

## **ANNUAL REPORT**

### **2010-11**

Chaudhary Charan Singh Haryana Agricultural University has taken a lead among the agricultural universities in the country in creating institutionalized training facilities. The Academy of Agricultural Research and Education Management was established in April 1994 to achieve the mission of providing opportunities for in-service training for teachers, scientists and extension specialists, working in various State Agricultural Universities, ICAR Institutes and other universities. In liaison with other cells/departments/outside agencies, area specific collaborative training programmes are conducted in emerging areas in the disciplines of agriculture and allied sciences. The Academy also conducts ICAR sponsored winter and summer schools. Specialized courses have been planned and offered at the International level too, on special requests from organizations abroad. These training programmes also encompass the specialized areas of agricultural and allied sciences. With a futuristic orientation to education, the Academy has also developed Continuing Education Programmes, and offered PG Diplomas in Agricultural Journalism and Human Resource Development for the faculty.

As a part of the Directorate of Human Resource Management, AAREM has taken the responsibility to develop the capabilities of the human resource of the university and has now been imparting training to the Administrative/Para professional staff too in the need-based areas. As a result of the concerted efforts of AAREM, CCSHAU has succeeded in achieving a near hundred percent computer literacy. Along with training programmes, AAREM organizes group discussions, seminars, workshops, visits and brain storming sessions on different aspects of agricultural education, research and extension

Now equipped with all basic and ultra modern infrastructural facilities and teaching aids AAREM is well prepared to face the challenges of future training needs. During the period under report, a Language Laboratory has been set up by the Academy to impart language training and develop the soft skills of the faculty and staff of the University. It is installed with highly sophisticated audio-visual language lab software to help the learners improve their pronunciation, accent, intonation and also syntax. The language sessions are expected to especially benefit in improving communication skills, making participants better equipped to face today's competitive work environment with more confidence. The list of training programmes conducted during the year 2010-11 is as follows:

**A) Training Programmes for Faculty**

<b>Sr. No.</b>	<b>Title</b>	<b>Duration (in days)</b>	<b>Dates</b>	<b>Number of Participants</b>
1.	Short Course on Production of Educational Video*	10	July 13-22, 2010	15
2.	Induction Training Course	31	Aug. 5 – Sept. 4, 2010	32
3.	Induction Training Course	31	Jan. 18 – Feb. 17, 2011	32
4.	Refresher Course on Research Management	21	Feb. 18 – March 10, 2011	13
5.	Refresher Course on Computer Applications	21	May 6 – 26, 2011	20
6.	Refresher Course on Communication Skills and Technical Writing	21	May 25 – June 14, 2011	17
7.	Short Course on Statistical Methods and Data Analysis	10	June 21 – 30, 2011	19

**\*Postponed from April 20-29, 2010 and conducted during the session under report**

**B) Training Programmes for Administrative Staff/Para-Professional Staff  
(CCS HAU Employees only)**

<b>Sr. No.</b>	<b>Title</b>	<b>Duration (in days)</b>	<b>Dates</b>	<b>Number of Participants</b>
1.	Part-time Short Course on Fundamentals of Grammar and Language Skills	12	Dec. 13 – 24, 2010	14
2.	Computer Appreciation Course for Award of ACP/Promotion to the post of PA/PS	10	Jan. 6 – 15, 2011	17
3.	Part-time Short Course on Fundamentals of Grammar and Language Skills	13	April 18 – 30, 2011	24
4.	Typing Skills in English and Hindi for Clerks	10	April 21 – 30, 2011	38
5.	Account Matters and Service Rules for Lower Standard and Higher Standard Departmental Examination for the University Non-Teaching Staff	8	June 2 – 9, 2011	68
6.	Handling of Scientific Equipments for Lab. Staff	6	June 20 – 25, 2011	32

**C) Training Programme sponsored by Department of Horticulture, Government of Haryana**

<b>Sr. No.</b>	<b>Title</b>	<b>Duration (in days)</b>	<b>Dates</b>	<b>Number of Participants</b>
1.	Installation and Maintenance of Micro Irrigation System	6	Feb. 21 – 26, 2011	20

Thus during the year 2010-2011, a total of fourteen training programmes were conducted with 361 participants. Out of these seven were for faculty of CCSHAU, other SAUs and ICAR Institutes; six for the administrative/para professional staff of this University and one sponsored programme for SC/ST youth of Haryana State.

## **Short Course on Production of Educational Video (July 13 -July 22, 2010)**

Advances in media have been playing an important role in disseminating the knowledge and enhancing interaction among the scientific community. Innovative mass media especially the video technology has attracted considerable attention. Today's age being the information era, contemporary society is utilizing the varied results of video technology. Educational videos are becoming increasingly important in the present day agricultural education and extension systems, because of their ability to attract and sustain the attention of the viewers. With a view to simplifying the video programme production process and introduce the participants to the creative aspects of the production of educational video, a Short Course on Production of Educational Video was conducted in collaboration with the Department of Extension Education and Communication Management, COHS from July 13 to 22, 2010. Dr. Nishi Sethi, Professor, Department of Extension Education and Communication Management, COHS was the Course Director and Dr. Sushma Kaushik, Professor and Dr. Seema Rani, Scientist from the department and Dr. Aparna from the Directorate of Human Resource Management were the course coordinators.

The specific objectives of this course were:-

1. To expose the participants to the concepts and creative aspect of educational video programmes
2. To develop skills in the production of educational video programmes
3. To introduce the participants to post production editing and mixing, using software
4. To sensitize the participants to promote establishing centres for educational and communication technologies in their respective institutions

The lecture schedule of the course was planned keeping in mind the objectives of the course and the following areas encompassing the educational video technology were covered during the course:

- Basic techniques of video production technology
- Planning and scriptwriting for educational video
- Recording of video: Single-camera and multi-camera production processes
- Video editing sound dubbing and mixing and creating graphics for video programme
- Developing production and utilization system for educational video programme

Fifteen scientists from different fields of agricultural education viz., home sciences, agriculture, veterinary sciences, basic sciences, library science and agricultural engineering attended this course. These scientists encompassed all the three aspects viz., teaching, research and extension of agricultural education. The participants were told how to make selection of topic for documentary and then collect material for production accordingly. They were given training in all the aspects of camera handling and were also told about the types of shots. They learnt the art of converting their ideas into Story board during the training programme. They were sensitized to the basics of sound and recording systems. They were also trained in handling of audio aids for recording of commentary. The participants were trained in all the aspects of video production and to hone their newly acquired skills they were given opportunity to develop their own video production. For this purpose the whole group was further divided in three groups and these groups produced short educational films under the guidance of the expert faculty. Apart from the trained scientists, teachers and staff from the

Department of Extension Education and Communication Management, COHS and DHRM, CCSHAU, Hisar the resource faculty for this course comprised of experts from the world of electronic media too.

The participants were of the opinion that the training will prove beneficial to them in their professional duties and assured the Course faculty that they will put the knowledge gained during the training to good use. Dr. Sucheta Khokhar, Dean, College of Agriculture addressed the participants as chief guest on the valedictory day.

## **Induction Training Course (August 5 - September 4, 2010)**

The Induction Training Course has been designed for the new faculty of the university. This is a course of one month duration designed with the objective of orienting new teachers to the university administrative procedures and general rules and regulations governing the functioning of teachers. The participants are also acquainted with the mandate and organization of the university as also the techniques in teaching, research and extension. At the same time, the course is also entrusted with the responsibility of preparing the new faculty for their respective duties and assignments. Thus the course schedule was prepared keeping this in mind, and the resultant training programme emerged as a blend of lectures, demonstrations, visits and practical tasks. In the wake of ongoing recruitment of the faculty in the university, two Induction Training Courses were conducted during the session 2010-2011 for the newly recruited faculty.

The first induction training programme of the session, conducted from August 5-September 4, 2010 took off with thirty-two newly recruited scientists from different teaching departments, research stations and Krishi Vigyan Kendras. Director, Human Resource Management, Dr. R.K. Kashyap was the Course Director while Dr. Aparna and Dr. R.K. Patel assisted him as Course Coordinators.

During the course the participants were familiarized with the organizational structure of the university and their own job chart; service conditions and administrative procedures of the university. Under these heads

lectures on the agricultural education in India, National Agricultural Research system, extension system of SAU's including the concept of ATIC; and rules and regulations at both under-graduate and post-graduate levels of education, RTI Act etc. were arranged. The participants were given an overview of the university and were told about the roles and responsibilities of all the directorates of the university. They were also sensitized about the role of teachers in co-curricular and extra-curricular activities. The participants had detailed interactions on financial procedures and budgetary control, audit, service and conduct rules, store purchase procedures, store records and their verification etc. The new faculty was also told about how to fill in their SAR's.

One of the aims of the course was development of teaching, research and extension skills; and sharpening of soft skills of the participating faculty. Keeping this in view lectures in lesson planning, interactive learning and writing skills were arranged. Effort was also made to improve the working vocabulary of the participating faculty through lectures on relevant aspects of language usage. The participants were also made familiar with the statistical designs meant for the scientific community. To familiarize the participants with the teaching, research and extension activities of the university visits were arranged to all the colleges and directorates of the university.

The participants also visited the RRS & TVCC at Uchani and College of Agriculture at Kaul where they were made familiar with the outreach of the university activities. The participants were also given a feel of the Community Radio Station and Library Sciences. The participants were also familiarized with IPR issues and bioinformatics. They were also made aware of the sensitive gender issues in agriculture. Sessions were also held on statistical aspects and techniques.



Since ours is an era of rapid technological advancement sessions related to use of computers and IT were conducted. Participating faculty were sensitized about the e-mail and internet facility on the campus. They also learnt to make Power Point Presentations, design cover page, produce e-manuals and use Photo Shop for their teaching, research and extension activities. The participants worked in five groups and each group produced an e-manual, made a PPT for presentation, prepared a lesson plan and also wrote a technical report. All the five groups prepared CD Covers too out of which one was selected as the cover of e-compendium.

Soft skills constitute an important facet of a teacher's personality. Towards this end lecturers in positive attitude, interpersonal behavior, communication skills, stress management, self management conflict management etc. were organized. The presentation skills were also dealt with, after which the participants made their presentations before the house. There was also a lecture on Ethics in Agricultural Education. A distinguishing feature of the course was that the participants got a chance to interact with all the Officers of the University.

