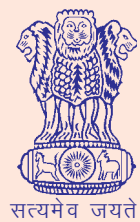


# EXTENSION EDUCATION INSTITUTE — TEN YEARS OF EXCELLENCE



**EXTENSION EDUCATION INSTITUTE  
DIRECTORATE OF EXTENSION EDUCATION  
CCS HARYANA AGRICULTURAL UNIVERSITY  
NILOKHERI (KARNAL) HARYANA**



Vice-Chancellor  
CCS Haryana Agricultural University  
Hisar-125 004 (India)



### **MESSAGE**

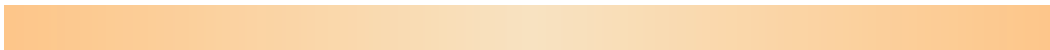
I am glad to know that the Extension Education Institute (EEI), Nilokheri is publishing its Ten-Year Report from 1995-96 to 2004-05. The Institute which is acclaimed as a premier Institute in Community Development programme is now taking the onerous task of developing the human resource of agricultural extension functionaries in various aspects of extension education. The contribution of the Institute is crucial in motivating the extension functionaries to perform their task effectively. The training activities carried out by the dedicated team of faculty at EEI have brought laurels to the Chaudhary Charan Singh Haryana Agricultural University, Hisar and Ministry of Agriculture, Directorate of Extension.

I am sure, the Institute will continue preparing strategic development plans for effective implementation of its mandated activities which is very much shown by their year-wise increase in number of workshops and participation therein. The efforts put in by the Principal, Dr. R.S. Hudda and his dedicated team in bringing out this useful document covering the activities of the Extension Education Institute, deserve appreciation.

I am confident, the Extension Education Institute with the continued efforts of faculty and staff under the able guidance of the Principal will scale higher summits of achievements successfully.

I wish the Institute all success in its future endeavours.

*M.K. Miglani*  
(M.K. Miglani)



Director of Extension Education  
CCS Haryana Agricultural University  
Hisar-125 004 (India)



### **MESSAGE**

Scientific management holds the key to getting the best out of the available infrastructure particularly a human resource endowment of an Institution. A country, which undervalues the human resource and overvalues material resources, will always remain poor. So, need of the hour is to provide as much training opportunities to the human resource as possible and that's what is being carried out at EEI, Nilokheri.

The EEI, Nilokheri which was functioning under the control of Government of India has been taken over by CCS Haryana Agricultural University, Hisar since February, 1991. The Institute is organizing need based training programmes from time to time and caters to the needs in extension and communication methodologies of the middle level extension functionaries of nine northern states. The Institute organizes on-campus as well as off-campus training programmes.

I hope the document being brought out by the Institute will highlight the landmarks in its fruitful journey towards such a big national concern. In recent years it has bloomed into a recognized Institute at regional level. Its contribution in its mandatory area of trainings is commendable and is maintaining good rapport and relations with other sister institutes with similar mandate.

I wish the Institute, its faculty and other staff, all success in the times to come. I convey my best wishes on this occasion.

A handwritten signature in black ink, appearing to read 'R.K. Malik', with a horizontal line underneath.

(R.K. Malik)





## MESSAGE

I feel great pleasure in bringing out A Ten-Year Report of Extension Education Institute (EEI), Nilokheri. The report presents a brief review of the Institute's activities and achievements from 1995-96 to 2004-05 in the area of Agricultural Extension Technologies that ultimately lead to the overall development of rural folks.

As it is said that farming is the most just way of living and welfare of the farmers being one of the ultimate goals of the Extension Education Institute, itself, gives me immense pleasure to be associated with it. At the Institute the trainees are acquainted with the science and art of management of Extension so that they can in turn assist their parent organizations which they serve to achieve their respective goals in a effective manner.

The Institute organizes workshops on various aspects of Extension Methodologies with the active participation of SAUs and all development departments of nine Northern States. This could only become possible with the help of able guidance of the Director Extension Education, effective leadership of the worthy Vice-Chancellor and timely financial support from Govt. of India. I look forward to a lasting relationship with all client States and their respective SAUs.

Finally, I record my sincere gratitude to all members of EEI for their enthusiastic support to achieve goal of the Institute.

A handwritten signature in black ink, appearing to read 'R.S. Hudda', with a long horizontal stroke extending to the right.

