10 ays: Rs. 10,000/-

The revised rates/financial norms will also be applicable to training courses conducted under **CAS/Center of Advanced Faculty Training** other ICAR sponsored training courses for similar duration which are yet to be conducted from the date of effect of these rates. The other conditions for conduct of the course are given below.

1. Duration and number of participants are to be taken into the account while giving individual financial sanction to each Summer/Winter School and Short Course. i.e. if duration and number of participants are reduced, proportionate amount is to be deducted from all financial items indicated above.
2. It is mandatory to provide lecture notes and practical manual, as the case may be, to the participants, at the beginning of the course.
3. Copies of lectures of Summer/Winter School should be placed on the Institution website and also distributed to the Library/Agricultural Universities/ICAR Institutes on a CD by the Director of the Summer/Winter School.
4. Summer/Winter School should have at least 15 participants (minimum) or 50% of the maximum number fixed per Summer/Winter School.
5. Academic staff members are to be involved closely in the lectures, discussions and laboratory work. Supporting staff for laboratory work may be drawn from the research scholars, technical staff etc. Honorarium is payable to the Academic and other staff from ICAR organizations also.
6. Number of local participants should not exceed 10% of the total number of participants.

(M.B. Chetti)
Assistant Director General HRD)

Incharge, ARIC, DKMA,
Copy for uploading on the website of ICAR

Phones: 011-25843635 (O), Tele Fax: 011-25840851. e-mail: adghrd1.icar@gmail.com

Copy to:-

(i) All the Vice Chancellors of Agricultural Universities (AUs- comprising of SAUs/AUs/AAI-DU/CAU/ICAR-DUs/CUs having faculty of Agriculture)
(ii) All the Directors of ICAR Institutes
(iii) Controller of All Agricultural Universities
(iv) Finance & Accounts Officer of ICAR Institutes.
(v) PS to DG, ICAR
(vi) Secretary, ICAR
(vii) Financial Adviser of ICAR
(viii) Director Finance of ICAR
(ix) DDG (Education)

Assistant Director General (HRD)

Annexure II

PROFORMA FOR DIRECTOR'S REPORT TO ICAR

This is an academic report, submitted in two copies to the **INDIAN COUNCIL OF AGRICULTURAL RESEARCH** immediately following the close of the Summer/Winter School/Short Course. Applicable items in this report should be in the following sequences:

1. Identification of the Summer/Winter School/Short Course, as on the cover sheet of the grant application. Opening and closing date of the Summer/Winter School/Short courses.
2. Location of the Summer/Winter School/Short Courses.
3. Director's name, academic title and address.
4. Names and academic title of the staff members, with address if not at host institution. Name of foreign consultants, if required.
5. Names, positions and address of Five outstanding participants and their supervisors to whom the Director has sent letters of commendation.
6. Names, positions and academic address of participants who have completed the programme grouped by state and listed alphabetically.
7. Names, positions and address of drop-outs with reasons for dropping out.
8. Numerical data on participants. Number of broachers mailed, applications received, admission offered, acceptances, participants present on first on last day, certificates earned.
9. Criteria for admission.
10. An account of publicity before and during the Summer/Winter School/ Short Course.
11. List of visitors with their designation and dates of visit.
12. A chronological account of the receipt and deposition of all books and commodities intended for individual use, to show the numbers each item received, distributed to participants, distributed to staff and retained as surplus by the Director.
13. Typical daily schedule of events.
14. Week by week schedule of events.
15. Director's Summary of participants Summer/Winter School/ Short Course evaluations.
16. Other relevant matters which should be brought to the attention of the ICAR.

Annexure III

Proforma for submitting proposal (5 copies) on organization of Summer/Winter Schools and Short Courses in frontier and specialized areas of agriculture and allied sciences (2012-2013)

1. Topic of Summer/Winter School/ Short Course:

2. Serial number of suggestive topics/ subject area in which the topic falls:

3. Venue with full postal/e-mail address and office phone/fax/Mobile numbers:

4. Tentative dates (From – to):

5. Eligibility qualification for the participants of the Summer/Winter School /Short Course

   i) Master's Degree and

   ii) Working not below the rank of Assistant Professor and equivalent in the concerned subject under Agricultural University /I.C.A.R. Institute

6. Information regarding proposed Director of Summer/Winter School/ Short Course (enclose bio-data clearly bringing out the specific qualification, experience and scientific contribution of the Director Summer /Winter School / Short Course in the proposed topic):

7. Faculty Staff strength in Department (Assistant Professor, Associate Professor and equivalent):

8. Information regarding other academic staff of the host Institute who are likely to be used as resource persons:

9. Specific facilities available for conducting the Summer/Winter School/Short Course such as laboratory equipments/instruments, research farm, library, classroom, guesthouse etc.:

10. Teaching/Research/Extension Education achievements of the Department in the proposed subject of Summer/Winter School /Short Course:

11. Programmes/Projects and achievements in the area of special topic proposed for Summer/Winter School/ Short Course:

12. Schedule of daily lectures/practical topics to be covered and name of the faculty proposed to be engaged during the SWS/Short Course:

Sl. NO.	Date /Day	Topic of lecture/Practical	Name & Designation of the faculty

13. Name of the Summer/Winter School/Short Course organized, if any **during the last three years:**

14. Signature of the Director of the Summer/Winter School/Short Course (With official Seal):

15. Remarks and recommendation by the head of the host institution for organization of the Summer /Winter School/Short Course:

CERTIFICATE

It is certified that the information was furnished by the office record and was found correct.

Signature and designation
Of the sponsoring authority

N.B: If more copies are required, typed copies may be made locally for use of applicants.

Annexure IV

PARTICIPANTS EVALUATION PROFORMA

1. Name (in Block letters) :_____
2. Designation :_____
3. Age :_____
4. Sponsoring Institution :_____
5. Degree obtained :_____
6. Special training, if any :_____
7. Service experience
   a. Teaching :_____
   b. Research :_____
   c. Extension :_____
8. Job stratification: Please tick (√) in the appropriate column you consider best.

S. No.	Item	Very well	Partially	Partially Dissatisfied	Very Dissatisfied
1	2	3	4	5	6	7

1. How satisfied are you with the Summer /Winter School / Short Courses to help you in doing your job?
2. How satisfied are you with the general Arrangement of the Summer/ Winter School / Short Courses.
3. How satisfied are you with the extent of laboratory facilities which were available for the Summer/Winter School /Short Course?
4. How satisfied are you with your participation in decision making and planning of programme in future?
5. How satisfied are you with the behaviour And style of your teachers?

9. Given below are some of the important areas_____please tick (√) one that interests you most.
10. Given below are the topics of talks covered in the Summer/Winter School/ Short Courses, Please indicate the extent of usefulness of each topic by ticking (√) the appropriate column on the right side of the topic and on the left side, Please indicate by ticking (√) the extent by which you think each topic was covered:

Very well	Fairly well	Pool covered	List of topics	Most useful	useful	Not useful
1	2	3	4	5	6	7

11. Given below are some of the important practical that you have conducted during the Summer. Please indicate against each the extent of new learning that you had by ticking in appropriate column:

Techniques	Learned a New Skill	A known skill further sharpened	No new learning
1	2	3	4

12. Could you satisfy yourself with the amount of participation in most of the discussions towards the end of lectures?

    (a) Yes always (b)Yes, But only sometime
    (c) No. If no, then please indicate the reasons:

a. Lack of time
b. There was nothing important to discuss
c. Questions were embarrassing to speakers.