On the concluding day the Vice Chancellor of the university Dr. K.S. Khokhar addressed the participants and called upon them to meet the challenges that lie ahead and carry out their duties in the most befitting manner.

## **Induction Training Course (January 18- February 17, 2011)**

The second Induction Training Course of the session took off under the guidance of Dr. R.K. Yadav, DSW & then DHRM too, on January 18, 2011 with Dr. Aparna and Dr. Satnam Kaur as Course Coordinators. This one month course was the third Induction Training to be conducted after the recruitment of new faculty, the previous two being held in February-March 2010 and August-September, 2010. In this training programme, 32 members of faculty from various colleges, research stations and KVKs participated. The faculty in this course came from almost all disciplines of agricultural and allied sciences viz. Basic Sciences, Agriculture, Home Sciences, Agricultural Engineering and Animal Sciences. About half of the participants were from working KVKs & RRSs.

During the course, the participants were sensitized to the university administrative system and procedures. They were also acquainted with the working of the different streams of agricultural education viz., teaching, research and extension. The course also familiarized the participants with the teaching skills and soft skills pertaining to their jobs.

The course content was broadly classified into sessions pertaining to organizational structure and job chart; service conditions and administrative procedures of the university; development of teaching, research and extension skills; and sharpening soft skills of the participating faculty. Lectures on the agricultural education in India, National Agricultural Research System, extension system of SAU's, concept of ATIC were delivered. Sessions on Advisory System, Rules and regulations in respect of academics and conduct of students at both

under-graduate and post-graduate levels of education, Advisory System, RTI Act etc. were arranged. The participants were given an overview of the university and were told about the roles and responsibilities of all the directorates of the university. The role of teachers in co-curricular and extra-curricular activities was also discussed at length. Detailed interactions on financial procedures and budgetary control, audit, service and conduct rules, store purchase procedures, store records and their verification etc. were also facilitated.

Keeping in view the new faculty's need of sensitization to the teaching activity, lectures in lesson planning and interactive learning were arranged. To improve their writing skills lectures on Effective Writing Skills & Writing of Technical Reports were also arranged. Effort was also made to improve the working vocabulary of the participating faculty through lectures on relevant aspects of language usage. To familiarize the participants with the teaching, research and extension activities of the university visits were arranged to all the colleges and directorates of the university. The participants also visited the RRS & TVCS at Uchani and the KVK at Kaithal where they learnt about the activities undertaken by university through its extension centres. The participants also visited Community Radio Station in the Directorate of Extension Education and University Library where they were told about the various services being provided by them. Care was also taken to familiarize the participants with IPR issues and bioinformatics. They were also made aware of the sensitive gender issues in agriculture. Sessions were also held on statistical aspects and techniques. To open the candidates to international scientific scenario participants were told about the opportunities for international research collaboration.

Soft skills enhance teaching skills. To address this need lectures in positive attitude, communication skills, stress management, etc. were organized. The presentation skills were also dealt with. Language forms one of the most important aspects of a teacher's profile and therefore sessions pertaining to correct and appropriate language were conducted. Ethical issues have attained a great importance in today's age of cut-throat competition and to address this issue there was a lecture on Ethics in Agricultural Education. In this age of rapid technological advancement, computers and IT have emerged as the most useful tools for the teaching community and keeping this in mind comprehensive sessions on these aspects were conducted. Participating faculty were sensitized about the e-mail and internet facilities available on the campus so that they could make use of them in their teaching and research. They also learnt to make Power Point Presentations, design cover page, produce e-manuals and use Photo Shop for teaching, research and extension activities. The participants were divided in five groups and each group produced an e-manual and also made a PPT on one of the colleges/directorates of the university. They prepared lesson plans and wrote technical reports in accordance with the guidelines given. These were evaluated by the resource faculty concerned who also gave suggestions for further improvement. All the five groups prepared CD Covers too out of which one was selected as the cover of e-compendium.

During the course the participants got a chance to interact with all the officers of the university. Dr. K.S. Khokhar, the worthy Vice Chancellor interacted with the participants on the Valedictory Day. He told them that the responsibility to run the university efficiently rested on their shoulders. For this he emphasized upon the importance of discipline in all walks of life. He also assured the

participants of the support and patronage of the university in all their just endeavours.

## **Refresher Course on Research Management (February 18 - March 10, 2011)**

It is increasingly being felt that agricultural research should be guided not only by the compulsions of improving food and nutritional security but also by the concerns of environmental protection, sustainability, profitability and protection of Intellectual Property. To make the future agriculture vibrant and competitive, technological breakthrough is urgently needed. Macro and micro constraints in agriculture have to be identified to target them in our research pursuits. The partnership research with stake-holders viz. private sector as well as farmers, sharing of expertise and experiences with inter institutional linkages, resource management etc. would be the key factors in augmenting the agricultural productivity in the country. In fact, the future demands in agriculture will lead to increased complexities of research and would, therefore, call for more and more collaborative approach. This Refresher Course, organized from February 18 to March 10, 2011, was designed in such a way that it addressed issues linked with the emerging challenges to agricultural research. The specific objectives of the course were: to acquaint the researchers with general agricultural scenario; refresh them on the concepts of agricultural research projects keeping in mind the issues relating to Intellectual Property Rights and enable them apply project management techniques in the changing farming system. Dr. R.K. Kashyap was the Course Director and Dr. Satnam Kaur and Dr. R.K. Patel acted as Course Coordinators. Thirteen scientists from different fields of agricultural sciences from SAUs attended this course.

To achieve these objectives, the course was divided into three modules. The first module on General Scenario of Indian Agricultural Research covered various topics viz., Agricultural research systems in India, scenario of agricultural research in India, GM crops, An insight, role of remote sensing in agricultural research, agro-ecological zones of India, stem-cell Basics, pesticide residues. methodologies of their detection and their management, Protection of Intellectual Properties in SAUs/ ICAR Institutes, Research Institutions and Industry Linkage and Geographical indications– Concept and Historical Perspective. Module on planning, preparation, implementation and evaluation of research projects consisted of sessions on different aspects of research management - Research priority setting, project budgeting, concept note for research proposals, concepts and criterion of project appraisal. monitoring and evaluation, participatory rural appraisal, SWOT analysis, Project management techniques, tools of data collection for survey research, SPSS and OP Stat. Third module on Research Communication comprised of sessions on Communication in Research Organization (verbal and non-verbal) Communication skills (verbal and non-verbal), editing and proof reading, scientific temper, Power Point XP and Presentation skills for scientists. To cover the various aspects in these modules, resource persons with expertise in their respective fields were invited.

On the basis of the input provided by the resource persons assignments were given to the participants. The participants came prepared with background material for research project proposals. They were given the assignments on preparation of concept notes for research project proposal, SWOT analysis of the proposal they prepared and application of project management techniques in the proposals prepared by them.

Concept notes were prepared by the participants on the topics viz., Yellow mosaic virus resistance in Mungbean: Morphological, Genetic and Molecular Markers, Micronutrient deficiencies and their effect on nutritional status of vulnerable sections, Remediation of saline waterlogged farmlands of Haryana through biodrainage, Effect of feeding exogenous fibrocytic enzymes on productivity of cattle, Livestock production system in Haryana – A systems analysis.

All these assignments were presented on the penultimate day and were evaluated by the group and the course faculty. Effort was made by the participants to cover all the components of concept note, SWOT analysis of the project proposal and application of project management techniques like PERT, CPM and Activity Line in their proposals.

Participants were very much appreciative of the training environment, physical facilities and overall organization of the course. Almost all the participants felt that course came upto their expectations. They mentioned that they were well prepared to formulate research project proposals for submitting to funding agencies after the course. However, they suggested that persons from the funding agencies should also be invited to interact with the participants of the course.

Dean, College of Home Science, Dr. (Mrs.) Saroj S. Jeet Singh, was the Chief Guest on the valedictory function of the course on 10<sup>th</sup> March, 2011.



## **Refresher Course in Computer Applications (May 6-26, 2011)**

The Academy organized a Refresher Course on "Computer Application" from May 6-26, 2011. The main objectives of the course were:

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

Dr. D.S. Tonk, Scientist-in charge was assigned the responsibility as Course Director and Dr. R.K. Patel was Course Coordinator of this three week refresher course. This course was offered for the faculty of all State Agricultural Universities and ICAR Institutes engaged in teaching, research and extension. The course was specially designed to acquaint the participants with the latest technology in the use of computers in day to day working in their fields. The course intended to familiarize the participants in developing teaching, research and extension skills through word processing, presentation, tabulation, statistical analysis and internet. Besides this, they were given hands on training on scanning, printing, digital photography etc. The course was conducted through well-structured modules specifically designed for the purpose. Twenty participants were enrolled in this course.

The major topics covered in this programme were:

- Fundamentals of computers
- Introduction to operating systems: Windows XP-I
- Word Processing
- Spread Sheets database – Excel
- Statistical analysis related to agriculture
- Presentation tools, preparation of presentations
- Internet & e-mail
- MIS, LAN etc.
- Related software
- Scanning, printing, digital photography etc.
- Web design in front page
- Photoshop
- Corel Draw
- Data Mining
- Data base and Role of IT

The programme was evaluated for its quality of contents, suitability and usefulness by the participants through a well-designed questionnaire. Likewise, the participants were also assessed for their performance through practical assignments and written examination.

A CD containing all the course material for updating the knowledge of the participants while working in their work places was given to participants. On the

valedictory day of the course, certificates were distributed by Dr. R.K. Kashyap, the then Director, HRM.

## **Refresher Course on Communication Skills and Technical Writing**

**(May 25-June 14, 2011)**

Ours is an age of information and communication. The key factor of effective communication is identification of the listener/reader with what the speaker/writer is saying or writing, as also with the way of saying. And this felicity of understanding between the receiver and the sender can be achieved only with the help of effective communication.

Achieving effective communication is all the more important for scientists, teachers and extension specialists in this age of constant and instant exchange of information and ideas. A successful scientist needs to be an effective writer, not only because the results of his/her research will eventually be reported in scientific journals, but also because to win research grants, one needs to make a case for one's proposed area of work. This underlines the importance of technical writing. A scientist working in the lab will at some point of time, need to stand in front of his peers and superiors and explain to them what he/she has done. Along with a command over speaking and writing, the academia also needs to be sensitized to reading and listening skills. Responding to this need the Academy of Agricultural Research & Education Management, Directorate of HRM planned and organized this three-week Refresher Course on Communication Skills & Technical Writing from May 25 to June 14, 2011 with the following objectives:

- i) To sensitize the participants to the principles of communication for effective teaching, research and extension.
- ii) To enhance their capabilities in reporting, writing and editing skills.
- iii) To upgrade the skills of the participants in the use of computers for communication.
- iv) To ensure the intelligibility of communicative English and to enable them to develop language skills for interaction with the scientists world over.

