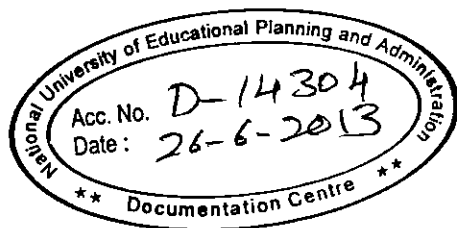

GUIDELINES

TRAINING OF RURAL DEVELOPMENT FUNCTIONARIES



**GOVERNMENT OF INDIA
MINISTRY OF RURAL RECONSTRUCTION
NEW DELHI**



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PREFACE

Training has come to be regarded as an investment in human resource. Rightly therefore the need for training of various functionaries involved in the implementation of rural development programmes has begun to be appreciated both at the central and the state levels. The acceleration of tempo in the implementation of special programmes of rural development, viz the integrated rural development programme, training of rural youth for self-employment, national rural employment programme and others, has underlined the need to improve the efficiency and effectiveness of the official and non-official agencies associated with policy formulation and programme implementation. This calls for upgrading the professional competence of the personnel in the official and the non-official sectors. There is very often a wide **communication gap between the** formulators of policy and those who are implementing the programmes in the field. This gap could be bridged considerably if adequate opportunities of training and interaction are provided to the personnel at various levels.

The Academic back-up in various training courses would be desirable with a view to imparting the required degree of depth and perspective but the main thrust of training has to be on practical orientation. The ultimate objective of training would be to improve the performance in the field. In preparing the material for the training courses help would have to be taken of the official documents released by the Ministry of Rural Reconstruction. The courses would also reflect the thinking in the government in regard to various antipovertry and other special programmes.

As stated earlier, an important contribution of the training programme is that it enables the policy makers to get a feedback from the field workers in regard to various problems of implementation stemming out of policy formulation. This feedback could be of great help in taking timely corrective action. There has, therefore, to be a close involvement of the senior government officials in the training programmes.

In the field of rural development, training had been relegated to a secondary position. The last two years have however, witnessed considerable change in attitude. Partly it is owing to the special impetus given to training effort within the Ministry as well as the National Institute of Rural Development (NIRD). The State Governments have also realised the need for conducting the courses for state, district and block-level officials. The joint training programme, in which representatives of the government voluntary organisations, banks and other agencies participate, are also becoming popular.

This Ministry took the initiative last year by calling a meeting of all the State Training Coordinators and Directors of Training institutions. A number of important decisions were taken. This meeting was followed by a national seminar on training for rural development at the NIRD, Hyderabad in November, 1980. The seminar made very important recommendations and those have, by and large, been accepted by this Ministry.

The Ministry has also made proposals to re-vitalise the state-level training programmes during the Sixth Plan. These have been supported by the Planning Commission. The result is a higher allocation for training programmes as also the emergence of a new scheme for strengthening the state institutes of training and research in rural development.

This hand-book purports to serve as a compendium of the various types of training courses initiated by this Ministry. The objective is to spell out the training policy and give details of the training programmes being organised by the Ministry and the NIRD. The steps to be taken by the state governments and the respective roles to be played by various national and state institutions, have also been spelt out. It is hoped that State Governments would play their due part in organising training programmes for functionaries at all levels with speed and efficiency. Their suggestions to improve the training system would be most welcome.

(S. C. VARMA)

Secretary to the Government of India.

I. INTRODUCTION

Need for Training :

1.1. The need for the training of functionaries, both officials and people's representatives in government as well as in voluntary agencies, banks and industrial and business organisations cannot be over-emphasised. There is such a large variety of programmes and complex details of various provisions in the schemes that any functionary is bound to get out of date, unless he participates in training courses periodically. This need has been recognised both by the Central and the State Governments. The Department of Personnel and Administrative Reforms has been conducting a number of training programmes. The State Governments have also stepped up their training efforts. This is a welcome development, which requires to be reinforced further.

Training for Rural Development :

1.2. In the field of rural development, there was considerable enthusiasm about training during the days of the community development programme. A number of Orientation and Study Centres, Extension Education Institutes, Extension Training Centres, Gram Sevak Training Centres and Gram Sevika Training Centres were started. In 1958, Government of India set up the Central Institute for Research and Studies in Community Development (later renamed as the National Institute of Community Development) for training and orientation of senior officers and people's representatives. At one stage, it was decided to transfer the training institutions from the control of the Central Government to that of the States and also give an autonomous character to the NICD. Subsequently, due to various factors and mainly due to paucity of resources, the State Government could not sustain these training Centres. They continued to exist but with inadequate staff, resources and infrastructure.

1.3. With the constitution of the Training Division in the Department of Personnel and Administrative Reforms, an attempt has been made to impart recognition to training as an important administrative activity in the State Governments. This

resulted in the setting up of the State Institutes of Public Administration which have received adequate attention and financial support.

1.4. It has been realised for some time that unless an initiative similar to that of the Department of Personnel and Administrative Reforms is taken by this Ministry for training, the pace of rural development is likely to suffer.

Training of Beneficiaries :

1.5. When we talk of rural development, one of the largest target groups, which requires training, is that of the beneficiaries under the various programmes. This would mean almost the entire rural population. The task of orientation of beneficiaries, both in terms of making them aware of the ultimate objectives of government schemes as also of technical aspects, is a massive one, but the present handbook does not concern itself with such training programmes. The training of beneficiaries is being separately covered under the schemes of integrated rural development (IRD), training of rural youth for self-employment (TRYSEM). Appropriate linkages between training of functionaries and beneficiaries would, however, continue to receive due attention of this Ministry. The handbook relates exclusively to the training of programme functionaries.

Training of Programme Functionaries :

1.6. In this hand-book we shall confine our attention to functionaries of rural development programmes. These include not only governmental functionaries but functionaries of semi-government and autonomous agencies, banks, voluntary agencies, women's organisations and industrial and business units also, operating in the field of rural development. It is proposed to give an outline of the training policy, details about the various training programmes of the Ministry and NIRD as also guidelines to the State Governments for organising and conducting such training at the state and the lower levels.

II. TRAINING POLICY

Training Policy :

2.1. The first step that needs to be taken is to lay down a cohesive and well thought out policy on training of rural development functionaries. Such a policy would have to be articulated both at the national and the state levels. It would involve a definition of objectives, identification of programme functionaries, assessment of training needs, preparation of training plans, standardisation of training programmes, strengthening of training institutions, gearing up of coordinative machinery and improvement in training methodology.

Definition of Objectives and system approach to Training :

2.2. The objective which the Ministry has defined for the Sixth Plan period is a total coverage of all members of the identified groups of functionaries by at least one training programme during the period of the Plan. This objective is to be achieved by a judicious and systematic selection of functionaries for training programmes best suited to them depending on their identified training need. As training is a costly affair, optimum utilisation of training capacity created by Government and other organisations has to be ensured. There should, therefore, be a very careful utilisation of all training programmes by selecting the right functionary for the right programme.

2.3. It has to be stressed that the ultimate objective of training is to improve the professional competence of the functionaries at all levels as well as to assist in improving the organisational efficiency and effectiveness in the field. Training has, therefore, to be field-oriented and institutional training has to support the efforts at organisational development. All institutional training has to emphasise the training role of field functionaries by including on-the-job training as an integral part of staff. Training in an institution should be able to give critical field-oriented inputs.

2.4. There is, therefore, need to have a system approach to training in which the institutional training forms an important

sub-system of the total field organisation. This also calls for proper selection procedures and personnel policies not only for the field functionaries but also for the training institutions where only the very best functionaries with special aptitude for training should be selected. Also, there should be vertical linkages at various levels of the training sub-system, with the national and the state-level institutions playing nodal roles in coordination.

Identification of functionaries :

2.5. The groups already identified are as under—

A. Central Government Functionaries

- (a) officials up to the level of Joint Secretaries in the Planning Commission and Ministries/Departments of—Agriculture including Directorate of Extension Training; Cooperation; Finance; Banking; Central Board of Direct Taxes; Commissioners of Income Tax; Rural Housing Division of Works and Housing; Irrigation; Rural Reconstruction; Education; Adult Education; Civil Supplies; Social Welfare; Home Affairs (Tribal Development Division); Office of Commissioner of Scheduled Castes and Scheduled Tribes; Science & Technology.
- (b) officers of various levels in the organisations of the decentralised industrial sector like—
 - (i) Khadi and Village Industries Commission.
 - (ii) All India Handloom Board.
 - (iii) All India Handicrafts Board.
 - (iv) Coir Board.
 - (v) Central Silk Board etc.
- (c) officers of various levels in the nationalised and scheduled banks.
- (d) officers of national-level public sector corporations such as Fertilizer Corporation of India; Food Corporation of India; National Seeds Corporation and others;

- (e) officials of Central Government organisations engaged in the development and dissemination of rural technology such as CSIR; ICAR; CART, and others;
- (f) national associations of industrial and business organisations such as FICCI/ASSOCHAM/AIMO/FASSI.
- (g) directing and teaching staff of central training institutions dealing with or concerned with rural development e.g. NIPCCD/VMNICM/NCUI/MHFWI.
- (h) directing and teaching staff of Bankers' training Colleges/Institutes like NIBM/CAB.
- (i) national voluntary organisations, specially for women and youth, tribals and other weaker sections.
- (j) all officials of various levels in the Ministry of Rural Reconstruction and all attached and subordinate offices of the Ministry;
- (k) other officials as decided by this Ministry from time to time;

B. State Government Officials

- (a) state government officials both in the Secretariat and Directorates dealing with rural development, agriculture and allied subjects, cooperatives, industries, tertiary sector, training, institutional finance and others;
- (b) state-level counterparts of all the central groups outlined under A;
- (c) divisional level counterparts of (b);
- (d) principals and faculty members of State Institutes of Rural/Community Development/Panchayati Raj;
- (e) directors and faculty members of State Institutes of Public Administration;
- (f) directors and faculty members of Tribal Research Institutes;
- (g) principals/directors and faculty members of Extension Education Institutes/Cooperative Training Colleges/Cooperative Training Centres/Regional Health and Family Welfare Training Institutes;

- (b) principals/directors and faculty members of training institutes of rural development departments such as Agriculture/Animal Husbandry/Fisheries and others;
- (i) principals/directors and faculty members of—
 - (i) Farmers' Training Centres.
 - (ii) Gram Sevak Training Centres.
 - (iii) Gram Sevika Training Centres.
 - (iv) Industrial Training Institutes.
 - (v) Regional Engineering Colleges.
 - (vi) Panchayati Raj Training Centres.
 - (vii) Community Polytechnics.
 - (viii) Training Centres of Voluntary Agencies.