(R.S. Hudda)

Principal

Extension Education Institute, Nilokheri



## **1. BACKGROUND OF THE INSTITUTE**

The Extension Education Institute set up at Nilokheri in 1959 during Second Five Year Plan period was the 1<sup>st</sup> training institute of its kind in the country. The Institute was primarily established as a Trainers' Training Institute to provide training in Extension Teaching Methods and Communication Media to the instructional staff of Gramsevak Training Centres. Subsequently the in-service training programmes in Extension Education to the instructional staff, supervisors and administrators of the Gramsevak Training Centres, Farmers' Training Centres, Agricultural Schools, etc. were also organised. After introduction of T&V system, the Institute is also organizing courses for the Subject Matter Specialists/Sub-Divisional Agricultural Officers of various departments and Master Trainers of State Agricultural Universities of client states. The extension personnel working in agriculture and allied disciplines such as Animal Husbandry, Social Forestry and Agricultural Engineering are also trained at this Institute.

With the view to ensure effective implementation of various Agricultural/Rural Development programmes, orientation of institute has been shifted from subject matter to a more focused approach to various modern management tools like Monitoring & Evaluation, Entrepreneurship, Market Led Extension, Time Management, Human Resource Development, Communication Skills, etc. after the restructuring of syllabus of EEIs. The Institute has also planned some special courses to train the personnels deputed from abroad since 1993-94 under TCS Colombo Plan.

The Institute caters to the training needs of middle level extension and other personnel for the nine northern states viz. J&K, Punjab, Haryana, H.P., Uttaranchal, Delhi, U. P., Bihar and Jharkhand. The Institute is fully financed by the Ministry of Agriculture, Govt. of India, New Delhi. The administrative control and overall management has been undertaken by the CCS Haryana Agricultural University, Hisar since February, 1991, however, this whole exercise came actually in practice in 1995-96.

## **2. AIMS AND OBJECTIVES**

The main aims and objectives of the Institute are as under :

- To provide in-service training to the staff of the State Training Institute/Regional Institutes of Rural Development in Extension Teaching Methods and Communication Media.
- To organize Workshops on Communication & Extension Teaching Methods/Training Methodology for Master Trainers/Sub-Divisional

Agricultural Officers/Subject Matter Specialists working under broadbased Agricultural Extension.

- To conduct Workshops in specialized fields like Monitoring and Evaluation, Human Resource Development, Entrepreneurship, Market Led Extension & Extension Management for Middle Level Extension Personnel working under broadbased Agricultural Extension.
- To undertake programme of publication and production of basic teaching/ training material as relevant to extension personnel.
- To have continuous programme of field studies on Extension Education and allied subjects.

### **3. MANAGEMENT, ADMINISTRATION AND WORKING**

The administrative control and overall management of this Institute has been switched over to CCSHAU, Hisar *w.e.f.* February, 1991. The Institute is working under the guidance of a Management Committee constituted by the Government of India. The main function of this committee is to provide guidance on planning & management of training programmes on annual as well as five year basis; the management also reviews the progress of the institute periodically; taking appropriate policy decisions relating to this Institute is also one of the important functions of the management committee.

The constitution of this committee is as under :

#### **A. CCS Haryana Agricultural University, Hisar**

- |                                 |             |
|---------------------------------|-------------|
| 1. Vice-Chancellor              | Chairman    |
| 2. Director Extension Education | Member      |
| 3. Comptroller, CCSHAU          | Member      |
| 4. Principal, EEI, Nilokheri    | Member-Sec. |

#### **B. State Representatives**

- |   |        |
|---|--------|
| 1. Director of Agriculture, Haryana     | Member |
| 2. Director of Agriculture, H. P.       | Member |
| 3. Director of Animal Husbandry, Punjab | Member |
| 4. Director of Horticulture, Haryana    | Member |

#### **C. Govt. of India Representatives**

- |                           |        |
|---------------------------|--------|
| 1. Director, NDRI, Karnal | Member |
|---------------------------|--------|

2. Director General, MANAGE, Hyderabad	Member
3. Addl. Commissioner (ET), Min. of Agri., New Delhi	Member
4. Director of Admn., DoE, GOI, New Delhi	Member
5. Director Ext.Trng., DoE, GOI, New Delhi	Member