To achieve the given objectives four separate segments viz. general communication skills, spoken English and technical writing and journalistic writing were identified and the course was so planned as to achieve a satisfactory felicity in each segment. The course presented a healthy mix of lectures and practical exercises and assignments. An effort was made to make the sessions interactive and the participation of delegates was highly forthcoming. A total of seventeen scientists enrolled for the course, out of which three were from Tripura, Sikkim and Manipur, respectively. The participants presented a comprehensive cross-section of all the branches of agriculture and allied sciences. Apart from the faculty of CCSHAU, Hisar distinguished faculty were invited from GJUS&T, Hisar and MDU, Rohtak also to interact with the participants. Dr. R.K. Kashyap was the Course Director and Dr. Aparna and Dr. A.K. Bhatnagar acted as Course Coordinators.

In the segment of general communication skills the participants were sensitised to various communication methodologies, role of communication skills for academic interaction, interpersonal communication, communication barriers, present language scenario, public speaking, day-to-day conversation in English, interviewing skills, communication in extension education, writing principles etc. As far as spoken English is concerned, the participants were told about phonemic symbols so that they could read dictionary for knowing correct pronunciation of

words. They were also sensitized to word accent so that they could be more intelligible when they interacted with intelligentsia at international level. They were also sensitized to the nuances of meanings of words, common errors that we make, and foreign words and phrases in everyday use. The participating scientists felt that there was the maximum of new learning in this segment.

In the field of technical writing the participants interacted with the learned resource faculty on various aspects viz. writing a research paper, abstract writing, tables and illustrations in a research communication, writing a project with IP perspectives, Citation, References and Bibliographical entries. There was also a lecture on Scientific Event Management. As far as journalistic writing is concerned, the participants were sensitized to e-journalism and newspaper writing. They were also given a feel of Community Radio being run at the Directorate of Extension Education.

The trainees were also acquainted with the ethical issues in education and research. During the course almost 50% of the time was devoted to practical exercises and assignments. Apart from the exercises during sessions the participants also undertook assignments in groups/pairs. As part of their assignments, the participants recorded their talks and discussions at the radio station. They interviewed achievers from different walks of scientific life and submitted scripts following journalistic guidelines. Working in four groups they produced E-journals and posters relevant to the needs of scientific community and also society at large. On the Valedictory day the participants presented their E-journals and posters before the learned faculty. The participants suggested that special emphasis be laid on teaching communication through computers. Certificates to the participants were distributed by Dr. Sucheta Khokhar, Dean

College of Agriculture who called upon the participants to make optimum use of the skills and knowledge acquired during the course.

## **Short Course on Statistical Methods and Data Analysis (June 21 - 30, 2011)**

Statistics forms the backbone of any research endeavour whether in the discipline of agriculture or any other science. Statistical concepts and tools are extensively used right from planning of experiments to analysis and interpretation of numerical data. Due to the presence of multiplicity of factors and variability amongst the units, particularly in field conditions, the research outcomes in biological and agricultural sciences depend heavily upon the applied statistical methodology. Also, for making the research globally competitive, it is of paramount importance that sound and modern statistical methodologies are used in data collection, analysis and interpretation. Availability of high-speed computers and necessary software has made feasible the application of the complex statistical tools at greater level and degree in the recent past. However, generation of data through rigorous experimentation and availability of computer hardware can accomplish nothing in absence of a clear understanding of the statistical methodology/software used in the analysis. Keeping this in view, a Short Course on “Statistical Methods and Data Analysis” was organized from 21<sup>st</sup> to 30<sup>th</sup> June, 2011 with the following specific objectives:

- ❖ To update research scientists in recent developments in statistical methods with emphasis on techniques useful in agricultural research.
- ❖ To enhance the professional capabilities of participants in data analysis and interpretation using modern statistical techniques.
- ❖ To familiarize the participants with data analysis software packages in practice.

Dr. Lajpat Rai Professor and Head Department of Mathematics and Statistics, was the Course Director and Dr. B.K. Hooda, Professor (Statistics) & Dr. Satnam Kaur, Joint Director, HRM were Course Coordinators. Most of the course faculty was from the Department of Mathematics and Statistics of the University. In all, 19 teachers attended this course. The participants were from different backgrounds viz. three from Engineering, three from Statistics, five from Agronomy and one each from Horticulture, Soils, Plant Breeding, Botany and Economics.

The topics covered in Statistical Methods were Descriptive Statistics, Theoretical Distributions viz. binomial, Poisson and normal distribution, various parametric tests like Z-test, t-test, F-test, chi-square tests and various non-parametric tests correlation & regression, multiple linear regression, variable selection and model building criteria, multi-collinearity along with examples were covered in theory classes. Practicals were on descriptive statistics, various tests of significance, correlation & regression. These were illustrated using the softwares, MS-Excel and SPSS on computer.

The topics covered in the field of design of experiments were CRD, RBD, LSD, BIBD, Lattice Design, Factorial Experiment, Confounding, Split and Strip plot design, analysis of co-variance, path coefficient and stability analysis along with their methods of analysis by taking real examples from agricultural experiments. Analysis of three basic designs, CRD, RBD, LSD was also demonstrated on computer using SPSS package. Theory and practical aspects of path and stability analysis using OP Stat were demonstrated. The other topics covered were various sampling schemes used in collecting data, multivariate test of significance, clustered analysis, probit and logit analysis. A Lecture on data analysis using SAS was also organized. Pre and post tests of the participants were also conducted.

At the end of the course, participants felt that they would now be able to use statistical tools in their day to day work. They felt that the duration of the course should be increased to three weeks and some more statistical packages should be included. Dr. Santosh Dhillon, Dean College of Basic Sciences and Humanities, CCSHAU was the Chief Guest on the valedictory day.

**Part time Short Courses on Fundamentals of Grammar and  
Language Skills  
(December 13-24, 2010)  
&  
(April 18-30, 2011)**

Correct usage of English is becoming increasingly important in our day-to-day communication and office work. To address this need for Para professionals of the university two Part time Short Courses on *Fundamentals of Grammar and Language Skills* were conducted from December 13-24, 2010 and April 18-30, 2011 respectively. The course in December was specifically conducted for stenotypists and Stenographers, both junior and senior scale, whereas the one held in April was meant for Clerks and Assistants. Special care was taken to devise the course content so as to address the office needs and requirements of the chosen participants. Dr. Aparna was the Course coordinator for both the courses.

Fourteen office functionaries of the chosen cadre enrolled themselves for the first training programme and twenty-four got themselves registered for the second one. In the first session the participants were given an overview of the course. The participants were also asked to tell what specific topics they would like to be dealt with. Thus the course content was finalized in consultation with



the participants of the respective training programmes. The courses took off with session on Office Ethics in which participants themselves were encouraged to form guidelines of ethical behaviour. Two sessions were conducted everyday. The sessions were interactive in nature so as to achieve greater learning and remove the confusions of the participants as to the proper usage of English language. The course faculty was drawn from DHRM and Department of Languages & Haryanvi Culture.

The participants were told about basic constructions in English language. Sessions were conducted on strengthening the vocabulary, sentence construction, error analysis, and concord. Keeping in view the participant profile the problems in usage of English specific to northern India were particularly addressed to. Comprehensive sessions on Tenses and their usage including verb patterns and Auxiliary Verbs and Modals were conducted to help the participants remove unintentional errors in English writing. The participants were also sensitized about the use of prepositions and articles in the context of administrative lexicon, so as to minimize their errors in writing. The participants were also told about different types of sentence constructions and the usage of correct words in the given context. The course content for the two training programmes varied slightly keeping in view the profile of the participants. Detailed instructions were given to the participants on how to draft and/or take and make notes on official cases. The participants were also familiarised with administrative vocabulary.

On the last day the participants were asked to evaluate the course for its usefulness in their professional life. Suggestions were also invited for further improvement of the course. All the participants found the course to be highly useful and relevant. However, the participants were of the opinion that the

courses should be of two-week duration, so as to facilitate greater interaction with the resource persons and to have more practice sessions.

## **Computer Appreciation Course for award of ACP/Promotion to the post of PA/PS (January 6-15, 2011)**

As per the service conditions for the promotion as PA/PS and award of ACP to the stenographers working in different offices, an appreciation course on Computer education was organized by the Academy from January 6 to 15, 2011. Dr. R.K. Patel worked as the course coordinator. A total of seventeen Senior Scale Stenographers working in different offices participated in this course. Resource persons from different departments were invited to impart knowledge and skill in different aspects of the computer application and computer programmes.

### **The course covered the following major topics:**

- Fundamentals of computers
- Introduction to operating systems: Windows XP-I
- Word Processing
- Spread Sheets database – Excel
- Scanning, printing, digital photography etc.

MS office including different other programmes needed nowadays in office working and functioning were given maximum time.

At the end of the course an examination comprising the theoretical as well as practical exercise, was conducted and on the basis of the performance in this exam, the result was submitted to the office of Registrar for further action.

## **Typing Skills in English and Hindi for Clerks (April 21-30, 2011)**

The Academy of Agricultural Research & Education Management, Directorate of Human Resource Management organized a ten-day course in Typing Skills for the newly recruited as well as for the newly promoted clerks of the University from April 21 to 30, 2011. Dr. R.K. Patel coordinated this training programme. The main objective of organizing this part time short course was to develop the skill for typing in English as well as in Hindi for increasing the efficiency in the office work and also to fulfill the requirement of typing test, the condition for promotion to the post of clerks. Thirty-eight clerks working in different departments and outstations of the University attended this skill improvement programme. Sh. S.D. Mehta, Senior Scale Stenographer, working in the Department of Agricultural Economics acted as resource person. The participants took keen interest in the course and even practised in off time as well as on holidays to meet their objective of passing the test at the end of the training.