C. District-level Officials

- (a) district collectors and chief executive officers of Zila Parishads/District Panchayats.
- (b) ADMs and SDMs dealing with rural development.
- (c) general managers, managers (Credit) and (Rural Industries) of district industries centres.
- (d) district-level counterparts of state-level officials dealing with—
 - (i) agriculture and allied subjects.
 - (ii) cooperation.
 - (iii) social forestry.
 - (iv) rural development.
 - (v) training etc.
- (e) chief executives of district rural development societies, project officers of SFDA, DPAP and IRDP agencies.
- (f) assistant project officers and other project staff in district rural development societies/SFDA/DPAP/IRD agencies.

- (g) managers of banks/corporations in.
 - (i) commercial banks.
 - (ii) cooperative Banks.
 - (iii) regional rural banks and
 - (iv) land development banks.
 - (v) general insurance corporations.
- (h) functionaries of rural industries marketing corporations and district level staff of agencies in the decentralised industrial sectors like—
 - (i) khadi & village industries.
 - (ii) handlooms.
 - (iii) handicrafts.
 - (iv) coir.
 - (v) silk.

D. Block-level Officials

- (a) block development officers.
- (b) assistant block development officers.
- (c) extension officers and subject matter specialists dealing with.
 - (i) agriculture.
 - (ii) animal Husbandry.
 - (iii) cooperation.
 - (iv) industries.
 - (v) education.
 - (vi) women's programme.
 - (vii) social welfare.
 - (viii) engineering.
 - (ix) statistics.
- (d) functionaries of rural marketing and service centres.

E. Village-level Officials

- (a) gram sewaks/gram sevikas.
- (b) secretaries of gram panchayats.
- (c) secretaries of cooperative societies.

F. Non-Officials.

- (a) MPs, MLAs and MLCs.
- (b) chairmen of zila parishads and of their standing committees.
- (c) chairmen of panchayat samitis and of their standing committees.
- (d) chairmen of primary land development banks/district central cooperative banks.
- (e) leaders and executives of voluntary agencies.
- (f) chairmen and elected members of cooperatives.
- (g) elected gram panchayat sarpanches and members.

2.6. While identifying the groups in all the categories and designing special courses for them, it would be necessary to make broad classifications of such functionaries into—

- (i) personnel at policy level;
- (ii) middle-level personnel;
- (iii) field personnel implementing the programmes.

2.7. There would also be a need to distinguish between administrative and operational functionaries, and technical personnel like engineers, agricultural engineering officers etc.

Assessment of Training Needs :

2.8. Broadly the training needs and content in regard to various types of functionaries will be as under—

- (a) familiarisation with the broad objectives, strategy, targets etc. of special programmes like IRDP/DPAP/NREP/TRYSEM. The role of each organisation has to be explained to the functionaries as well as the role of each functionary in the organisation;
- (b) a special course on IRD programme for the implementing agencies. This would convey operational details on identification of beneficiaries, credit mobilisation, block-level planning, rural industries component, monitoring and evaluation etc.

- (c) a course on rural industrialisation and TRYSEM for functionaries of the industries and rural development departments, special programme agencies, organisations in the decentralised industrial sector and credit institutions. This would help in developing a coordinated perspective for all implementing agencies.
- (d) different training programmes on institutional financing, intended for various levels. Special accent has to be provided on orientation courses for branch managers and agents of banks. District level workshops to which Collectors, Project Officers, District Officials and Bank Managers are jointly called need to be organised.
- (e) processing and marketing of agricultural produce.
- (f) marketing of products of rural industrial units.
- (g) management of rural enterprises.
- (h) financial management for project officers of special programme agencies.
- (i) accounts management for accounts staff of special programme agencies.
- (j) course on conscientisation of the rural poor.
- (k) project formulation, appraisal, implementation, monitoring and evaluation of rural development projects.
- (l) rural employment including NREP/EGS/EAS and others.
- (m) block-level planning. This would be a detailed course on how exactly such a plan is to be drawn up.
- (n) management of rural development projects.
- (o) courses in training methodology and programme content for trainers of State and district-level institutions. Orientation courses also need to be organised.
- (p) sectoral courses in sheep and pasture development, piggery development, dairy development, poultry development, irrigation management, watershed management, dryland technology etc.

- (q) joint courses for revenue and development functionaries and police officials with focus on the socio-economic development of the rural poor.
- (r) basic services; minimum needs programme.
- (s) voluntary action and people's participation.
- (t) drought/emergency relief and their integration with ongoing development programmes.
- (u) CADA (Command Area Development Agency).
- (v) women, child and youth welfare.
- (w) welfare programmes for scheduled castes and scheduled tribes.

2.9. For different groups, the type and contents of training programmes will obviously vary considerably. For example, for senior Central and State Governments officials, the programmes would have to be in the nature of seminars and conferences, in which they get feed-back of the field problems from operational personnel.

2.10. There will also be need for multi-disciplinary courses. Management inputs will have to be built into the syllabi and social legislation will also have to be taught wherever relevant.

2.11. All courses would have three important components, namely communication of knowledge and administrative information, imparting of relevant planning, technical and administrative skills, and inculcation of attitudes favorable for team-work, leadership and coordination. The relative proportions and emphasis would differ from course to course depending upon composition and level of participants as well as duration. Knowledge and information would include all policies, instructions and circulars as well as relevant academic inputs. Imparting of skills would include practical sessions, field visits, workshops and exercises. Attitudinal and behavioural component could be inculcated through discussions, case studies, role plays and similar methods.

2.12. The contents of special programmes together with the needed skill and behavioural orientations will have to be put into training capsules. These will have to be sent to all the institutions giving training in sectoral subjects, so that the special programme training capsules become an integral part of the

curriculum of all training programmes. This will also involve a major programme of build up of case material including illustrations and incident process approaches.

Preparation of Action Plans :

2.13. Based on the appraisal of the number of functionaries required to be trained and the type of training needs which have been identified, the State Governments have been requested to draw up a detailed action plan of training in rural development. This plan has to contain the following details:—

- (a) identified groups for training.
- (b) number required to be trained in each target-group.
- (c) time span over which identified numbers are to be covered.
- (d) subjects in which training is to be imparted at different levels.
- (e) number that could be trained in existing training institutions along with cost of such training (both recurring and non-recurring) and annual phasing during Sixth Plan.
- (f) balance number alongwith cost of building up facilities so as to cater to this number in the stipulated time (cost both recurring and non-recurring to be included mostly for expansion of existing institutions except in states where no suitable institution exists and a new one has necessarily to be set up).

2.14. All State Governments have also been requested to include expenditure on extension of training facilities in their Sixth Plan and annual Plan documents. Now that the Sixth Plan has been finalised, the State Governments would have to take action on this decision while drafting their annual Plans from year to year. This Ministry would support suitable allocations for this purpose when discussions are held in the Planning Commission.

Standardisation of Training Programmes :

2.15. There is a great need for developing standard nomenclature for different types of training programmes whether run by this Ministry or by Central and State training institutions.

This will enable a common terminology to evolve and help in standardisation of course material, syllabi, training aids, training films, and so on. The standardisation would have to be done group-wise.

2.16. The Central Government has already taken the first step towards such standardisation by issuing a tentative calendar of training programmes for the year 1981-82. Further detailed work has, however, to be done jointly by the National Institute of Rural Development, the state-level training coordinators and state-level training institutions in rural development.

Strengthening of Training Infrastructure :

2.17. The Central Government has already taken several steps to build up the National Institute of Rural Development as the apex institution in the field of training for rural development. The details of the steps taken by this Ministry are mentioned in a subsequent section. Similarly, action has been initiated for strengthening of state-level apex institutions for training and research in rural development. As indicated, a new plan scheme has been formulated for this purpose.

2.18. The State Governments have also to take initiative in this respect by providing counterpart funds for strengthening of state-level institutions as also for making sufficient budgetary provisions for building up training infrastructure at state, district and block levels. Institutions like Extension Training Centres/ Gram Sevak Training Centres, Gram Sevika Training Centres, District Training Centres and others will have to be built up as supportive institutions to the apex institutes at the central and state-levels. As already pointed out in the enunciation of objections, all training institutions dealing with rural development would be linked vertically as well as horizontally so as to function as a sub-system of the total organisation framework of rural development:

Training Methodology :

2.19. In respect of training methodology there has to be a constant process of innovation and development. This will involve the following—

- (a) deciding the subjects to be dealt with under each training programme;

- (b) standardisation of nomenclature;
- (c) taking decisions about whether a particular type of seminar or course would suit a particular target-group and its training needs. This will involve deciding the course duration, type of training programmes and content of course, training methods and aids.
- (d) standardisation of syllabi and course material and deciding whether the programme should be conducted by the Central or State Governments directly or through some specialised institutions or jointly.
- (e) training methods would include lectures, group discussions, field visits, case studies, panels and symposia, study groups and syndicates, role play, sensitivity training and similar ones.
- (f) training methods would require to be supported by suitable audio-visual aids such as black boards, projectors, film-strip, tape recorders and others.