#### **D. Public Representatives**

1. Sh.Vijay Singh Sinver, VPO Gillan Khera	Member
2. Sh.Mahabir Singh Ror, VPO Dhatrath (Jind)	Member
3. Sh.Dharam Pal, MLA, Nilokheri	Member

#### **4. CLIENTELE**

The technology is changing very fast in the discipline of agriculture and allied subjects. To meet the requirements in changing technological environment of the departments dealing with land based activities, their staff need training in Communication and Extension Methodology. Therefore, Departments of Agriculture, Animal Husbandry, Horticulture, Forestry, Soil Conservation, Agricultural Engineering and State Agricultural Universities of the northern States of the country depute their officers/Master Trainers for training at this Institute. All the northern states, viz. J & K, Punjab, Haryana, H. P., Uttaranchal, Delhi, U. P., Bihar and Jharkhand send their officers for training at this Institute.

#### **5. THRUST AREAS**

- Communication
- Information Technology
- Management
- Training
- Organizational Development
- Marketing
- Human Resource Development

#### **6. TYPES OF WORKSHOPS/COURSES**

As per mandate given by the Directorate of Extension, Govt. of India, New Delhi, two types of workshops are conducted by the Institute every year, viz. On-campus and Off-campus.

### **On-campus**

On-campus workshops are meant for middle level extension functionaries of agricultural and allied departments of nine northern Indian states. In all the On-campus workshops free lodging and boarding facilities are provided by the Institute.

### **Off-campus**

Off-campus workshops are organized at SAU's/Regional Stations of SAU's/State Training Institutes, etc. In Off-campus workshops faculty of the Institute visit the respective SAU's/Regional Stations of SAU's/State Training Institutes and impart training there itself.

As per the mandate of Govt. of India the Institute organizes the workshops in following areas :

1. Workshop on Development & Use of Visual Aids
2. Workshop on Management of Training Programme
3. Workshop on Agricultural Management Information System
4. Workshop on Participatory Extension Approach
5. Workshop on Entrepreneurial & Marketing Skills in Agriculture
6. Workshop on Human Resource Development
7. Workshop on Motivational Skills for Extension Personnel
8. Workshop on Extension Management
9. International Course on Information, Communication & Ext. Methodology
10. Workshop on Capacity Building of Extension Personnel
11. Workshop on Communication Skills
12. Workshop on Internet & Multi-media System
13. Workshop on Market Led Extension
14. Workshop on Photography, Audio & Video Production
15. Workshop on Monitoring & Evaluation
16. Workshop on Agricultural Journalism
17. Workshop on Farmers' Organization & Dev. of Self-Help Groups
18. Workshop on Time Management

## **7. FACULTY**

The Govt. of India and Hon'ble Vice-Chancellor, CCSHAU, Hisar have sanctioned 10 posts of faculty and 2 posts of technical staff which include : Professor/Principal (1), Associate Professors (4) and Assistant Professors (5). As on now, the Institute has a qualified teaching staff covering the fields of Extension Education, Communication, Management, Monitoring and Evaluation, and Human Resource Development. The Institute has two posts of technical staff (Video Production and Computer) to assist the faculty during on-going workshops.

## **8. PHYSICAL FACILITIES**

### **Hostel**

The Institute has a well furnished 24-rooms hostel for providing lodging facilities to the participants. The hostel is used for participants of various on-campus courses being organized at the Institute. It also serves as a Guest House for various dignitaries visiting the Institute for official purposes. All the rooms in the hostel have attached bath, geyser and cooler alongwith the dining facilities. Some of the rooms are also having the facility of air-conditioners. All the facilities are being backed by uninterrupted power supply.

### **Training Hall**

The Institute is having a well facilitated training hall with a capacity of 40 participants. Facilities include Multi-media projector, a Laptop and Public Address System to increase the effectiveness of the training. In addition to that the Institute is also having two class rooms with a capacity of 40 and 20, respectively.

### **Library**

The Institute has a very good collection of 3900 books on Agricultural Extension and allied subjects. In addition to that library is also getting weekly magazines and daily newspapers.