**Accounts Matters and Service Rules for Lower Standard and  
Higher Standard departmental Examination for the University  
Non –teaching Staff  
(June 2-9, 2011)**

A training course on Accounts Matters and Service Rules was organized for the non-teaching office staff of CCS Haryana Agricultural University from June 2 to 9, 2011 by the Academy. Sixty-eight assistants working in different departments in the university participated. Dr. R.K. Patel coordinated this training programme. The main objective of this programme was to impart training to the eligible participants for their Lower and Higher Standard examination. Various well planned sessions were conducted as per the course syllabus. A programme schedule was designed before the start of the course and distributed to the participants on the inaugural day of the training. Experts from CCSHAU as well as from other departments including professionals were invited to deliver talks on the subject of their expertise during the training. The organization of the course was judged as excellent by the participants at the end of the course. They were very much appreciative of the University Authorities and Director, HRM for arranging such types of trainings/courses which are very useful for the office staff.

## **Handling of Scientific Equipments for Laboratory Staff (June 20-25, 2011)**

A one-week training for the laboratory staff which included Lab. Assistants & Lab. Attendants was organized by AAREM in collaboration with Central Lab. The course was inaugurated by the Dean, Postgraduate Studies and Controlling Officer Dr. O.P. Toky. Thirty-two participants, comprising Lab. Assistants & Lab. Attendants, attended this course. Dr. Chander Bhan, in-charge Central Lab and other staff of the lab acted as resource persons and conducted very important sessions during this programme. Dr. R.K. Patel acted as Course Coordinator. The main objective of this training was to upgrade the existing knowledge and skills of the participants and also to train them in the handling of the scientific equipment available for the scientific analysis while assisting in research and also application of the knowledge gained during this course/training for further application in their respective departments. All the participants took keen interest in this programme. The participants requested to organize such programmes from time to time to update their knowledge and skill. All the participants highly appreciated the efforts of the organizers for providing study material in Hindi. They very much liked the methodology adopted by the organizers in imparting this training.

**Short Course on “Installation and Maintenance of Micro Irrigation System”  
(Feb. 21-26, 2011)**

A one week training programme for SC/ST youth of the Haryana State sponsored by the Department of Horticulture, Government of Haryana was organized on “Installation and Maintenance of Micro Irrigation System” from February 21 to 26, 2011 by the Academy. Twenty youths participated in this training programme.

Free boarding & lodging was provided to the participants during the training. Dr. M. S. Sidhpuria, Head (Soil and Water Engineering) was the Course Director. Dr. R.K. Goyal, Scientist, Department of Horticulture and Dr. R. K. Patel, Associate Director AAREM were the Course Coordinators. The course was inaugurated by Dr R.K. Kashyap, Director Human Resource Management. In his inaugural address Dr. Kashyap emphasized the need of such trainings to make the SC/ST youth self reliant and improve their livelihood. He further stressed that this type of training programmes should be a regular feature at University level so that more SC/ST youth are benefited.

The training programme was specially designed specially to train the SC/ST youths in the field of Micro irrigation including selection, installation and maintenance of drip and sprinkler irrigation. Further participants were also acquainted with development of Horticulture in Haryana, importance and selection of Micro Irrigation system in the light of scarce water resources and efficient use of water and fertilizers using the micro irrigation system. During training the experts from the field of Horticulture and Soil & Water Engineering

delivered lectures to the participants. A field visit was also organized for the participants to give them exposure to various types of installation and maintenance requirements of the micro irrigation system. A training manual prepared by the training team was also distributed to the participants for their ready reference.



**SHORT COURSE ON PRODUCTION OF EDUCATIONAL VIDEO  
(July 13 - July 22, 2010)**

**Reflections: 7.00 – 7.30 A.M.**

**Tea break: 9.00 A.M. & 11.00 A.M.**

<b>July 13, 2010 (TUESDAY)</b>		
07.30 – 09.00 a.m.	Registration	
9.00 – 10.00 a.m.	Inauguration	
10.00 – 10.30 a.m.	Tea	
10.30 – 12.00 p.m.	Ice breaking and introduction to course and its objectives	Dr. Seema Rani
12.00- 01.30 pm	Importance of video and educational video programme production	Dr. Nishi Sethi
01.30 – 02.00 p.m.	Selection of topic for documentary and collection of material	Dr. Nishi Sethi
<b>July 14, 2010 (WEDNESDAY)</b>		
07.15 – 07.30 a.m.	Reflection	Dr. Seema Rani
07.30 – 09.00 a.m.	Types of shots composition and Camera handling	Sh. Naresh Kumar
09.30 – 11.00 a.m.	Steps in Video programme production	Dr. Nishi Sethi
11.30 – 1.30 p.m.	Basics of video production Technology in video production	Dr. Seema Rani
01.30 onwards	Collecting material (written, photos, graphics etc.) and Selection of spots/material	Dr. Nishi Sethi
<b>July 15, 2010 (THURSDAY)</b>		
07.15 – 7.30 a.m.	Reflection	Dr. Seema Rani
7.30 – 9.00 a.m.	Shot composition exercise (Group-I) Shot composition exercise (Group-II) Recording of commentary (Group-III)	Sh. Naresh Kumar Sh. Gulab Singh Sh. Jaspal Singh
09.30 – 11.00 a.m.	Script writing	Dr. Seema Rani

11.30- 01.00 pm	Converting idea into story board	Dr. Nishi Sethi Dr. Seema Rani.
01.00 – 02.00 p.m.	Evaluation of script Language	Dr. Aparna
<b>July 16, 2010 (FRIDAY)</b>		
07.15 – 07.30 a.m.	Reflection	Dr. Seema Rani
07.30 – 9.00 a.m.	Basics of sound	Dr. S. Kaushik
09.30 – 11.00 a.m.	Practicing sound recording (Group-I) (Group-II) (Group-III)	Dr. S. Kaushik Mr. Amit Kumar Mr. Sultan
11.30 –01.30 p.m.	Shot composition exercise (Group-I) Recording of commentary (Group-II) Recording of commentary (Group-III)	Sh. Gulab Singh Dr. S. Kaushik Mr. Amit Kumar
<b>JULY 17, 2010 (SATURDAY)</b>		
07.15 – 07.30 a.m.	Reflection	Dr. Seema Rani
07.30 – 09.00 a.m.	Light effects	Sh.. Sandeep Kaushik
07.30 – 04.00 p.m.	Programme shooting (Group-I) (Group-II) (Group-III)	Sh. Sultan Singh Sh. Jaspal Singh Sh. Gulab Singh
<b>JULY 19, 2010 (MONDAY)</b>		
07.15 – 07.30 a.m.	Reflection	Dr. S. Kaushik
07.30 – 01.30 p.m.	Programme shooting / Editing (Group-I) (Group-II) (Group-III)	Dr. Aparna Mr. Roshan/Amit Sh. Sultan Singh Sh. Jaspal Singh
<b>JULY 20, 2010 (TUESDAY)</b>		
07.15 – 07.30 a.m.	Reflection	Dr. S. Kaushik
07.30 – 09.00 a.m.	Video editing software	Dr. S. Kaushik
09.00 – 01.30 p.m.	Practice on video editing (Gp. I) (Group-II) (Group-III)	Sh. Sultan Singh Mr. Som Vir Dr. S. Kaushik
<b>JULY 21, 2010 (WEDNESDAY)</b>		
07.15 – 07.30 a.m.	Reflection	Dr. S. Kaushik
07.30 – 02.00 p.m.	Video editing and sound mixing (Gp. I)	Sh. Sultan Singh

	(Group-II) (Group-III)	Mr. Amit Kumar Dr. S. Kaushik
<b>JULY 22, 2010 (THURSDAY)</b>		
07.15 – 07.30 a.m.	Reflection	Dr. S. Kaushik
07.30 – 08.30 a.m.	Pre-revision of finished programme	Dr. Nishi Sethi Dr. S. Kaushik Dr. Seema Rani
08.30 – 09.00 a.m.	Post evaluation	Dr. Aparna
09.00 – 10.30 a.m.	Exam	Dr. Aparna
10.30 - 10.00 a.m.	Tea	
11.00 – 01.30 p.m.	Valedictory	

## INDUCTION TRAINING COURSE

(August 5 - September 4, 2010)

Reflections: 09.15-9.30 a.m.

Tea-break : 11.00 a.m.

03.15 p.m.

<b>August 5 (Thursday)</b>		
9.30–10.30 a.m.	Registration	
11.00 a.m.	Inauguration of the Course	
12.15-01.00 p.m.	Orientation	R.K. Patel
02.15-04.30 p.m.	Socialization	Aparna
<b>August 6 (Friday)</b>		
09.30-11.00 a.m.	Writing of Technical Reports	Mira Tomer
11.30-01.00 p.m.	Agricultural Education in India	R.K. Pannu
02.15-03.30 p.m.	Positive Attitude	B.K. Punia
03.30-05.00 p.m.	Interpersonal Behaviour	B.K. Punia
<b>August 7 (Saturday)</b>		
09.30-10.00 a.m.	Post- Graduate Studies: Rules and Regulations	O.P. Toky
10.00 11.00 a.m.	Overview of the University & DHRM	R.K. Kashyap
11.30-01.00 p.m.	The Right to Information Act-2005	S.R. Verma
02.15-04.00 p.m.	Assessment and Refinement of Technologies	Beena Yadav
04.00-04.30 p.m.	Group Formation	Aparna
<b>August 8 (Sunday) Holiday</b>		
<b>August 9 (Monday)</b>		
09.30-11 a.m.	Duties and Assignments of Directorate of Students' Welfare in SAUs	R.K. Yadav
11.30-01.00 p.m	Intellectual Property Rights – Issues in Agriculture	R.B. Srivastava
02.15-04.30 p.m.	Visit to College of Home Science	Dean, COHS

<b>August 10 (Tuesday)</b>		
09.30-11.00 a.m	Financial Procedures and Budgetary Control	Naveen Jain
11.30-01.00 p.m.	Group Dynamics	Sushma Kaushik
02.15-04.30 p.m.	Visit to Central Lab of the University	