III. TRAINING PROGRAMMES ORGANISED BY THE MINISTRY OF RURAL RECONSTRUCTION

Historical Review :

3.1. The role of the Central Ministry of Rural Reconstruction (formerly known as the Ministry of Community Development, Cooperation and Panchayati Raj, later renamed as Department of Community Development and subsequently as Department of Rural Development) in the direct organisation of training programmes was prominent during the days community development. In the year 1967, all the training institutions known as Orientation and Study Centres, which were till then directly managed and controlled by the Central Government, were transferred to the States and renamed as State Institutes of Community Development/Panchayati Raj. Recently, some have been renamed as State Institutes of Rural Development.

3.2. Such a direct responsibility was again assumed in the year 1974-75 under the drought-prone areas programme (DPAP). The details of the training courses conducted yearwise since 1978-79 are contained in annexe 1. It will be seen that initially the training courses were confined in their subject-matter to items pertaining to DPAP only. Training courses concerned with other subjects like IRD programme and TRYSEM were gradually included. The training programmes are now being organised on a regular basis and the tempo has been increasing from year to year. This phenomenon is demonstrated by the following table—

Year	<i>(Rs. in lakhs)</i>	
	No. of Courses organised	Amount of Expenditure incurred
1974-75	4	0.97
1975-76	13	2.32
1976-77	25	3.37
1977-78	23	2.57
1978-79	20	2.80
1979-80	11	1.55
1980-81	39	3.38
1981-82 (proposed)	90	10.00

Standardisation of Nomenclature :

3.3. While drafting the tentative schedule of training programmes for the year 1981-82 (copy at annexe 2) an attempt has been made to standardise the nomenclature of various training programmes. These have been broadly divided into the following four categories:—

- (i) national conferences.
- (ii) national seminars and workshops.
- (iii) regional seminars and workshops.
- (iv) sectoral training courses.

3.4. The distinction that has been drawn between these is as under—

(i) *National Conferences*

These will be conferences held at the national level with participation of policy-makers like Ministers and senior officials. These will deal with policy issues of immediate importance and try to evolve a national consensus about the manner in which future policies should be formulated and current programmes implemented.

(ii) *National Seminars and Workshops*

National seminars will be seminars held at the national-level with a mixture of academic inputs and actual field experience. Participants will be welcome to express their personal views freely, even though these might not be in conformity with the official views held by their organisations. The national seminars will make recommendations about both policy as well as implementation. These could even suggest radical departures from present policies if considered justified.

National workshops would, by and large, be devoted to implementational and organisational problems of policies which are already laid down. In these workshops, which would be of longer duration, field problems will be analysed. Resource allocations, organisational details, priorities and coordinative mechanisms will be worked out and plans of action prepared. Pragmatic solutions of the field problems will also be suggested. If problems of implementation and solutions merit changes in policies, the workshops can make suitable suggestions.

(iii) *Regional Seminars and Workshops*

Regional seminars and workshops will be the counterparts of the national seminars and workshops but will cater to the major regions of the country : Generally speaking, the country may be divided into the following six regions (the details have been given in annexe VI).

1. northern region.
2. western region.
3. central region.
4. southern region.
5. eastern region.
6. north-eastern region.

(iv) *Sectoral Training Courses*

These training courses will relate to the problems arising in particular sectors like animal husbandry, poultry, piggery, sheep and pasture development, watershed management, dryland technology sericulture, fisheries, minor irrigation and others.

Organisation of Training Programmes :

3.5. The organisation of training programmes will be done by the Ministry. For this purpose, the allocation of responsibilities among the various Divisions in the Ministry will be as under :—

Training Division of the Ministry

- (a) the training division will approve of the proposals for organisation of each training programme;
- (b) it will correspond with the training institutions, finalise the list of participants in consultation with the subject matter divisions, call for the nominations from the State Governments and other organisations, issue financial sanctions, and select the resource persons;
- (c) it will evaluate the programmes on the basis of feedback from the resource persons and respective training institutions.

Subject matter divisions of the Ministry

- (a) the subject matter divisions of the Ministry will be fully responsible for organising programmes to be held at Delhi, as these would be directly organised by the Ministry and there will be no institution to share the responsibility.
- (b) these division will, in all cases, advise the training division about—
 - (i) the names and addresses of participants;
 - (ii) names and addresses of training institutions which would be suitable for conducting each programme;
 - (iii) the names of resource persons;
 - (iv) the duration of each programme.
- (c) the subject matter divisions will finalise the agenda, prepare agenda notes and circulate them well in time to participants.
- (d) these divisions will assist the organising institutes in preparing the background material, as also approve detailed schedule of the programme after obtaining a proposal from the organising institute.
- (e) these divisions will also send the evaluation reports to the training division about the quality of training conducted.
- (f) they will take follow-up action on the proceedings/recommendations of the programme.

General Section of the Ministry

The general section of this Ministry, in coordination with the subject-matter divisions and, under intimation to the training division, will arrange to book the accommodation for the seminars etc., arrange lunch, tea, banners, placards, stationery etc. for training programmes to be held at Delhi.

Organising Institutions

3.6. Apart from the courses which are directly conducted by the Ministry, all other programmes will be entrusted to orga-

nising institutions. The responsibilities of these institutions will be as under—

- (a) on receipt of the tentative schedule of training courses from the Ministry, it will convey its acceptance of the training programme suggested to be entrusted to it as also mention if the terms and conditions are acceptable to it.
- (b) it will give firm dates for holding of the programme. Such dates will not normally be changed unless there are extraordinary circumstances.
- (c) after the first notice for the training programme has been issued by the Ministry, the institution will follow up with subsequent notices to be issued to the same list of participants. It will also indicate the manner in which trainees have to reach the institution.
- (d) it will prepare background material for distribution among the participants, in collaboration with the subject matter division of the Ministry.
- (e) it will take follow up action on the correspondence initiated by the Training Division with the resource persons so as to ensure their participation.
- (f) it will draw up the detailed schedule of the training programme and have it approved by the subject matter division.
- (g) it will conform to the financial procedures laid down by the training division. It will also submit the necessary documents, certificates, accounts etc. as may be called for.
- (h) it will evaluate the training programme through the reactions of the participants as also on its own.
- (i) it will send 50 copies of the training material as per terms and conditions.

3.7. The training schedule is prepared on the basis of information supplied and discussions held with the various subject matter divisions in the Ministry. In order to ensure that all the courses, seminars etc. are properly planned and methodically

conducted, it is necessary that their schedule for the next year is finalised by the January end of that year. This means that the preparatory work should start three to four months earlier.

3.8. As soon as the training schedule is finalised and issued by the training division, the organising institution would be required to give its consent in the proforma in annexe III.

3.9. On receipt of consent, the firm schedule of training programmes will be issued by the training division.

Financing Arrangements :

3.10. All the training programmes organised by this Ministry will be financed by the training division. The terms and conditions governing the payment of fee, grants-in-aid etc. are given in the subsequent paragraphs.

3.11. For conducting of the training programmes, all organising institutions (hereafter referred to as OIs) have been divided into two broad categories—

(i) category A:—This will consist of those OIs which are owned, operated or controlled by the Central or the State Governments.

(ii) category B:—This will include all other OIs not covered under category A.

3.12. For category (A) OIs, there is a provision for payment of fee. The uniform rate of fee is Rs. 66 per participant per day.

3.13. For category (B) OIs also the rate of payment is the same. However the amount is to be treated as grant-in-aid.

3.14. In view of the fact that participants are normally required to arrive one day in advance of the training programme as also may stay for one day extra, the amount of Rs. 66 per participant is to be given for the days of the training plus one additional day only.

3.15. Those OIs, which may agree to conduct the training programmes on the basis of the above schedule of fees/grants-in-aid will be required to convey their acceptance in the prescribed proforma at annexe III. For other OIs which feel that

this rate is on the lower side, a detailed break-up of cost may be given under the following sub-heads.

- (i) boarding and lodging charges of the participants.
- (ii) cost of preparation of background material.
- (iii) payment to be made to guest faculty, including honorarium, if any.
- (iv) printing, stationery and other office expenses.
- (v) transportation expenses on field visits etc. and contingent expenditure, if any.

3.16. While sending such proposals, the norms fixed by the organisation/deptt. controlling the OI may be mentioned. If there are precedent of similar rates having been approved by us or some other ministry, or department of the Central or the State Govt., details of these may be furnished in order to facilitate decision.

3.17. On the basis of the details supplied by the OIs, the training division will decide upon the actual amount, which should be offered. A formal offer will be sent to the OI, which should then either convey its acceptance of the terms and conditions or otherwise. The matter will be settled by correspondence or by mutual consultations.

3.18. After the total amount to be paid to the OI has been determined either on the basis of fee or grant-in-aid or after negotiations as mentioned above, 75 per cent of the same will be released to the OI as advance payment. This will be sent to the OI or the State Government as the case may be by bank draft payable to payees' account. A receipt of the same should be immediately sent by the OI concerned.

3.19. The balance 25% will be released in the case of category (A) OIs after receipt of a statement of expenditure duly certified by the head of the institution. This certificate should state that the money has been utilised in organising the training programme, for which it was sanctioned and has not been utilised for any other purpose.

3.20. In case of category (B) OIs, the balance 25% will be released after receipt of—

- (i) a statement of account duly audited and certified by a Chartered Accountant.
- (ii) utilisation certificate indicating that the amount was spent for the purpose, for which it was approved.