### **Audio-Video Lab**

The Institute has a well equipped Audio-Video Lab for imparting training in the operation and maintenance of A.V.Equipments. Different types of projectors such as – Slide Projector, Overhead Projector, Multi-media Projector, Epidiascope, VCR and DVD are available in the lab. The Institute has also a complete Video Production Unit (including Sony Handy cam, U-matic camera, Editing Unit & Home Theatre) for organizing workshops in

Video Production. These facilities are also being used to prepare audio-visual aids for other workshops conducted in the Institute.



In addition, Lab is also having sizeable collection of 16 mm films (179), Super 8 mm films (95) and Video films (77) on the subjects relevant to workshops being conducted by the Institute.

### **Computer Unit**

The Institute is having a well equipped air conditioned lab with 14 machines with all the accessories like printer & scanner. All the computer sets are networked and are also having internet connection for conducting workshop on Internet & Multi-media system. Computer lab in collaboration with A.V. Lab helps all other workshops conducted in Institute with audio-visual support.

## **9. FACILITIES TO THE PARTICIPANTS**

The Institute has a very good 24-rooms participants' hostel with a capacity to accommodate 48 officers. All the participants are provided with free boarding and lodging facility during the training period. Actual to and fro travelling expenses (as per their entitlement restricted to 2<sup>nd</sup> AC/1st Class rail fare) and relevant literature worth Rs.500 per participant is also provided to all the participants. A compendium, containing all the lectures delivered by respective faculty members, is also provided to the participants.

## **10. TRAINING METHODOLOGY**

In the recent past, Extension Training Programmes have witnessed multi-

farious changes in the training methodology. The old days' training methods like lecture are now being replaced with different multi dimensional training methods. With the introduction of modern communication techniques, the extension training has received numerous improvements. It is practised that to make a training effective it should be based on the fundamentals that people learn by seeing with their own eyes, hearing with their own ears, saying with their own mouths and doing with their own hands. Considering the above factors and all the modernization in the field of training methodology, the Institute has also incorporated latest training techniques and extension teaching methods. The tentative course content developed by the faculty members is put up before the participants during inaugural session. They are requested to go through the course content and indicate their training need through addition and deletion of any particular topic in course content. After inaugural session, the participants are divided in 2-3 sub groups to discuss their role and responsibilities while performing the present job and their training needs are assessed. A brief discussion of the training approach/methodology presently being followed by the Institute is given hereunder :

**(i) Lecture-cum-Discussion**

The participants of the training courses conducted by this Institute usually are Master Trainers/Scientists of State Agricultural Universities and State, District & Sub-Divisional Level Extension Officers from State Govt. Since the adult/senior people do not relish too much listening to others, the talk-cum-discussion method is used to orient the participants about concept of a particular module. This method is used for the modules on extension talk, skill teaching, A.V.Aids and other topics like communication process and



broad based agricultural extension. To make deliberations more effective, faculty members also conduct some simulation exercises/tasks which have been designed to acquaint the participants with the basic principles involved.

### **(ii) Planning Session**

In all the workshops/courses conducted by the Institute, before practice or presentation on any module, the participants are provided with an opportunity to plan the particular topic in each module under the guidance of faculty members.



### **(iii) Practice Session**

After planning the topic, the participants are provided with an opportunity to practice it. The practice on letter writing and drawing techniques are given to the participants in order to develop skill in preparation of visual aids. Similarly, participants practice for extension talk session as well as skill session before the actual presentation. This helps in developing confidence among the participants in use of various extension methods and A.V. Aids in the field situation.

### **(iv) Presentation**

The presentation of extension talks and the skill teaching plans by the participants forms one of the important techniques adopted in all the courses. These presentations may either be an individual or a group activity. The extension talks delivered by the participants would invariably be supported by some kinds of visual aids which they would prepare by themselves in consultation with the faculty members. The participants are requested to present their talk plans and skill plans, after proper planning and practice/rehearsal.



#### **(v) Appraisal**

The appraisal of the presentations of extension talks & skill teaching plans is done by the faculty members and participants on certain norms. The appraisal of the visual aids is part of the appraisal of extension talks. In the process of appraisal, the strong points are highlighted and points for improvement are given in the form of suggestions for further improvement.

#### **(vi) Recall Session**

The recall is done with the specific objectives to strengthen the remembrance of the participants on the major learnings daily/weekly. The participants are asked to recall the important/major learnings on individual/group basis, which are visualised on charts and kept displayed in the class room till concluding session.