<b>August 11 (Wednesday)</b>		
09.30 -11.00 a.m.	Service & Conduct Rules	S.S. Dahiya
11.30 -01.00 p.m	Annual Self Assessment Report	S.S. Dahiya
02.15-04.30 p.m.	Lesson Planning	R.B. Grewal
<b>August 12 (Thursday)</b>		
09.30-12.00 a.m.	Job Stress Management	R.K. Patel
12.00-01.00 p.m	Exercise	
02.15-03.00 p.m.	Planning For Group Proposals	Participants
03.15-04.30 p.m.	Group Tasks	
<b>August 13 (Friday) Holiday</b>		
<b>August 14 (Saturday) Holiday</b>		
<b>August 15 (Sunday) Holiday</b>		
<b>August 16 (Monday)</b>		
09.30-11.00 a.m.	Gender – An Analytical and Development Tool	Indu Grover
11.30 -01.00 p.m	Advisory System at UG level	J.L. Bhayana
02.15-04.30 p.m.	Visit to College of Basic Sciences & Humanities	
<b>August 17 (Tuesday)</b>		
09.30-11.00 a.m.	E-manual – an introduction	A.K. Chhabra
11.30 -01.00 p.m	How to Prepare an E-manual	A.K. Chhabra
11.30-04.30 p.m.	Ethics in Agricultural Education	R.K. Kashyap
<b>August 18 (Wednesday)</b>		
09.30-11.00 a.m.	Audit in State Agricultural Universities	Naveen Jain
11.30 -01.00 p.m	Role of Teachers In Co-Curricular & Extra Curricular	R.K. Nanwal

	Activities	
02.15-04.30 p.m.	Visit to College of Agriculture and Demonstration at Unit of Precision Farming Development Centre	
	<b>August 19 (Thursday)</b>	
09.30-11.00 a.m.	Extension System of SAUs	J.S. Dhankar
11.30 -01.00 p.m.	Emerging Challenges for Women In Agriculture In India : Post-Globalization Dimensions	Savita Singal
02.15-04.30 p.m.	Practice and preparation of E-manual	
	<b>August 20 (Friday)</b>	
09.30-11.00 a.m.	Store Purchase Procedures	P.C. Marwal
11.30-01.00 p.m.	Agricultural Research System in India	N.K. Rakha
02.15-04.30 p.m.	Visit to College of Animal Sciences	
	<b>August 21 (Saturday)</b>	
09.30-11.00 a.m.	Store Records and Verification	C.K. Godara
11.30-01.00 p.m	Visit to College of Agricultural Engineering & Technology	
02.15-03.15 p.m.	E-mail & Internet	D.S. Tonk
03.30-04.30	Bioinformatics & Its Importance	Sunita Jain
	<b>August 22 (Sunday)Holiday</b>	
	<b>August 23 (Monday)</b>	
09.30-11.00 a.m.	Power Point –XP	R.K. Goyal
11.30-01.00 p.m.	Preparation of Presentations	R.K. Goyal
02.15-04.30 p.m.	Visit to College of Veterinary Sciences	
	<b>August 24 (Tuesday)</b>	
09.30-11.00 a.m.	Communication Skills for a Teacher	R.S. Dalal
11.30-01.00 p.m.	Statistical Techniques for Scientists	B.K. Hooda
02.15-04.30 p.m.	Preparation of PPTs & Technical Reports	
	<b>August 25 (Wednesday)</b>	
09.30-11.00 a.m.	Production of E-manuals	A.K. Chhabra

11.30-01.00 p.m	Cover page designing	R.K. Goyal
02.30-04.30 p.m.	Library Automation	Univ. Librarian
	<b>August 26 (Thursday)</b>	
09.30-11.00 a.m.	SPSS – Introduction and practice	B.K. Hooda
11.30-01.00 p.m	Finalization of E-manuals	
02.15-04.30 p.m.	FST and its Working	
	<b>August 27 (Friday)</b> <b>Visit to RRS/TVCC, Uchani and COA, Kaul</b>	
	<b>August 28 (Saturday)</b>	
09.30-01.00 p.m.	Interactive Learning	Nishi Sethi
02.15-03.15 p.m.	Conflict Management	R.S. Dalal
03.30-04.30	Conflict Management (Contd.)	R.S. Dalal
	<b>August 29 (Sunday) Holiday</b>	
	<b>August 30 (Monday)</b>	
09.30-11.00 a.m.	Concept of ATIC & its Working	S.K. Sharma
11.30-01.00 p.m.	Presentation Skills	Satnam Kaur
02.15-04.30 p.m.	Entrepreneurship Development through Agro-Processing Centres	D.K. Sharma
	<b>August 31 (Tuesday)</b>	
09.30-11.00 a.m.	Photo Shop as a Classroom Tool	Seema Rani
11.30-01.00 p.m.	Designing and Layout through Computer	Seema Rani
02.15-04.30 p.m.	Setting Research Priorities	N.K. Rakha
	<b>September 1 (Wednesday)</b>	
09.30-11.00 a.m.	Interaction with Participants	Navin Jain
11.30 -01.00 p.m.	Community Radio Station in the Service of Farm Families	Krishan Yadav
02.15-03.15 p.m.	Effective Writing Skills	Aparna
03.30-04.30 p.m.	Effective Writing Skills (Contd.)	Aparna

	<b>September 2 (Thursday) Holiday</b>	
	<b>September 3 (Friday)</b>	
09.00-10.00 a.m.	Vice Chancellor's Interaction with the Participants	
10.30-01.00 p.m.	Presentation and appraisal of group assignments	Participants/faculty
02.15-04.30 p.m.	Presentation and appraisal of group assignments	Participants/faculty
	<b>September 4 (Saturday)</b>	
09.30-10.00 a.m.	Course Evaluation	Aparna
11.15-01.00 p.m.	Participants' evaluation	R.K. Patel



**INDUCTION TRAINING COURSE  
(January 18 - February 17, 2011)**

Reflections: 09.15-9.30 a.m.

Tea-break : 11.00 a.m.

03.15 p.m.

<b>January 18 (Tuesday)</b>		
10.00 a.m.	Registration	
10.30 a.m.	Inauguration of the Course	
11.30-01.00 p.m.	Orientation	Aparna
02.15-04.30 p.m.	Socialization	Aparna/Satnam Kaur
<b>January 19 (Wednesday)</b>		
09.30-11.00 a.m.	Store Records and Verification	C.K.Godara
11.30-01 p.m.	Overview of the University	R.K. Yadav
02.15-03.30 p.m.	Strengthen your Vocabulary	A.K. Bhatnagar
03.30-04.30 p.m.	Strengthen your Vocabulary	A.K. Bhatnagar
<b>January 20 (Thursday)</b>		
09.30-11.00 a.m.	Power Point	R.K. Goyal
11.30-1.00 p.m.	Duties and Assignments of Directorate of Students' Welfare in SAUs	R.K.Yadav
02.15-03.00 p.m.	Group Formation	Satnam Kaur
03.30-04.30 p.m.	Library Automation	Univ. Librarian
<b>January 21 (Friday)</b>		
09.30-11.00 a.m.	Writing of Technical Reports	Mira Tomer
11.30-01.00 p.m.	Emerging Challenges for Women In Agriculture In India : Post-Globalization Dimensions	Savita Singal
02.15-04.30 p.m.	Visit to Central Lab of the University	CO, Central Lab
<b>January 22 (Saturday)</b>		
09.30-11.00 a.m.	Agricultural Research System in India	N.K. Rakha

11.30 -01.00 p.m.	Role of Directorate of Research in CCSHAU	N.K. Rakha
02.15-04.30 p.m.	Communication Skills in English	Aparna
	<b>January 23 (Sunday) Holiday</b>	
	<b>January 24 (Monday)</b>	
09.30 -11.00 a.m.	Intellectual Property Rights – Issues in Agriculture	R.B.Srivastava
11.30 -01.00 p.m.	Post- Graduate Studies: Rules and Regulations	Satish Khokhar
02.15-04.30 p.m.	Visit to College of Agriculture	Dean COA
	<b>January 25 (Tuesday)</b>	
09.30-11.00 a.m.	Ethics in Agricultural Education	R.K. Kashyap
11.30-01.00 p.m.	External Examination System	V.K. Kalra
02.15-04.30 p.m.	Lesson Planning	R.B. Grewal
	<b>January 26 (Wednesday) Holiday</b>	
	<b>January 27 (Thursday)</b>	
09.30-11.00 a.m.	The Right to Information Act-2005	S. R. Verma
11.30 -1.00 p.m.	Power Point --XP	R.K. Goyal
2.15-4.30 p.m.	Visit to College of Home Science	Dean, COHS
	<b>January 28 (Friday)</b>	
09.30-11.00 a.m.	Financial Procedures and Budgetary Control	Naveen Jain
11.30 -01.00 p.m.	E-manual – an introduction	A.K. Chhabra
02.15-04.30 p.m.	Steps in the Production of E-manual	A.K. Chhabra
	<b>January 29 (Saturday)</b>	
09.30-11.00 a.m.	Annual Self Assessment Report	S.S. Dahiya
11.30-01.00 p.m.	Service & Conduct Rules	P.C. Marwal
02.15-04.30 p.m.	Planning for E-manual	
	<b>January 30 (Sunday) Holiday</b>	
	<b>January 31 (Monday)</b>	
09.30-11.00 a.m.	Right Word at the Right Time	Manju Mehta
11.30 -1.00 p.m.	Store Purchase Procedures	P.C. Marwal
02.15-04.30 p.m.	Visit to College of Animal Sciences	Dean COAS
	<b>February 1 (Tuesday)</b>	
09.30-11.00 a.m.	DR's Interaction with the Participants	R.P. Narwal

11.30-01.00 p.m.	Extension System of SAUs	J.S. Dhankar
02.15-03.15 p.m.	Role of Teachers In Co-Curricular & Extra Curricular Activities	R.K. Nanwal
03.30-04.30 p.m.	E-mail & Internet	D.S. Tonk
	<b>February 2 (Wednesday)</b>	
09.30-11.00 a.m.	Communication Skills for a Teacher	Vandana Pandey
11.30-01.00 p.m.	Bioinformatics & Its Importance	Sunita Jain
02.15-04.30 p.m.	Visit to Demonstration Unit of Precision Farming Development Centre	Dean COA
	<b>February 3 (Thursday)</b>	
09.30-11.00 a.m.	Phrasal Language for Scientists	A.K. Bhatnagar
11.30-01.00 p.m.	Preparation of E-manuals	
02.15-04.30 p.m.	Visit to College of Veterinary Sciences	Dean COVS
	<b>February 4 (Friday)</b>	
09.30-11.00 a.m.	Statistical Techniques for Scientists	B.K. Hooda
11.30-01.00 p.m.	Visit to College of Agricultural Engineering & Technology	Dean COAE&T
02.15-03.15 p.m.	Positive Thinking	Garima
03.30-04.30 p.m.	Interpersonal Behaviour	Garima
	<b>February 5 (Saturday)</b>	
09.30-11.00 a.m.	Interactive Learning	Nishi Sethi
11.30-01.00 p.m.	Community Radio Station : Concept and operational aspects	Krishan Yadav
02.15-03.15 p.m.	Reaching Farm Families through Community Radio Station	Krishan Yadav
03.30-04.30 p.m.	Library Consultation	
	<b>February 6 (Sunday) Holiday</b>	
	<b>February 7 (Monday)</b>	
09.30-1.00 p.m	Preparation of E-Manual	A.K. Chhabra
2.15-4.30 p.m.	Preparation of PPTs	R.K. Goyal
	<b>February 8 (Tuesday) Holiday</b>	
	<b>February 9 (Wednesday)</b>	
09.30-11.00 a.m.	Finalization of E-manual	Group Activity