3.21. Before the balance of 25% is released, each OI has also to certify that 50 copies of the background material have been circulated as mentioned below:—

	No. of copies required
(a) One copy each to the Chief Secretaries of all States/Union Territories	31
(b) One copy each to the following six libraries of Government of India—	
(i) Ministry of Rural Reconstruction, Krishi Bhavan, New Delhi.	
(ii) Department of Agriculture and Co-operation, Krishi-Bhavan, New Delhi.	
(iii) D. G. & E.&T., Ministry of Labour, Shram Shakti Bhavan, New Delhi.	
(iv) Planning Commission, Yojana Bhavan, New Delhi	
(v) I.C.A.R. Krishi Bhavan, New Delhi.	
(vi) N.I.R.D. Rajendranagar, Hyderabad	6
(c) 13 copies to Training Division, Ministry of Rural Reconstruction, for distribution among senior officers of the Ministry and for future reference.	13
	50

3.22. The certificates, statements of account etc. should be submitted to the training division within two months of completion of the programme.

3.23. The expenditure will be subject to test audit by the Accountant General.

3.24. It should be explicitly acknowledged on the cover page and the first page of the documents circulated during each programme that the training programme was sponsored and financed by the training division of the Ministry of Rural Reconstruction, Government of India.

Finalisation of Recommendations :

3.25. The responsibility for finalisation of recommendations of seminars, conferences and workshops will be that of the subject-matter divisions, who have in each case to nominate

a resource person to attend to the training programme. The recommendations should be drafted in such a way as to facilitate their being brought out as separate publications. These should be self-contained and brief. The importance of monitoring and concurrent evaluation should be reflected while drafting such recommendations.

3.26. After the recommendations are received in the training division, it is proposed to edit, print and circulate them to all the State Governments, training institutions etc.

IV. NATIONAL INSTITUTE OF RURAL DEVELOPMENT

4.1. The National Institute of Rural Development was established as an autonomous registered society on November 1, 1965 to fulfil the training needs of the personnel involved in rural development and also to conduct research studies on various aspects of rural development programmes.

The Organisation :

4.2. The Institute has a 46-member general council in which are represented non-officials, universities, academic bodies, state Governments, legislative assemblies and the Parliament. The Union Minister for Agriculture and Irrigation is the President of the general council. There is also an 11-member executive council under the general council. It oversees the formulation as well as implementation of various training and research programmes. The general council and the executive council together provide the overall guidance and direction to the Institute.

The Director General of the Institute, who is a member of the executive council, plans and conducts the Institute's day-to-day operations subject to the overall guidance by the general and the executive councils.

Location :

4.3. The Institute is located on a 42-hectare campus at Rajendranagar, about 9 km. away to the south of the municipal limits of Hyderabad. In its vicinity the Andhra Pradesh Agricultural University is located.

Areas of Concern :

4.4. The Institute's endeavours are aimed at translating into action the strategies and programmes of rural development in the national socio-economic growth process. The broad areas on which it concentrates relate to—

- (1) improving social and economic well being of rural communities, particularly the disadvantaged and women;

- (2) assisting in institution-building for rural development including panchayati raj; programme implementation; financial management and delivery systems with particular reference to the evolving needs of rural development administration and management;
- (3) formulating area-level plans for generation of more employment and higher incomes for rural people; appraisal, implementation and monitoring of development projects at the local level;
- (4) promoting human resource development, training and social institutions;
- (5) assisting in transmission of technology appropriate to rural development;
- (6) disseminating through publications rural development statistics, information and knowledge;
- (7) examining the issues relating to evolution of an egalitarian agro-industrial society;
- (8) examining aspects of environment, conservation and recycling of waste in rural areas; and
- (9) assisting policy formulation and choice of options in rural development.

Research, Training and Consultancy :

4.5. Within each area, not only specific research studies are developed but training programmes, seminars and workshop with focus on specific topics are also organised. These are generally short-term, in no case exceeding four weeks.

4.6. The research studies are action-oriented and are formulated in such a pragmatic way, that these not only constitute a vital input for the various training programmes it offers to different categories of rural development functionaries, but are also useful to policy-makers and administrators in that they strengthen their information base for policy formulation and programme implementation. This symbiotic relationship between its research studies and training programmes has made it possible for the Institute to make its services action oriented. At present, the Institute concentrates on being a servicing agency to Central and State Governments and on implementational problems.

Clientele :

4.7. The Institute's research, training and consultancy services are available to different departments of the state and central governments, public-sector undertakings, international agencies like the FAO, ILO, UNDP, UNICEF, voluntary agencies and women's organisations which have concern for rural development.

4.8. The training participants belong to the categories that are associated with policy-making, those who are guiding the implementation, and those in-charge of projects above the block-level.

The Working set-up :

4.9. The following faculties handle the programme activity of the Institute:

1. economics.
2. extension & transfer of technology.
3. human resource development.
4. information.
5. integrated area planning.
6. political science & public administration.
7. psychology.
8. rural industries & employment.
9. sociology.
10. statistics.
11. financial management.

4.10. Each faculty is headed by a Director who is assisted by Deputy and Assistant Directors and a team of research associates. The administration is looked after by the Registrar of the Institute.

Library :

The Institute has a well organised and growing library with a balanced collection of books, periodicals, newspaper clippings and other literature on all aspects of rural development. The

library provides bibliographic and documentation services specially geared to the objectives of the Institute and brings out a monthly documentation bulletin.

The Institute disseminates the results of its research studies and the recommendations of its various seminars and workshops through publications. It has so far brought out 110 such publications. It runs two periodicals, viz., "Behavioural Sciences and Rural Development" (Half-yearly : Annual subscription Rs. 30) and "Rural Development Digest" (Quarterly : Annual subscription Rs. 24).

Expansion Programme :

4.13. In the light of the new areas identified for further concentration, the Institute is in the process of expansion of its faculty and staff strength. Commensurate with this, plans are afoot for providing the required infrastructural facilities not only to accommodate the increasing staff strength but also to create other functional facilities that are required.

4.14. The Sixth Plan proposals for the NIRD envisage the setting-up of four new centres. These will be as under :

- (a) centre for rural leaders' training.
- (b) centre for rural development.
- (c) centre for micro-planning.
- (d) centre for panchayati raj.

Role as an Apex Institute :

4.15. Although the role of the NIRD as a national institute has been very significant, its functioning as an apex institute has been hampered to a certain extent by the absence of a proper training infrastructure at the state level. With the establishment of state institutes of public administration and the development of state institutes of rural/community development under the scheme for strengthening of state-centres of training and research, NIRD's role as an apex institute will become still more significant.

4.16. In this context a more vigorous role is visualised for NIRD in the following directions—

- (a) it would serve as a store house of information and a centre for research which would be useful for policy-making.
- (b) its expertise would be made available to State Governments and other institutions on a larger scale than at present.
- (c) it would enlarge its programmes of training of trainers for various state level institutions, banking staff colleges, voluntary organisations and faculty members of other departmental training centres dealing with rural development.
- (d) it would offer field consultancy services to state level training institutions as well as help these institutions in providing similar guidance to lower level training institutions. This would help to evolve functional linkages at all levels of the training sub-system.
- (e) it would prepare case studies on various aspects of rural development which could serve as training material.
- (f) it would be associated with the State Councils of Training so as to develop direct linkages with all training programmes in rural development in the States.
- (g) it would develop standard course designs, model course material, films, select bibliographies, etc. There would be a regular exchange of all training material with other national and state-level institutions.
- (h) there would be a separate cell in the NIRD, looking after the needs of State Training Institutions and also liaising with other national-level training institutions such as VMNICN/NIHFW/NIPCCD/NIBM.
- (i) there would be exchange of visits by members of the faculty of NIRD and the state institutions.
- (j) it would organise an annual workshop of those connected with training for rural development. State governments should give all necessary material and information to the NIRD so as to enable it to prepare a status report for presentation at this annual workshop.

- (k) the Institute would prepare model plans for 2 to 3 blocks in each state on a consultancy basis.
- (l) the Institute has already started the compilation of a directory of all training institutions in the field of rural development. This would become an annual publication and be a model for similar state-wise publications to be brought out by the State Governments.

NIRD as an International Centre :

4.17. The Institute is developing into an international centre also. It has already been recognised as the national IRD centre by the Centre for Integrated Rural Development for Asia and the Pacific (CIRDAP). Exchange of the faculty with the institutions in U. K. has also started. The Institute has trained officials from other developing countries. It is hoped that with the implementation of the Rs. 3.45 crore Sixth Plan, the physical facilities as well as the faculty in the NIRD would reach international standards.

V. ACTION BY STATE GOVERNMENTS

Priority to Training :

5.1. The State Governments have to accord a very high priority to training in general. One recommendation made in the national workshop held at NIRD in November 1980 was that at least two per cent of the developmental expenditure should be earmarked for promoting training activities. This could be considered on merits.

Coordinative Mechanism :

5.2. For the purpose of coordination of all training activities at the state level, there are already senior officers designated as training coordinators by the Department of Personnel and Administrative Reforms, Ministry of Home Affairs, Government of India. It is suggested that there should be a 'state council for training' to be presided over by the Chief Secretary. The council should have a sub-committee on rural development. The chairman of this sub-committee could be the Agricultural Production/Development Commissioner, with the Secretaries and the Directors of Development Department, and Heads of State-Level training institutions as members and the training coordinator for rural development as member secretary.

All State Governments should appoint one senior official as a 'training coordinator' in the field of rural development. He will ensure that the activities in the field of rural development training are kept going with speed and enthusiasm. He will also ensure that as soon as the training schedules are received in the State Government from this Ministry and the NIRD, a roster of names for the various training programmes is kept ready and officers are nominated for the courses, as soon as the formal notice for a programme is received. Such an arrangement is very essential if participation in the training programme is to improve.

Training Infrastructure :

5.3. All the States should develop at least one training institution as the apex 'state centre for training and research in

rural development'. The Central Government has already initiated a new plan scheme entitled "establishment/strengthening of state centres for training and research in rural development" and the financial assistance offered could be availed of by the State Governments.