#### **(vii) Backhome Application**

At the end of the course, the participants are requested to indicate about the major learnings during the course and their application in the back home situation.

#### **(viii) Evaluation**

The training programmes conducted by the Institute are being evaluated which help in monitoring the training progress and also provide opportunity to the faculty to incorporate the topic(s)/revise methodology as per the need of the trainees while planning for future course.

#### **(ix) Inductive Learning**

Generally in most of the courses, the above mentioned training methodology is adopted. However, in some courses like Extension Management, Monitoring & Evaluation, Project Management & PRA Techniques, Entrepreneurship, Human Resource Development, Capacity

Building, Time Management and Management of Training Programme “COVERDALE” Training Methodology, in which participants are divided in sub groups and task is given, is used.

The group members are requested to assemble in general session for presentation/appraisal/inputs. This provides 100% involvement of the participants.

**(x) Follow Up**

Follow up is being done by the course evaluation Proforma developed by the faculty at the Institute which gives constant feed back for the regular and continuous improvement in the training methodology.

**11. ACHIEVEMENTS OF THE INSTITUTE**

**(a) Since inception :**

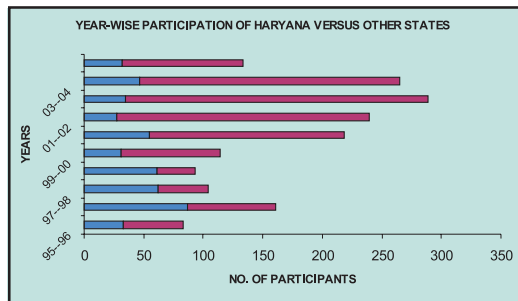
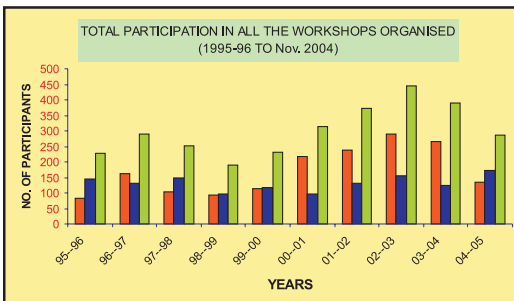
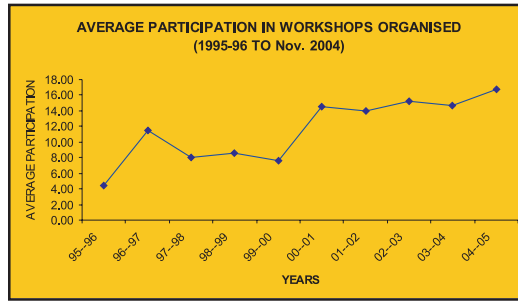
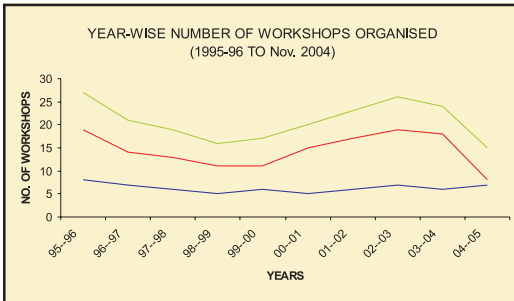
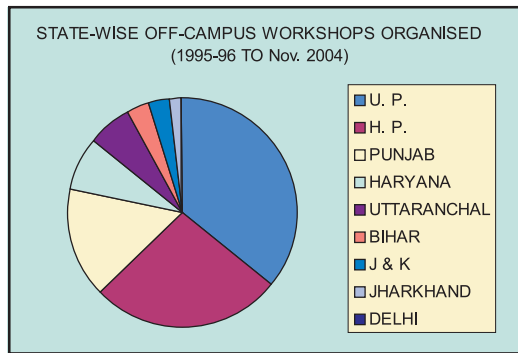
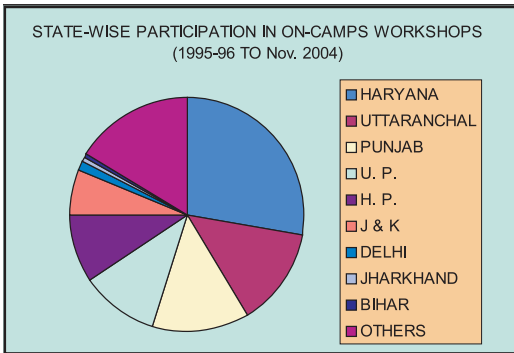
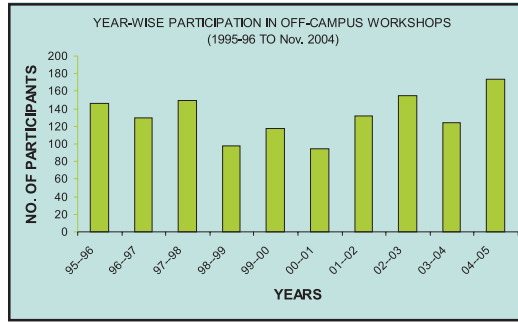
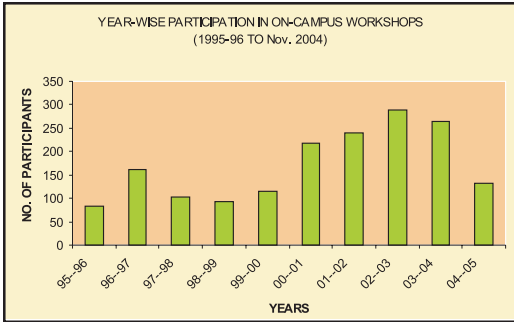
Since the inception of the Institute 794 workshops have been organized and 12,756 participants from agriculture and allied departments have been trained till date. The category-wise details are given below :