11.30-01.00 p.m.	Photoshop- An Introduction	Sudarshan Mehta
02.15-04.30 p.m.	Visit to College of Basic Sciences & Humanities	Dean CoBS&H
	<b>February 10 (Thursday)</b>	
09.30-11.00 a.m.	International Research Collaboration Avenues	R.K. Behl
11.30-01.00 p.m.	FST and its Working	HOD, FST
02.15-03.15 p.m.	Concept of ATIC & its Working	S.K. Sharma
03.30-04.30 p.m.	Effective Writing Skills	Aparna
	<b>February 11 (Friday)</b> <b>Visit to KVK Kaithal, RRS/TVCC, Uchani and COA, Kaul</b>	
	<b>February 12 ( Second Saturday)</b> <b>February 13 (Sunday) -- Holidays</b>	
	<b>February 14 (Monday)</b>	
09.30-11.00 a.m.	Advisory System at UG Level	Saroj S. Jeet Singh
11.30-01.00 p.m.	Cover page designing	R.K. Goyal
02.15-03.15 p.m.	Job Stress Management	R.K. Patel
03.30-04.30 p.m.	Exercise on Stress Management	R.K. Patel
	<b>February 15 (Tuesday)</b>	
09.30-10.00 a.m.	Self Management	R.K. Kashyap
10.00-01.00 p.m.	Presentation Skills	Satnam Kaur
02.15-03.15 p.m.	Evaluation of Technical Reports & Lesson Plans	Mira Tomer, R.B.Grewal
03.30-04.30 p.m.	Finalization of PPTs	
	<b>February 16 (Wednesday)</b>	
09.30-11.00 a.m.	Applied Linear Regression	Veena Manocha
11.30 -01.00 p.m.	Presentation and appraisal of group assignments	Participants/ faculty
02.15-03.15 p.m.	Presentations contd.	Participants/ faculty
03.30 p.m.	Interaction with the Vice Chancellor	
	<b>February 17 (Thursday)</b>	
09.30-11.00 a.m.	Audit in State Agricultural Universities	Naveen Jain
11.30-12.00 noon	Course Evaluation	Aparna
12.00 –12.30 p.m.	Participants' evaluation	Satnam Kaur
12.30 p.m.	Valedictory Session	

**REFRESHER COURSE ON RESEARCH MANAGEMENT  
(February 18 - March 10, 2011)**

Reflections: 09.15-09.30 a.m.

Tea-break: 11.00 a.m.

03.15 p.m.

	<b>February 18 (Friday)</b>	
09.30–10.30 a.m.	Registration	
11.00 a.m.	Inauguration -	
12.15 -01.00 pm	Pretest of the participants	Satnam Kaur
02.15-03.15 p.m.	Orientation	R.K. Patel
03.30-004.30 p.m.	Socialization	Satnam Kaur
	<b>February 19 (Saturday)</b>	
09.30-11.00 a.m.	Research management – Basic concepts	S.D. Chamola
11.15-01.00 p.m.	Group Formation and assignment	Satnam Kaur
02.15 –04.30 p.m.	Food and nutritional security	Sain Das
	<b>February 20 (Sunday) - Holiday</b>	
	<b>February 21 (Monday)</b>	
09.30-11.00 a.m.	Ethics in agricultural research	R.K. Kashyap
11.15-01.00 p.m.	Statistical tech niques for scientists	B.K. Hooda
02.15-04.30 p.m.	Agricultural research system in India	N.K. Rakha
	<b>February 22 (Tuesday)</b>	
09.30-11.00 a.m.	Project budgeting , monitoring & evaluation	R.K. Khatkar
11.15-01.00 p.m.	Writing concept notes for research project proposals	S.D. Chamola
02.15-04.30 p.m.	Setting research priorities	N.K. Rakha
	<b>February 23 (Wednesday)</b>	
09.30-11.00 a.m.	Protection of Intellectual Properties in ICAR/SAUs	R.B. Srivastava
11.15-01.00 p.m.	Role of remote sensing in agricultural research	Ramesh S. Hooda
02.15-04.30 p.m.	Visit to HARSAC Hisar	
	<b>February 24 (Thursday)</b>	

09.30-11.00 a.m.	Writing tips for concept notes	Satnam Kaur
11.15-01.00 p.m.	Scientific Temper	A.K. Bhatnagar
02.15-04.30 p.m.	SWOT Analysis	Shushma Kaushik
	<b>February 25 (Friday)</b>	
09.30-11.00 a.m.	Edition and proof reading	Aparna
11.15-01.00 p.m.	Research Institutions and Industry Linkage	Manisha Mani
02.15-04.30 p.m.	Communication in Research Organizations	A.S. Khanna
	<b>February 26 (Saturday)</b>	
09.30-11.00 a.m.	GM crops – An insight	Santosh Dhillon
11.15-01.00 p.m.	Stem cell basics	Jayanti Tokkas
02.15-04.30 p.m.	Pesticides residues – Methodologies of detection and their management	Beena Kumari
	<b>February 27 (Sunday) – Holiday</b>	
	<b>February 28 (Monday)</b>	
09.30-11.00 a.m.	Mainstreaming gender issues in research	Savita Singal
11.15-01.00 p.m.	Project appraisal – Concept and criteria	R.K. Grover
02.15-04.30 p.m.	Library visit	
	<b>March 1 (Tuesday)</b>	
09.30-11.00 a.m.	Job stress management	R.K. Patel
11.15-01.00 p.m.	Preparation of concept notes	Satnam Kaur/ Participants
02.15-04.30 p.m.	Project management techniques	Lali Yadav
	<b>March 2 (Wednesday) - Holiday</b>	
	<b>March 3 (Thursday)</b>	
09.30-11.00 a.m.	Preparation of concept notes	Satnam Kaur/Participants
11.15-01.00 p.m.	Agro-ecological zones of India	Ram Niwas
02.15-04.30 p.m.	Tools of data collection for survey research	Savita Vermani
	<b>March 4 (Friday)</b>	
09.30 -01.00 p.m.	SPSS - An Introduction	O.P. Sheoran
	Practice in SPSS	-do-
02.15–03.15 p.m.	OP Stat.- An Introduction	O.P. Sheoran

03.30-04.30 pm	Practice in OP Stat.	-do-
	<b>March 5 (Saturday)</b>	
9.30-11.00 a.m.	Writing tips for concept notes	Satnam Kaur
11.15-01.00 p.m.	Climate Change	S.D. Attri
02.15-04.30 p.m.	Communication Skills	A.K. Bhatnagar
	<b>March 6 (Sunday) - Holiday</b>	
	<b>March 7 (Monday)</b>	
09.30-11.00 a.m.	PowerPoint XP	Ramesh Goyal
11.15-01.00 p.m.	Participatory rural appraisal	Shashi Kanta
02.15-04.30 p.m.	Goal setting and achievement	R.K. Patel
	<b>March 8 (Tuesday)</b>	
09.30-11.00 a.m.	Organic farming- A Model for understanding soil fertility	Lynn Abbott
11.15-01.00 p.m.	Geographical indication - concepts and historical perspective	Minakshi
02.15-04.30 p.m.	Preparation of Power Point presentation	Participants
	<b>March 9 (Wednesday)</b>	
09.30-11.00 a.m.	Finalization of concept notes	Participants
11.15-01.00 p.m.	Presentation Skills for Scientists	Satnam Kaur
02.15-04.30 p.m.	Presentation & appraisal of concept notes	Participants/ Resource faculty
	<b>March 10 (Thursday)</b>	
09.30-10.30 a.m.	Post –test of the participants	Satnam Kaur
10.30-11.30 a.m.	Course evaluation	Satnam Kaur
12.00 noon	Valedictory session	

**REFRESHER COURSE ON COMPUTER APPLICATIONS  
(May 6-26, 2011)**

**Daily Reflections: 07.15 a.m.**

**Tea Time: 11.00 a.m.**

<b>Time</b>	<b>Title of the Topic</b>	<b>Resource Person</b>
<b>May 06, 2011 Friday</b>		
09.00-10.00 am	Registration	
10.30-11.00 am	Inauguration	
11.00-11.30 am	Tea & Group Photo	
11.30 am-01.30 pm	Socialization	Satnam Kaur
<b>May 07, 2011 Saturday</b>		
07.30-09.00 am	Fundamentals of Computer	D.S. Tonk
09.00-11.00 am	-do-	-do-
11.15 am-01.30 pm	Introduction to Operating Systems/Window XP	-do-
<b>May 08, 2011 SUNDAY- Off</b>		
<b>May 09, 2011, Monday</b>		
07.30-09.00 am	Word Processing - theory	Amit Khirbat
09.00-11.00 am	-do-	-do-
11.15 am-01.30 pm	Practical & Practice	-do-
<b>May 10, 2011, Tuesday</b>		
07.30-09.00 am	Spread Sheet and Data Base	Ram Niwas Sheokand
09.00-11.00 am	-do-	-do-
11.15 am-01.30 pm	Practical	-do-
<b>May 11, 2011, Wednesday</b>		
07.30-09.00 am	Statistical Analysis, SPSS	Ram Niwas Sheokand
09.00-11.00 am	-do-	-do-
11.15 am-01.30 pm	Practical	-do-
<b>May 12, 2011 Thursday</b>		
07.30-09.00 am	Statistical Analysis	Ram Niwas



		Sheokand
09.00-11.00 am	-do-	-do-
11.15 am-01.30 pm	Practical	-do-

**May 13, 2011, Friday**

07.30-09.00 am	Statistical Analysis-OPS	D.S. Tonk
09.00-11.00 am	Statistical Analysis-OPS	D.S. Tonk
11.15 am-01.30 pm	Practical & Practice	-do-