Need for State Centres :

5.4. The need for having state-level centres has been realised since the launching of the various special programmes, which have created the need for continuous training of officials and non-officials. It is sometimes possible to invite some state level officers to national seminars/workshops etc. at the NIRD. Very often the considerations of time prevent officers from attending such programmes at short notice. To some extent this difficulty has been obviated by holding regional meetings. But this is no substitute for a formal training infrastructure at the state level, which could continuously organise training and research in these programmes and deal with the peculiar problems of the state.

5.5. This Ministry has also launched an ambitious programme of preparing block-level plans in selected blocks of the country. Ultimately, such plans have to be formulated in each of the 5011 blocks in the country. Detailed methodology for the preparation of such plans has to be imparted to district and block-level officers. For this purpose also, strengthening/establishment of State centres has become very imperative. Some states and union territories may, pending establishment of their own state-level institutes, make working arrangements with adjoining states for training in block-level planning etc.

5.6. The dispersal of training facilities is also necessary in order to remove the difficulty of communication, as it will enable organisation of training programmes in the local languages. The programmes would also be directly related to the situation prevailing in the concerned states and union territories.

Relationship with NIRD :

5.7. It is not within the realm of possibility that the state institutions may function under the administrative and financial control of the NIRD. Such an arrangement, it is apprehended, would give rise to new problems. The relationship between the NIRD and the state centres would, however, be close and intimate at the professional level. There shall be continuous

contact between the two in matters connected with the content of training programmes, duration of courses, exchange of faculty etc.

State Centres in Sixth Plan :

5.8. During the course of the Sixth Plan, it is proposed to set up 18 state centres for training and research in rural development. On a long-term perspective, it is proposed to strengthen one centre in each state. The union territories will be covered by the centres of contiguous states.

5.9. In most cases, only existing institutions will be selected and their infrastructures strengthened. No new institutions are proposed to be established unless it appears absolutely necessary.

Functions :

5.10. The main functions of the State centres will be—

- (a) to design and conduct short-term training courses for the officials and the non-officials engaged in rural development and administration in the states;
- (b) to develop and design courses on block-level and area planning;
- (c) to organise seminars, conferences and workshops for experts, academicians, administrators, researchers and non-officials on various problems of rural development and administration;
- (d) to undertake action-oriented researches on various problems of rural development and administration, so as to prepare case studies as an input for the training programmes;
- (e) to serve as a centre for the collection and dissemination of information regarding rural development and administration;
- (f) to provide consultancy services on problems of rural development and administration;
- (g) to act as nodal institutions for training in rural development for all departments;

- (h) to organise training of trainers;
- (i) to act apex institutions at the state level in relation to all other training centres in rural development.

Pattern of Assistance :

5.11. It is proposed to provide 50% of the recurring expenditure and 50% of the non-recurring expenditure as Central grants-in-aid. The balance 50% of the expenditure will have to be met by the concerned State Government, out of its plan budget. In the case of the North-Eastern States & Sikkim, the Central share in non-recurring expenditure will be 100%. The expenditure on non-recurring items may be made on construction of class-rooms, hostels and staff quarters, and purchase of equipment, training aids etc. The ceilings of grants-in-aid are Rs. 5.00 lakhs in the case of non-recurring expenditure and Rs. 1.00 lakh per year in the case of recurring expenditure.

5.12. The plan provision for the scheme during the Sixth Plan is Rs. 1.25 crores. The scheme will be implemented by the training division of this Ministry. In order to select such centres, an expert committee consisting of representatives of the NIRD, the Deptt. of Personnel and Administrative Reforms, the Ministry of Rural Reconstruction and the Planning Commission has been constituted. This will hold discussions with the State Governments and make suitable recommendations.

5.12A. The factors to be taken into consideration while selecting the state centres for research & training will be as under—

- (i) the recommendations of the State Government.
- (ii) the recommendations made by the Expert Committee.
- (iii) suitability on the basis of physical facilities, composition of faculty, location, past experience etc.

Procedure for Approval :

5.13. A questionnaire for supply of information about the State training needs as well as a proforma for giving information about the proposed centres have been devised. These are at annexures 4 & 5.

5.14. As far as possible, the functioning of the administrative training institutes and the proposed state centres for rural development may have to be kept separate. It may even be desirable to give the State centres a rural setting and bias. Wherever the institutions are separate, adequate arrangements will have to be made for imparting training in rural development. Where necessary, resources of the state centre of rural development may be availed of.

District-level Centres :

5.15. It would also be necessary to provide adequate facilities in district level centres for training of field-level officials and non-officials. For this purpose, the State Governments should expand existing facilities as well as create new training institutions. Professional linkages should be established between the state-level institutions and these training institutions at lower levels by institutional arrangements exchange of faculty, training of trainers, production of suitable literature in local languages and audio-visual and other training aids.

Linkages :

5.16. The training division of the Department of Personnel in consultation with the training division of this Ministry and the NIRD will periodically study and advise regarding linkages between various central, state and district-level training institutions.

Personnel Matters :

5.17. State Governments should adopt fresh policies in respect of recruitment of staff for training institutions. Outstanding officers with requisite academic background and aptitude for training should be selected for such institutions. In the event of an officers getting promoted in his parent cadre, his post at the training centre should be upgraded in the interest of continuity and efficiency of training programmes.

5.18. The staff recruited in the core subjects should be well qualified, competent and committed to rural development. They should be equipped with skills in the latest training methods and aids as also be given avenues for professional development.

5.19. In order to encourage competent officers to come to training institutions, free furnished accommodation, special training allowance etc. may be given at such posts.

Research Cell :

5.20. Each State centre should have a research cell with qualified personnel and be engaged in evaluative and exploratory research work.

Miscellaneous :

5.21. The Directors of the State centres should be associated with all conferences and workshops connected with rural development held at the state and higher levels.

5.22. All development departments should keep training centres on their mailing list so that the faculty is kept abreast of the latest developments in policy formulation and programme implementation.

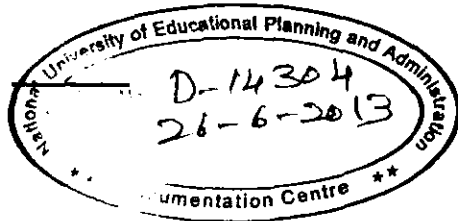
5.23. All training centres should be provided with adequate resources and physical facilities like class-rooms, audio-visual facilities, hostel accommodation, library, reading rooms and staff quarters.

5.24. Training institutions should, as far as possible, be granted due freedom of action and liberal delegation of powers.

VI. CONCLUSION

6.1. At the end, it may be stated that the entire sector of training in rural development needs a better deal from the planners at the state level. They should recognise the fact that an effective implementation of plan schemes is possible only if the implementors of programmes have a thorough grounding in the policies and programmes and develop right type of skills and attitudes for their implementation. The investment in schemes of rural development is now running into thousands of crores. The IRD programme alone is to assist an incredible number of 30 lakhs families per year. The programme being in the nature of a frontal attack on rural poverty, is highly challenging fairly sophisticated and quite complex. Only professionally qualified and well trained functionaries can hope to achieve success in this stupendous task.

6.2. Investments in rural training programmes will have to be commensurate with the size and nature of the task of rural development itself. Both the Central and the State Governments have to address themselves jointly to this important requirement.



ANNEXURE 1(a)

*Workshops/Seminars/training courses conducted by the Ministry during
1978-79 to 1980-81*

S. No.	Name of the Courses	Venue	Duration
1	Training courses on management of rural development.	At Nainital and Goa	16-4-78 to 29-4-78 17-4-78 to 20-4-78
2	Training Course for Dy. Secys. and other District Development Officers.	IIPA, New Delhi	15-5-78 to 19-5-78
3	Training course on financial management for A/Cs Officers.	IIPA, New Delhi	24-5-78 to 2-6-78
4	Training course on financial management for A/Cs Officers.	H.C.M. Institute, Jaipur	23-5-78 to 1-6-78
5	Organisation of short term Training Course on Irrigation.	Osmania University, Hyderabad.	12-7-78 to 29-7-78
6	A seminar on Irrigation and Water management.	Do.	3-8-78 to 5-8-78
7	Training on Institutional financing management.	College of Agricultural Banking, Poona.	22-8-78 to 24-8-78
8	Training on Agriculture Sector for Agriculture Officers.	Extn. Education Institute Agri. University, Hyderabad	25-9-78 to 4-10-78
9	Training course for Project Directors dealing with DPAP	IIPA, New Delhi	2-11-78 to 11-11-78
10	Training course on Agriculture management for Agriculture Officers dealing with DPAP.	Udaipur University	7-11-78 to 16-11-78
11	Training on credit orientation programme for District credit planning officers.	C.A.B. Poona	15-11-78 to 22-11-78
12	Training of Project Directors dealing with DPAP.	I.D.S. University, Mysore	13-11-78 to 25-11-78
13	A Field visit of officers from the Forest Deptt.	Ahmednagar & Sholapur	13-11-78 to 22-11-78

ANNEXURE 1(a)—*contd.*

S. No.	Name of the Courses	Venue	Duration
14	Organisation of a workshop for Dy. Secys. and Collectors dealing with DPAP.	NIRD, Hyderabad	1-12-78 to 7-12-78
15	A seminar on management of Forest & Pasture Development.	I.G. & F.R.I., Jhansi	11-12-78 to 16-12-78
16	Training course in seed multiplication methods.	Do.	18-12-78 to 23-12-78
17	A Field visit of District Livestock/Dairy Development Officers.	At Jodhpur & Bikaner	26-12-78 to 30-12-78
18.	Agriculture management course for Joint Directors.	B.H.U., Varanasi	23-12-78 to 1-1-79
19.	Training course for Agriculture Officers.	Exten. Education Agri. University, Hyderabad.	5-1-79 to 24-1-79
20.	A Training course on fodder development & management.	Gujarat State Rural Dev. Corpn. Ltd., Gandhinagar.	22-1-79 to 29-1-79
21.	Workshop of pasture development at Tarbot in Kalahandi District.		Ind half of February, 79.
22.	Workshop on fodder & pasture dev.	Indore	12—14 Feb., 79.
23.	Seminar on Dryland Farming.	Phulbani (Orissa)	1—3rd March, 79.