**CATEGORY-WISE DETAILS OF WORKSHOPS AND PARTICIPANTS**

Category	No. of workshops	No. of participants
<b>Off-campus workshops</b>		
(a) Master trainers of SAU's	78	1691
(b) SDAOs/SMSs/Staff of RIRDs	70	1766
<b>On-campus workshops</b>		
(a) Middle level functionaries of agri. & allied depts.	593	8578
(b) International workshops	4	9
(c) Artisan-cum-farm mechanics	44	674
(d) TRYSEM	5	38
<b>Total</b>	<b>794</b>	<b>12,756</b>

**(b) Achievements during last ten years (1995-96 to Nov. 2004) :**

As per training schedule, during last 10 years i.e. from 1995-96 to November 2004, a total number of 201 workshops were organized. Out of these, 56 were off-campus workshops and 145 were on-campus workshops. During this period, 1321 participants in off-campus workshops and 1699 participants in on-campus workshops were trained. The details of year-wise and state-wise participation are shown in statistical diagrams.



## **12. PARTICIPANTS' OBSERVATIONS/COMMENTS REGARDING WORKSHOPS**

An evaluation Proforma is circulated to the participants in all the workshops conducted at the Institute. The purpose of the evaluation Proforma is to get the participants' reactions about the workshops. Here is the record of some of the observations just to have an idea of the nature of the workshop conducted at the Institute :

1. Topics like Extension Talk & Skill Teaching will definitely refine our work in the field.
2. Now I can plan, formulate and execute the training objectives, course content and course design more clearly and effectively.
3. Extension work will be improved by using Audio Visual Aids learnt during the workshop.
4. Use of computer and video camera certainly increase efficiency in job situation.
5. Better understanding of concept of entrepreneurship and agricultural marketing.
6. Improved skill to communicate with farmers.
7. Now we can best utilize the available time after attending lecture of Time Management.
8. Understanding of Monitoring & Evaluation will definitely help in implementation and control of extension project.
9. Self-Help Groups will now be formed properly after attending the workshop on Farmers' Organizations and Development of Self-Help Groups.
10. PRA Techniques will be useful in field situations.
11. The use of video camera and internet will be helpful in transfer of technology.
12. We can manage our extension work effectively, efficiently through these courses.

## **13. LOCATION OF THE INSTITUTE**

Nilokheri is situated on the western side of the G.T.Road between Karnal and Ambala in Haryana state. It is 18 km north of Karnal and 140 km of Delhi. It is well connected by road. All buses plying between Delhi (starting from Interstate Bus Terminus) and important cities in Punjab, Haryana, Himachal Pradesh and Jammu & Kashmir pass through Nilokheri township. The Institute is located on the western side of the town near railway crossing on the Karsa Road.