**May 14, 15, 2011 Off**

**May 16, 2011 Monday**

07.30-09.00 am	Presentation Tools	A.K. Chhabra
09.00-11.00 am	-do-	-do-
11.15 am-01.30 pm	Preparation of Presentations	-do-

**May 17, 2011, Tuesday**

07.30-09.00 am	Net working	D.S. Tonk
09.00-11.00 am	-do-	-do-
11.15 am-01.30 pm	Internet and E-Mail	-do-

**May 18, 2011, Wednesday**

09.00-11.00 am	SPSS-19 VERSION	Ashik Rao J.
11.30-01.00 pm	-do-	-do-
02.00-05.30 pm	Practical	-do-

**May 19,2011 Thursday**

7.30-9.00 am	Web designing	Sudhir Kumar
9.00-11.00 am	-do-	-do-
11.15 am-1.30 pm	Practical	-do-

**May 20, 2011, Friday**

07.30-9.00 am	Corel Draw	Dewan Kalra
9.00-11.00 am	-do-	-do-
11.15 am-01.30 pm	Practical	-do-

**May 21, 2011, Saturday**

07.30-9.00 am	Photoshop	Sanjay Kumar
9.00-11.00 am	-do-	-do-
11.15 am-01.30 pm	Practical	-do-

**May 22, 2011, Sunday-Off**

**May 23, 2011, Monday**

07.30-9.00 am	ICT and Computer applications in Govt. Services	M.P. Kulshreshtha
9.00-11.00 am	E-governance	-do-
11.15 am-01.30 pm	Scanning, Printing ,Digital Philosophy	Amit

**May 24, 2011, Tuesday**

07.30-9.00 am	Widow 2010 introduction and its applications	Mukesh Kumar
9.00-11.00 am	-do-	-do-
11.15 am-01.30 pm	Practical Exercises	-do-

**May 25, 2011, Wednesday**

07.30-9.00 am	Statistical Analysis	Ram Niwas Sheokand
9.00-11.00 am	-do-	-do-
11.15 am-01.30 pm	Evaluation of the Participants	-do-

**May 26, 2011 Thursday**

07.30-09.00 am	Evaluation of the course
09.00-10.00 am	Valedictory function

**REFRESHER COURSE ON COMMUNICATION SKILLS AND TECHNICAL WRITING**  
**(May 25- June 14, 2011)**

Reflections: 7.30-7.45 a.m.

Tea: 9.00 a.m. & 12.00 noon

<b>Time</b>	<b>Topic</b>	<b>Facilitator</b>
	<b>May 25, 2011 (Wednesday)</b>	
09.00-10.00	Registration	
10.00-10.30	Inauguration	
10.30-11.30	Pre test & Socialization	Aparna/A.K. Bhatnagar
11.30-1.30	Orientation	R.K. Patel
	<b>May 26, 2011 (Thursday)</b>	
7.45-8.30	Basic Concepts of Language Skills and Technical Writing	Aparna
8.30-9.00	Group Formation & Assignment of Tasks	A.K. Bhatnagar, Aparna
9.30-10.45	Fundamentals of Writing	Manoj Dayal
10.45-12.00	Strengthen your Vocabulary	A.K. Bhatnagar
12.15-1.30	-Contd.-	A.K. Bhatnagar
	<b>May 27, 2011 (Friday)</b>	
7.45-9.00	History of Language	Sunil Vashishtha
9.30-10.45	How to write a Research Paper	O.P. Toky
10.45-12.00	Mysteries unfolded by Dictionary	Mira Tomer
12.15-1.30	Ethics	R.K. Kashyap
	<b>May 28, 2011 (Saturday)</b>	
7.45-9.00	Citation – Linkages between Research and Literature	Prem Singh
9.30-10.45	Recent Changes in Language Scenario	Sudhir Sharma
10.45-12.00	References and Bibliographical Entries	Prem Singh
12.15-1.30	Public Speaking as a Tool of Communication	Sudhir Sharma
	<b>May 29, 2011 (Sunday)</b>	
	<b>May 30, 2011 (Monday)</b>	

7.45-9.00	Articles & their Usage	Sunil Vashishtha
<del>9.30-10.45</del>	<del>How to Analyse a Book Review</del>	<del>S. D. Ghoshla</del>
<del>9.30-10.45</del>	<del>Control-Parlance</del>	<del>Mira Tamer</del>
10.45-12.00	Writing an Abstract	Mita Chhabra
12.15-1.30	Time for Interview	
<b>May 31, 2011 (Tuesday)</b>		
7.45-9.00	Communication Skills for Interaction	Krishan Yadav
<del>9.30-10.45</del>	<del>Diagrams &amp; Delivery (Exercise)</del>	<del>Nishu Sethi</del>
9.30-10.45	Speech Anxiety for Public Speaking	Manu Manjha
<del>10.45-12.00</del>	<del>Power Point Designing</del>	<del>Ramash Goyal</del>
10.45-12.00	Panel Discussions for Community Radio	Krishan Yadav
12.15-1.30	Felicity of Expression	Kiran Malhotra
<b>June 1, 2011 (Wednesday)</b>		
7.45-9.00	How to Write a Project with IP Perspectives	R.B.Srivastava
9.30-10.45	Conducting a Press Conference	Paramjit Kaur
10.45-12.00	Communication Barriers	Harbhajan Bansal
12.15-1.30	Presentation Skills	Harbhajan Bansal
<b>June 2, 2011 (Thursday)</b>		
7.45-9.00	Communication Methodologies	Shashi Varma
9.30-10.45	Interviewing Skills for Journalistic Purposes	Kiran Malhotra
10.45-12.00	Content Analysis of Newspaper Articles	Sudarshan Mehta
12.15-1.30	Designing Newsletters, Pamphlets & Leaflets	Krishan Yadav
<b>June 3, 2011 (Friday)</b>		
7.45-9.00	Words at Work	Manju Mehta
9.30-10.45	Foreign Words & Phrases	A.K. Bhatnagar
10.45-12.00	Library Consultation	
12.15-1.30	Exercise on Writing Research Paper	Aparna
<b>June 4, 2011 (Holiday) &amp; June 5, 2011 (Sunday)</b>		
<b>June 6, 2011 (Monday)</b>		

	<b>June 8, 2011 (Wednesday)</b>	
7.45-9.00	Thesis Writing: Tables and Illustrations	R.K.Behl
9.30-10.45	Word Accent	Manju Mehta
10.45-12.00	Scientific Event Management	R.K.Patel
12.15-1.30	Recording of Radio Talks	Krishan Yadav
	<b>June 9 (Thursday) &amp; June 10, 2011 (Friday) Preparation of Lab Journals and Posters</b>	
	<b>June 11, 2011 (II Saturday) &amp; June 12, 2011 (Sunday)</b>	
	<b>June 13, 2011 (Monday)</b>	
7.45-9.00	Role of Communication in Extension Education	Kusum Rana
9.30-10.45	Broken Squares	Shashi Varma
10.45-12.00	Interpersonal Communication	Satnam Kaur
12.15-1.30	Evaluation of the Participants	
<b>June 14, 2011 (Tuesday)</b>		
7.45-9.00	Course Evaluation	
9.30	Valedictory	

**SHORT COURSE ON STATISTICAL METHODS & DATA ANALYSIS  
(JUNE 21-30, 2011)**

Reflections: 07.30-7. 45 a.m.

Tea-Break : 09. 15 a.m.

11. 00 a.m.

<b>June 21, 2011 (Tuesday)</b>		
<b>Time</b>	<b>Topic</b>	<b>Speaker</b>
9.00 -10.00 am	Registration	
10.00-11.00 am	Inauguration of the course	
11.15-12.15 pm	Pre-test of the participants	B.K. Hooda
12.15-12.45 pm	Socialization	Satnam Kaur
12.45 - 01.30 pm	Orientation	R.K. Patel
<b>June 22, 2011 (Wednesday)</b>		
07.45- 9.15 am	Descriptive Statistics & Probability Distributions in Applied Research	B.K. Hooda
09.30-11.00 am	Hypothesis Testing	R.S. Panwar
11.15- 01.30 pm	Overview of Experimental Designs & Multiple Comparison Tests	Lajpat Rai
<b>June 23, 2011 (Thursday)</b>		
07.45- 9.15 am	Factorial Experiments & Confounding	Lajpat Rai
09.30-11.00 am	Probit and Logit Analysis	K.K. Saxena
11.15-01.30 pm	Descriptive Statistics Using MS-Excel	B.K. Hooda
<b>June 24, 2011 (Friday)</b>		
07.45- 9.15 am	Data Transformations	B.K. Hooda
09.30-11.00 am	Non-Parametric Tests	R.S. Panwar
11.15-01.30 pm	Tests of Significance & ANOVA Using MS-Excel	S.D. Batra
<b>June 25, 2011 (Saturday)</b>		
07.45- 9.15 am	Linear and Non-Linear Regression Models	Urmil Verma
09.30-11.00 am	Multi-Collinearity & Outliers' in Regression	Veena Manocha
11.15-01.30 pm	Correlation & Regression Analysis Using MS Excel	Urmil Verma
<b>June 26, 2011 Sunday) Holiday</b>		
<b>June 27, 2011 (Monday)</b>		

07.45- 9.15 am	Covariance Technique	R.C. Hasija
09.30-11.00 am	Stability Models & Path Analysis	D.R. Aneja
11.15-01.30 pm	Descriptive Statistics & Tests of Significance Using SPSS	S.D. Batra
<b>June 28, 2011 (Tuesday)</b>		
07.45- 9.15 am	Sampling Designs in Agricultural Research	S.C. Gupta
09.30-11.00 am	Multivariate Tests of Significance	K.K. Saxena
11.15-01.30 pm	ANOVA For Basic Designs Using SPSS	D.R. Aneja
<b>June 29, 2011 (Wednesday)</b>		
07.45- 9.15 am	Split Plot and Strip Plot Designs	K. Kapoor
09.30-11.00 am	Cluster Analysis	K.K. Saxena
11.15-01.30 pm	Advanced statistical techniques using SPSS & Indostat	Ram Niwas
<b>June 30, 2011 (Thursday)</b>		
07.45- 9.15 am	Open Problem Session	Course Faculty
09.30-11.00 am	Post-test of the participants	B.K. Hooda
11.15-01.30 pm	Course Evaluation	Satnam Kaur
12.00 Noon	Valedictory Function	