ANNEXURE 1(b)

Workshops/Seminars/Training Courses Conducted by the Ministry during 1979-80

S. No.	Name of the Seminar/ Training Course	Venue	Duration	Dates
1	Seminar on IRD for top state executives.	N.I.R.D., Hyderabad.	3 days	October 8-10, 1979.
2	Seminar on Antyodaya	H.C.M. State Institute of Public Admn.	3 days	November 26 to 28, 1979.
3	Seminar on Institutional Financing & Management.	Vaikunth Mehta National Institute of Co-op. Management, Pune.	3 days	December 27 to 29, 1979.
4	Training Course on Management of Sheep and Pastures.	Central Sheep Breeding Farm, Hissar.	4 days	January 14 to 17, 1980.
5	Training course in Dryland Technology.	College of Technology & Agricultural Engineering, University of Udaipur, Udaipur.	7 days	January 15 to 21, 1980.
6	Seminar on Institutional Financing & Management.	College of Agricultural Banking, R.B.I., Pune.	3 days	January 21 to 23, 1980.
7	Workshop on Management of Sheep and Pastures.	Dharmapuri District Development Corpn., Dharmapuri (T.N.)	4 days	January 22 to 25, 1980.
8	Seminar on IRD for district level executives.	N.I.R.D., Hyderabad.	5 days	January 21 to 25, 1980.
9	Training course in Goat Production.	Central Institute for Research on Goats at Makhdoom in Mathura Distt. U.P.	4 days	February 4-7, 1980.
10	Seminar on Management of Sheep and Pastures.	Indian Grassland and Fodder Research, Institute, Jhansi.	4 days	February 5-8, 1980.
11	Seminar on Institutional Financing and Management.	College of Agricultural Banking, R.B.I., Pune.	3 days	March 3 to 5, 1980.

ANNEXURE 1(c)

Workshops/Seminars/Training Courses conducted by the Ministry during 1980-81

S. No.	Name of the Programme	Venue	Duration
1	2	3	4
1	Training Course for Trainers.	Institute of Public Administration, Lucknow.	April 14 to 20, 1980.
2	Training Course on IRD for district level executives.	Do.	April 22—24, 1980.
3	Training Course on Goat Production.	Central Institute for Research on Goats at Makhdoom, Mathura Distt. (U.P.)	May 12—15, 1980.
4	Workshop on TRYSEM and Rural Industries for Northern and Eastern Regions.	N.I.R.D., Hyderabad	July 7—9, 1980.
5	First Workshop on IRD for Project Officers.	Vigyan Bhavan, New Delhi.	July 7—10, 1980.
6	Second Workshop on IRD Project Officers.	Do.	July 15—18, 1980.
7	Third workshop on IRD for Project Officers.	Do.	July 22—24, 1980.
8	Fourth workshop on IRD for Project Officers.	Do.	August 4—7, 1980.
9	Training Course on Watershed Management.	Central Soil and Water Conservation Research and Training Institute, Dehradun.	August 25—31, 1980.
10	Workshop on TRYSEM and Rural Industries for Southern and Western Regions.	N.I.R.D., Hyderabad	Sept. 8—10, 1980.
11	Training Course in Dry-land Technology.	College of Technology and Agricultural Engineering, University of Udaipur, Udaipur.	Oct. 9—15, 1980.
12	Workshop on IRD for State Level Executives.	N.I.R.D., Hyderabad	Oct. 27—29, 1980.
13	Training Courses on Sheep and Pasture Development.	Central Sheep Breeding Farm, Hissar.	Oct. 27—Nov. 1, 1980.

ANNEXURE I(c)—*contd.*

1	2	3	4
14	Seminar on IRD for State Secretaries Incharge IRD Programme.	Vigyan Bhavan, New Delhi.	Oct. 31, 1980.
15	Training Courses on Sheep and Pasture Development.	Govt. Sheep Farm, Hosur, Dharmapuri Distt. (Tamilnadu).	Nov. 10—15, 1980.
16	IRD Follow-up workshop on Formulation of Guidelines for Block Plans.	N.I.R.D., Hyderabad.	Nov. 12—14, 1980.
17	Seminar on Poultry Development through Small/Marginal Farmers.	Intensive Poultry Development Block, Vadodara (in collaboration with Gujarat State Poultry Farmers Cooperative Federation Ltd., Bharuch).	Nov. 24—29, 1980.
18	Workshop on IRD for Project officers and District level Executives.	Vigyan Bhavan, New Delhi.	Nov. 24—26, 1980.
19	Workshop on Training of Rural Development.	N.I.R.D., Hyderabad.	Nov. 27—29, 1980.
20	Workshop on IRD for Project Officers and district level executives.	Vigyan Bhavan, New Delhi.	Dec. 15—17, 1980.
21	Seminar on Institutional Finance for Rural Development Programme for Eastern Region.	Orissa University of Agriculture & Technology, Bhubneshwar (in collaboration with Vaikunth Mehta National Institute of Cooperative Management, Pune).	Dec. 23—24, 1980.
22	Workshop on IRD for district level executives.	N.I.R.D., Hyderabad	Dec. 30—Jan. 3, 1981.
23	Workshop on IRD for State level executives.	N.I.R.D., Hyderabad	Jan. 5—7, 1981.
24	Seminar on Piggery Development for Small/Marginal Farmers.	Central Dairy Farm, Aligarh.	Jan. 5—7, 1981.
25	Training course on Dryland Technology.	Banaras Hindu University, Varanasi.	Jan. 15—21, 1981.
26	National Seminar on Agricultural Marketing.	Vigyan Bhavan, New Delhi.	Jan. 16, 1981.

ANNEXURE 1(c)—*concl'd.*

1	2	3	4
27	Conference of State Ministers of Industries, Chairmen of State Khadi Boards, etc.	New Delhi.	Jan. 19-20, 1981.
28	Seminar on Piggery Development for Small/Marginal Farmers.	Govt. Bacon Factory Gannavaram, (A.P.).	Jan. 20—22, 1981.
29	Workshop on IRD for District level executives.	N.I.R.D., Hyderabad	Jan. 20—24, 1981.
30	Seminar on Institutional Finance for Rural Development Programme.	College of Agricultural Banking, Pune.	Jan. 27-28, 1981.
31	Training course in Dry-land Technology.	University of Agricultural Sciences, Hebbal.	Jan. 27—Feb. 3, 1981.
32	Training Course on Poultry Production.	Central Training Institute for Poultry Production and Management, Hessarghatta, Bangalore.	Feb. 2—7, 1981.
33	Training Course on Watershed Management.	Central Arid Zone Research Institute, Jodhpur.	Feb. 5—11, 1981.
34	National Workshop on Block Level Planning (including preparation of family plans)	New Delhi.	Feb. 6-7, 1981.
35	National workshop on the Communication Strategy for IRD.	N.I.R.D., Hyderabad	Feb. 12-13, 1981.
36	National Seminar on DPAP.	New Delhi.	Feb. 21, 1981.
37	State level Seminar on Cattle Development for U.P.	U.P. Veterinary College, Mathura.	March 1—3, 1981.
38	State Level Seminar on Sheep Development for U.P.	Sheep Breeding Farm, Bhainsora, Varanasi.	March 9—13, 1981.
39	State Level Seminar on Poultry Development for U.P.	Chandra Shekhar Azad University, Kanpur.	March 16—18, 1981.

Tentative Schedule of Training Programmes for the year 1981-82

(Position as on 25-7-81)

S. No.	Name of Programme	Duration	To be organised by	Venue	Dates/Month of Organisation
1	2	3	4	5	6
<i>I. National Conferences and Meetings</i>					
1	Conference of Secys. (dealing with IRD Programme).	Two days	Ministry of Rural Recons- truction	New Delhi	May 15-16, 1981 (held)
2	Conference of Ministers of Rural Development (IRD).	One day	Do.	Do.	Yet to be decided
3	National Conference for Project Officers basic services in rural development)	One day .	Do.	Do.	Do.
4	National Conference on Youth Programmes under IRD and TRYSEM.	Two days	Do.	Do.	Do.
<i>II. National Seminars and Workshops</i>					
5	Training of Trainers in Rural Development.	Five days	N.I.R.D., Hyderabad	Hyderabad	April 6—10, 1981 (held)
6	National workshop on Alternative methodologies for Local Planning for the Rural Poor.	Two days	Do.	Do.	April 14-15, 1981 (held)
7	Workshop on Integrated Rural Development for Directors of KVIC and State KVI Boards.	Three days	Do.	Do.	April 23—25, 1981 (held)

ANNEXURE 2 - contd.

1	2	3	4	5	6
<i>III. National Seminars and Workshops—contd.</i>					
8	Workshop on Training Professionals for Rural Development at Graduate and Post-Graduate level.	Two days	Xavier Instt. of Social Service, Ranchi.	Ranchi	May 1-2, 1981 (held).
9	National Seminar on Rural Roads	One day	Ministry of Rural Reconstruction.	New Delhi	14th August, 1981.
10	Strategy for full Employment in Rural Areas.	Two days	Do.	Do.	18th-19th July, 1981 (held).
11	National workshop on Marketing of Khadi & Village Industries Products.	Three days	Small Industry Extension Training Instt. (SIET), Hyderabad.	Hyderabad	August 31—Sept. 2, 1981.
12	National seminar for Principals & Secretaries of Training Centres of KVIC.	Three days	Institute of Public Admn., Lucknow University.	Lucknow	July, 28—30, 1981.
13	National seminar on IRD Programme for State level executives.	Three days	N.I.R.D., Hyderabad	Hyderabad	Dates yet to be decided.
14	National seminar on national rural employment programme.	Two days	Ministry of Rural Reconstruction.	New Delhi	Do.
15	National seminar on involvement of Industrial and Business Houses in Rural Areas.	Two days	Gujarat State Rural Development Corporation Ltd., Gandhinagar.	Ahmedabad	October, 1981 (Tentative).
16	National seminar on Appropriate Technology for Rural Development.	Three days	Allahabad, Polytechnic	Allahabad	October 15—17, 1981.

ANNEXURE 2—contd.

1	2	3	4	5	6
<i>III. National Seminars and Workshops—contd.</i>					
8	Workshop on Training Professionals for Rural Development at Graduate and Post-Graduate level.	Two days	Xavier Instt. of Social Service, Ranchi.	Ranchi	May 1-2, 1981 (held).
9	National Seminar on Rural Roads	One day	Ministry of Rural Reconstruction.	New Delhi	14th August, 1981.
10	Strategy for full Employment in Rural Areas.	Two days	Do.	Do.	18th-19th July, 1981 (held).
11	National workshop on Marketing of Khadi & Village Industries Products.	Three days	Small Industry Extension Training Instt. (SIET), Hyderabad.	Hyderabad	August 31—Sept. 2, 1981.
12	National seminar for Principals & Secretaries of Training Centres of KVIC.	Three days	Institute of Public Admn., Lucknow University.	Lucknow	July, 28—30, 1981.
13	National seminar on IRD Programme for State level executives.	Three days	N.I.R.D., Hyderabad	Hyderabad	Dates yet to be decided.
14	National seminar on national rural employment programme.	Two days	Ministry of Rural Reconstruction.	New Delhi	Do.
15	National seminar on involvement of Industrial and Business Houses in Rural Areas.	Two days	Gujarat State Rural Development Corporation Ltd., Gandhinagar.	Ahmedabad	October, 1981 (Tentative).
16	National seminar on Appropriate Technology for Rural Development.	Three days	Allahabad, Polytechnic	Allahabad	October 15—17, 1981.

17	National seminar on K.V.I. Co-operatives.	Three days	Vaikunth Mehta National Instt. of Cooperative Management, Pune.	Pune	November 23—25, 1981.
18	National seminar on Monitoring & Evaluation of Rural Development Programmes.	Two days	Ministry of Rural Reconstruction.	New Delhi.	November 3-4, 1981.
19	National seminar on Rural Industrialisation & TRYSEM.	Three days	N.I.R.D., Hyderabad.	Hyderabad	November 17—19, 1981.
20	National seminar on Women Programme.	Two days	Ministry of Rural Reconstruction.	New Delhi	December 16-17, 1981 (Tentative)
21	National seminar on Integrated Rural Development Programme for State level executives.	Three days	N.I.R.D., Hyderabad.	Hyderabad	December 17—19, 1981
22	National seminar on Land Reforms.	Three days	N.I.R.D., Hyderabad.	Hyderabad	December 27—29, 1981
23	National workshop on Training in Rural Development.	Three days	Do.	Do.	January 21—23, 1981
24	National seminar on Panchayati Raj.	One day	Ministry of Rural Reconstruction.	New Delhi	Jan., 82 (Tentative)
25	Communication Strategy for Rural Development.	2-3 days	Indian Institute of Mass Communication, New Delhi.	New Delhi	Dates not yet decided
26	National seminar on development of tertiary sector in rural areas.	Three days	Indian Instt. of Public Administration.	New Delhi	Nov., 81 (Tentative)
27	National seminar on Agricultural Marketing.	2-3 days	Ministry of Rural Reconstruction.	New Delhi	Dates not yet decided

ANNEXURE 2—contd.

1	2	3	4	5	6
III. Regional Seminars and Workshops Six					
<i>Regional seminars on IRD Programme at Block Level Planning</i>					
28	(a) Southern region . . .	3 days	Administrative Training Instt., Mysore.	Mysore	June 25—27, 1981 (held).
29	(b) North-Eastern region . . .	Do.	North-Eastern Hill University Shillong/North Eastern Council, Shillong.	Shillong	Dates yet to be decided.
30	(c) Northern region . . .	Do.	Punjab Agricultural University, Ludhiana.	Ludhiana	August 5-7, 1981
31	(d) Central region . . .	Do.	State Institute of Planning, Lucknow.	Lucknow	Oct. 5-7, 1981
32	(e) Western region . . .	Do.	Institute of Rural Management, Anand.	Anand	Nov., 81 (Tentative)
33	(f) Eastern region . . .	Do.	Indian Instt. of Technology, Kharagpur.	Kharagpur	December 18-20, 1981
<i>Five regional seminars on Maintenance of Accounts in Special Programmes Agencies (Dsitt, Rural Development Agencies/Societies)</i>					
34	(a) Northern region . . .	Two days	Indian Instt. of Public Admn., New Delhi.	New Delhi	June 29-30, 1981 (held).
35	(b) Western region . . .	Do.	H.C.M. State Instt. of Public Admn., Jaipur.	Jaipur	Dates yet to be decided.
36	(c) Southern region . . .	Do.	N.I.R.D., Hyderabad.	Hyderabad	August 28-29, 1981

37	(d) Central region	Do.	Institute of Public Admn., Lucknow University.	Lucknow	October 19-20, 1981
38	(e) Eastern region	Do.	Operation Research Group Centre, Bhubneshwar.	Bhubneshwar	December 14-15, 1981 (Tentative).

*Two regional workshops for the Project
Officers of Basic Services in Rural
Development*

39	(a) Northern and Eastern re- gions	Five days	Orientation and Study Cen- tre, Kalyani (West Bengal).	Kalyani	Dates yet to be de- cided
40	(b) Western and Southern re- gions.	Seven days	N.I.R.D., Hyderabad .	Hyderabad	August 25—31, 1981

*Six regional seminars on involvement of
youth in rural development*

41	(a) Northern region	Three days	Himachal Pradesh Institute of Public Administration, Simla.	Simla	Dates yet to be de- cided.
42	(b) North-Eastern regions	Do.	North-Eastern Hill Univer- sity, Shillong.	Shillong	Do.
43	(c) Western region	Do.	Extention Training Centre, Old Goa.	Old Goa	August, 81 (Tentative)
44	(d) Central region	Do.	H.C.M. State Instt. of Public Admn., Jaipur/Agri- cultural University, Udai- pur/Academy of Admn., Bhopal.	Jaipur/Udaipur/ Bhopal	Sept., 81 (Tentative)
45	(e) Southern region	Do.	N.I.R.D., Hyderabad.	Hyderabad	Oct., 81 (Tentative)

ANNEXURE 2—contd.

1	2	3	4	5	6
<i>Six regional seminars on involvement of youth in rural development—contd.</i>					
46	(f) Eastern region	Three days	Xavier Instt. of Social Service, Ranchi/Agricultural University, Bhubneshwar.	Ranchi/Bhubneshwar	Nov., 81 (Tentative)
<i>Five regional seminars on Institutional Finance for Rural Development Programmes</i>					
47	(a) Southern region	Two days	N.I.R.D., Hyderabad.	Hyderabad	Nov., 26-27, 1981
48	(b) Western region	Do.	College of Agricultural Banking, Pune.	Pune	Dates yet to be decided
49	(c) Northern region	Do.	Indian Instt. of Public Admn., New Delhi.	New Delhi	Nov., 12-13, 1981
50	(d) Eastern region	Do.	Institute of Public Admn., University of Lucknow.	Lucknow	Oct., 30-31, 1981
51	(e) North-Eastern region	Do.	Gauhati University	Gauhati	Oct., 20-21, 1981 (Tentative)
<i>District level seminars and Workshops on IRD Programme</i>					
52—56	(a) Five workshops on Block Level Planning.	Six days	N.I.R.D., Hyderabad.	Hyderabad	April 27—May 2, 1981 (held)
		Eight days	Do.	Do.	May 4—11, 1981 (held)
		Seven days	Do.	Do.	May 13—19, 1981 (held)
		Do.	Do.	Do.	May 22—28, 1981 (held)
		Six days	Do.	Do.	June 1—6 1981 (held)

57-60 (b) *Four workshops on IRDP for district level executives*

Three days	Ministry of Rural Recons- truction.	Vigyan Bhavan, New Delhi.	April 7-9, 1981 (held).
Do.	Do.	Do.	April 21-23, 1981 (held).
Do.	Do.	Do.	May 5-7, 1981 (held).
Do.	Do.	Do.	May 12-14, 1981 (held).

61 (c) Seminar on IRDP for District level executives. Three days N.I.R.D., Hyderabad . Hyderabad Oct. 2-4, 1981.

*Training of KVIC officers for implemen-
tation of IRD Programme*

62 (a) For UP alone . . .	Two days	Allahabad Polytechnic	Allahabad	Dates not yet deci- ded.
63 (c) For Southern region . . .	Do	Training Instt. to be identi- fied by Karnataka Govt.	Bangalore	Do.
64 (c) For Western region . . .	Do.	Gujarat State Khadi & Village Industry Board, Ahmedabad.	Ahmedabad	Sept/Oct. 1981 (Tentative).
65 (d) For Eastern region . . .	Do.	Administrative Training Instt. Ranchi.	Ranchi	June 12-13, 1981 (held).
66 (e) For Northern region . . .	Do	Himachal Pradesh State Instt. of Public Admn., Simla.	Simla	Oct. 16-17, 1981.

ANNEXURE 2—*contd.*

1	2	3	4	5	6
<i>Bio-gas five regional seminars</i>					
67	(a) Northern region	2-3 days	To be identified by KVIC, Bombay.	Delhi	To be fixed up by KVIC, Bombay
68	(b) Western region	Do.		Bombay	
69	(c) Eastern region	Do.		Calcutta	
70	(d) Southern region	Do.		Madras	
71	(e) Do.	Three days	N.I.R.D., Hyderabad	Hyderabad	Feb. 25-26, 1982
<i>Three workshops on Agricultural Marketing</i>					
72	(a) On Market Development and Technology.	Four days	Bihar State Agricultural Marketing Board Ranchi.	Ranchi	June 3-6, 1981 (held)
73	(b) Standard weights and specification.	Do	Office of the Agriculture Marketing Adviser, Nagpur	Nagpur	Dates not yet decided
74	(c) Marketing Information System.	Three days	N.I.R.D., Hyderabad	Hyderabad	March 8-10, 1981 (Tentative)
<i>IV. Sectoral Programmes/Training Courses</i>					
<i>Rearing of cross-breed heifer calves</i>					
75	(a) Southern and Eastern regions	Three days	Bhartiya Agro Industries Foundation, Urulikanchan, Pune.	Pune	Nov., 81 (Tentative)
76	(b) Northern & Western region	Do.	National Dairy Research	National dairy Karnal Instt., Karnal.	Oct., 14—16, 1981

Poultry Development

77	(a) Northern & Western regions	Four days	Institute of Public Administration, Lucknow University.	Lucknow	10—13 Sept., 1981
78	(b) Eastern & Southern regions	Do.	State Poultry Farm, Khanapara, Gauhati or State Poultry Farm, Tollyganj, Calcutta.	Gauhati/Calcutta	Jan., 82 (Tentative)

Piggery Development

79	(a) Eastern and Northern regions.	Three days	Central Dairy farm, Aligarh, Ranchi.	Aligarh	August 20-22, 1981 (Tentative).
80	(b) Southern & Western regions	Do.	Regional Pig Breeding Station cum-Bacon Factory, Bombay.	Bombay	December, 1981 (Tentative)

Sheep and Pasture Development

81	(a) Southern and Eastern regions.	Four days	Govt. Sheep Farm Mammidipali, Mammidipali, Hyderabad.	Mammidipali, Hyderabad	Sept, 28—30, 1981
82	(b) Northern and Eastern regions.	Do.	Indo-Australian Sheep Farm, Hissar.	Hissar	November 4-7, 1981
83	<i>Watershed Management</i>	10 days	Pant Nagar Agricultural University, Pant Nagar.	Pant Nagar	November 18—27, 1981

ANNEXURE 2—concl'd.

1	2	3	4	5	6
<i>Sheep and Pasture Development—contd.</i>					
84	Dryland Technology . . .	Seven days	Andhra Pradesh Agricultural University, Hyderabad.	Hyderabad	December 17—23, 1981.
85	Fishery (Marine) as an Economic Programme for IRD.	Three days	Yet to be identified	Cochin	Dates not yet decided.
86	Minor Irrigation as an economic programme of IRD.	Do.	Central Arid Zone Research Instt. Jodhpur.	Jodhpur	August, 24—26, 1981.
87	Fishery (Inland) as an economic programme for IRD.	Do. .	Central Inland Water Fisheries Instt. Barrackpur.	Barrackpur	Sept., 81 (Tentative).
88	Sericulture as an economic programme for IRD.	Do.	Administrative Training Instt. Ranchi.	Ranchi	Dates not yet decided.

Proforma for Consent by Organising Institutions

Name of the Programme	Duration	Dates on which Institute is ready to organise the programme	No. of participants	Amount of money for which Ministry's financial sanction is required	Break-up of cost if it exceeds Rs. 66 per day per participants
1	2	3	4	5	6
Name of Course Director, his address & designation with Telephone No. and Telegraphic address	Whether the Institute is covered under category A or B of the guidelines at Annexure-II. Please also indicate the status of the Institute	If it is a State Govt. institute, the designation of the Officer of State Govt. in whose name bank draft is to be issued	If it is a Central Govt. institute the designation of the officer in whose name bank draft is to be issued	If it is a category B institute the name of the officer in whose name the bank draft is to be issued	Name of the State Bank Branch on which bank draft is to be drawn
7	8	9	10	11	12

(Signature)
Head of the Institute.

NOTE :- Separate proforma should be filled up for each programme.

ANNEXURE 4

Questionnaire on training needs to be replied by the State Government

1. Has the State Government formulated a plan of action for training and orientation of rural development functionaries ? If not, this may be done and 4 copies sent within a month.
2. What are the target groups identified (such as, District Collectors, BDOs, General Managers, DICs Extension Officers, VLWs etc.) for this purpose ? Please state their number, number required to be trained and the number planned to be trained every year. Also state how long it will take to train 100% officials in each category.
3. Which are the institutions being used for training ? What is their annual capacity ? Does the State Government visualise any expansion of training facilities ? If so, are these proposals being included in the VIth Plan document ?
4. At the State level, which institution is being/can be treated as the apex institution for the purpose of rural development training ? If the work is distributed among several state-level institutions, please give details of all. Information about each institution may kindly be given in the enclosed proforma (Annexe-IV). 4 copies may be sent.

Proforma giving information about the institutions which are to be considered for strengthening of State Centres for Training and Research in Rural Development

Position as on _____
(please give the date)

1. GENERAL

- 1.1. Name of the institution
- 1.2. Year in which established
- 1.3. Composition of the Board of Management
- 1.4. Department of State Govt. controlling the institution
- 1.5. Level of the institution (State/Region/District) and how related to similar institutions at State/National level.
- 1.6. General objectives and functions of the institution.

2. STAFF

- 2.1. Individual listing of the staff currently in position :

Staff members	Academic qualifications	No. of years of experience		Scale of pay
		teaching	adminis- trative	

1. Head
2. Teaching/research staff (faculty-wise)
3. Administrative staff (officers only)
4. Technical staff (officers only)

- 2.2. Posts sanctioned but unfilled in each category :

Name of post	Date of sanction	Reason for not filling up
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ANNEXURE 5—*contd.*

3. TRAINING

3.1. Type of programmes/training courses run :

Name of course	Year in which started	Duration	No. of courses in a year and capacity in each course	No. of participants in different categories (e.g. Collectors, Project Officers, BDOs) in each course during 1979-80
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NOTE : Please attach 4 copies of the programme schedule and course material for each of the programmes on rural development conducted in 1979-80.

- 3.2. Whether case studies and material collected from the field are used, and if so, give details.
- 3.3. Whether any evaluation of the training programmes of the institution has been undertaken. If yes, please attach a copy of the evaluation report and give a summary highlighting the salient points.
- 3.4. Other academic programmes like Seminars/Workshops conducted by the Institution during the last three years i.e. 1977-78, 1978-79 and 1979-80 (attach a list showing the theme, the sponsoring agency, level of participants etc.)

4. RESEARCH

- 4.1. Whether the institution has a research wing or provision for research.
- 4.2. If yes, indicate the area in which research work is being/has been undertaken. List any research work done in the broad field of rural development.
- 4.3. Also attach a list of printed and mimeographed publications, if any brought out during the last three years (1977-78, 1978-79 and 1979-80).

5. CONSULTANCY

- 5.1. Particulars of consultancy assignments, if any, undertaken (theme, duration sponsoring agency, etc.) during the last three years (1977-78, 1978-79 and 1979-80).

6. PHYSICAL FACILITIES

- 6.1. Area (in ha.) of the campus in which the institution is located or areas otherwise owned by it.

6.2. Details of the buildings

- (a) Area occupied by buildings (plinth area in sq. metres)
- (b) No. of buildings used Owned Rented
- (c) No. of classrooms along with capacity
- (d) No. of staff rooms
- (e) No. of conference halls along with capacity
- (f) No. of rooms in the hostel along with capacity
- (g) No. of staff quarters, categorywise.

7. LIBRARY

- 7.1. Carpet area (in sq. metres)
- 7.2. No. of books
- 7.3. No. of periodicals subscribed
- 7.4. Reading room facilities along with capacity

8. TRAINING AIDS (INCLUDING AUDIO-VISUAL AIDS)

Type of training aid	Number	Date of purchase	Whether service-able
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9. VEHICLES

Number and type of vehicles owned.

10. FINANCIAL SITUATION

- 10.1. Please attach a statement of receipts and expenditure (or its equivalent) for the preceding financial year.
- 10.2. Amount of annual grants (i) Central Government
(ii) State Government
(iii) Voluntary agencies
(iv) Other sources
- 10.3. Own income (if any)
- 10.4. Training fee charged, if any and other charges for hostel accommodation

*Region-wise Distribution of States and Union Territories*1. *Northern Region*

STATES

- (a) Jammu and Kashmir
- (b) Himachal Pradesh
- (c) Punjab
- (d) Haryana
- (e) Rajasthan

UNION TERRITORIES

- (f) Chandigarh
- (g) Delhi

2. *Western Region*

STATES

- (a) Gujarat
- (b) Maharashtra

UNION TERRITORIES

- (c) Dadra and Nagar Haveli
- (d) Goa, Daman and Diu

3. *Central Region*

STATES

- (a) Madhya Pradesh
- (b) Uttar Pradesh

4. *Southern Region*

STATES

- (a) Andhra Pradesh
- (b) Tamil Nadu
- (c) Karnataka
- (d) Kerala

UNION TERRITORIES

- (e) Lakshadweep
- (f) Pondicherry

ANNEXURE 6—*contd.*5. *Eastern Region*

STATES

- (a) Bihar
- (b) Orissa
- (c) West Bengal
- (d) Sikkim

UNION TERRITORY

- (e) Andaman and Nicobar Islands

6. *North-Eastern Region*

STATES

- (a) Assam
- (b) Meghalaya
- (c) Manipur
- (d) Tripura
- (e) Nagaland

UNION TERRITORIES

- (f) Arunachal Pradesh
- (g) Mizoram.

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