**Part time Short Course on Fundamentals of Grammar and Language Skills  
(December 13-24, 2010)**

**Reflections: 2.00 – 2.15 P.M.**

**Tea break: 3.15 P.M.**

<b>December 13, 2010 (MONDAY)</b>		
2.00 – 2.15 p.m.	Registration	
2.15 – 2.45 p.m.	Introduction and overview of the Course	Aparna
2.45 – 3.15 p.m.	Ethics in Office Working	R.K. Kashyap
3.30 – 4.30 p.m.	Strengthen Your Vocabulary	A.K. Bhatnagar
<b>December 14, 2010 (TUESDAY)</b>		
2.15 – 3.15 p.m.	Exercises on Vocabulary	A.K. Bhatnagar
3.30 – 4.30 p.m.	Tenses – Present Tense	A.K. Bhatnagar
<b>December 15, 2010 (WEDNESDAY)</b>		
2.15 – 3.15 p.m.	Tenses –Past and Future	A.K. Bhatnagar
3.30 – 4.30 p.m.	Tenses	A.K. Bhatnagar
<b>December 16, 2010 (THURSDAY)</b>		
2.15 – 3.15 p.m.	Exercises on Tenses	Aparna
3.30 – 4.30 p.m.	Prepositions	A.K. Bhatnagar
<b>December 17, 2010 (FRIDAY)</b>		
2.15 – 3.15 p.m.	Everyday Conversation	Aparna
3.30 – 4.30 p.m.	Writing Short Communications	Aparna
<b>December 18, 2010 (SATURDAY)</b>		
2.15 – 3.15 p.m.	Idioms and Phrases	A.K. Bhatnagar
3.30 – 4.30 p.m.	Modals	Aparna
<b>December 19, 2010 (SUNDAY)</b>		
<b>December 20, 2010 (MONDAY)</b>		



2.15 – 3.15 p.m.	Right Word at the Right Time	Manju Mehta
3.30 – 4.30 p.m.	Right Word at the Right Time	Manju Mehta
<b>December 21, 2010 (TUESDAY)</b>		
2.15 – 3.15 p.m.	Noting and Drafting	Subhash Bishnoi
3.30 – 4.30 p.m.	Tender Notices	P.C.Marwal

<b>December 22, 2010 (WEDNESDAY)</b>		
2.15 – 3.15 p.m.	Prepositions	A.K. Bhatnagar
3.30 – 4.30 p.m.	Exercises on Prepositions	A.K. Bhatnagar
<b>December 23, 2010 (THURSDAY)</b>		
2.15 – 3.15 p.m.	Error Analysis	Aparna
3.30 – 4.30 p.m.	Error Analysis	Aparna
<b>December 24, 2010 (FRIDAY)</b>		
2.15 – 3.15 p.m.	Auxiliaries and Modals	Aparna
3.30 – 4.30 p.m.	Recap	A.K. Bhatnagar

**PART TIME SHORT COURSE ON  
FUNDAMENTALS OF GRAMMAR AND LANGUAGE SKILLS**

**(April 18 – 30, 2011)**

**Reflections: 2.00 – 2.15 p.m.**

**Tea break: 3.15 p.m.**

<b>April 18, 2011 (Monday)</b>		
2.00 – 2.15 p.m.	Registration	
2.15 – 2.45 p.m.	Introduction and overview of the course	Aparna
2.45 – 3.15 p.m.	Ethics in Office Working	R.K. Kashyap
3.30 – 4.30 p.m.	Strengthen Your Vocabulary	A.K. Bhatnagar
<b>April 19, 2011 (Tuesday)</b>		
2.15 – 3.15 p.m.	Exercises on Vocabulary	A.K. Bhatnagar
3.30 – 4.30 p.m.	Idioms and Phrases	A.K. Bhatnagar
<b>April 20, 2011 (Wednesday)</b>		
2.15 – 3.15 p.m.	Error Analysis	Aparna
3.30 – 4.30 p.m.	Error Analysis	Aparna
<b>April 21, 2011 (Thursday)</b>		
2.15 – 3.15 p.m.	Tenses – Present Tense	A.K. Bhatnagar
3.30 – 4.30 p.m.	Tenses – Past and Future	A.K. Bhatnagar
<b>April 22, 2011 (Friday)</b>		
2.15 – 3.15 p.m.	Prepositions	A.K. Bhatnagar
3.30 – 4.30 p.m.	Exercises – Prepositions	A.K. Bhatnagar
<b>April 23, 2011 (Saturday) and April 24, 2011 (Sunday) - Holidays</b>		
<b>April 25, 2011 (Monday)</b>		
2.15 – 3.15 p.m.	Recap of Tenses	Aparna
3.30 – 4.30 p.m.	Exercises on Tenses	Aparna

<b>April 26, 2011 (Tuesday)</b>		
2.15 – 3.15 p.m.	Voice	Aparna
3.30 – 4.30 p.m.	Active and Passive Constructions	Aparna
<b>April 27, 2011 (Wednesday)</b>		
2.15 – 3.15 p.m.	Auxiliaries in Sentence Construction	Aparna
3.30 – 4.30 p.m.	Modals	Aparna
<b>April 28, 2011 (Thursday)</b>		
2.15 – 3.15 p.m.	Exercises in Voice and Modals	Aparna
3.30 – 4.30 p.m.	Administrative Vocabulary	A.K. Bhatnagar
<b>April 29, 2011 (Friday)</b>		
2.15 – 3.15 p.m.	Administrative Vocabulary	A.K. Bhatnagar
3.30 – 4.30 p.m.	Recap	Aparna
<b>April 30, 2011 (Saturday)</b>		
2.15 – 3.15 p.m.	Assessment Test	A.K. Bhatnagar
3.30 – 4.30 p.m.	Valedictory Address	R.K. Kashyap

**Accounts Matters and Service Rules for Lower Standard and Higher Standard  
departmental Examination for the University Non –teaching Staff**

**(June 2-9, 2010)**

<b>Time</b>	<b>Topic(s)</b>	<b>Resource Person</b>
<b>02.06.2010</b>		
2.30 pm-3.30 pm	Haryana and Punjab Agricultural University Act, 1970 and Statutes framed there under as applicable to CCS HAU,	J.L. Bhayana, Asstt. Registrar, PGS, CCS HAU
3.45 pm-5.30 pm	Punjab CSR Vol. 1, Part-1 excluding the Chapters: VI, XI, XII, XIII, XIV and XV and CSR Vol. II Part-I (Chapters-III, IV, VI & XI only) including Haryana Civil Services (Revised Pension) Rules, 2009.	J.L. Bhayana, Asstt. Registrar, PGS, CCS HAU
<b>03.06.2010</b>		
2.30 pm-3.30 pm	CCS HAU Account Code Vol. II, P.W.D. Code, Chapter II, IV (excluding portion dealing with administration). Manual of Orders of the PWD, B&R, Chapter V, VI, VII, VIII (excluding portion dealing with administration).	J.S. Aggarwal
3.45 pm-5.30 pm	Manual of Orders of the PWD, B&R, Chapter V, VI, VII, VIII (excluding portion dealing with administration).	J.S. Aggarwal
<b>04.06.2010</b>		
2.30 pm-3.30 pm	Punjab CSR Vol. I, Part-I, including Haryana Civil Services (Revised Pay Scales) Rules, 2008 and Haryana Civil Services (Assured Career Progression) Rules, 2008 but excluding the Chapters: VI, XI, XII, XIII, XIV & XV Payment of Gratuity Act, 1972- Complete Act, workmen's Compensation Act 1923-Chapter 1, 2 and 3 only, Employees Provident Fund and Miscellaneous Provisions Act 1952 (Bare Act only-Complete Act) & Industrial Disputes Act, 1947-Complete Act.	J.S. Aggarwal
3.45 pm-5.30 pm	Punjab Budget Manual Chapters 1,2,3,4 (paras 4.1 to 4.4 only) 5,6,7,9,10,11,12, 13, 14, 15 and 16 & Punjab Financial Rules Vol. I Chapters-II (excluding Section VI) V, VI, VII, VIII, X(iii), XV and XVII,	J.S. Aggarwal

	Calculations of Income Tax (practical compulsory question)	
<b>05.06.2010</b>		
2.30 pm-3.30 pm	CCS HAU TA Rules, Account Code Vol. I	M.L. Munjal, Dy. Registrar. Office of CAU
3.45 pm-5.30 pm	CCS HAU Account Code Vol. I,	Y.L.Chhabra Dy. Registrar (Retd.)
<b>07.06.2010</b>		
2.30 pm-3.30 pm	Right to Information Act, 2005	S.R.Verma, PIO' Office of Registrar.
3.45 pm-5.30 pm	University Calendar Vol. II & III except Chapter-24	V.K. Sehgal, A.A.O. Office of CAU
<b>08.06.2010</b>		
2.30 pm-3.30 pm	Office Drafting/Noting /Agenda/Communication	M.R.Sharma, Principal,HIPA DTC--HISAR
3.45 pm-5.30 pm	CSR-I CHAPTER-VII	M.R.Sharma , Principal, HIPA DTC--HISAR
<b>09.06.2010</b>		
2.30 pm-3.30 pm	<b>Hindi:</b> Precis writing, Letter writing & Knowledge of administrative terminology <b>Note:</b> Precis will be out of series of communications of material of about 1500 words.	Krishna Hooda, Assoc. Professor (Hindi), Deptt. of Languages & Haryanvi Culture
3.45 pm-5.30 pm	<b>English:</b> Letter writing, Grammar including change of voice, narration, preposition, comprehension etc.	A.K. Bhatnagar, Professor & Head, Deptt. of Languages & Haryanvi Culture

**TRAINING PROGRAMME ON TYPING SKILLS**  
**(April 21 – 30, 2011)**

<b>Timing</b>	<b>Topic(s)</b>	<b>Resource Person</b>
<b>April 21, 2011</b>		
02.00 – 03.15 p.m.	Basics of Typing in Hindi and English	S.S. Taneja
03.30 – 04.45 p.m.	Practical and Practice in Typing	-do-
<b>April 22, 2011</b>		
02.00 – 03.15 p.m.	Basics of Typing in Hindi and English	S.D. Mehta
03.30 – 04.45 p.m.	Practical and Practice in Typing	-do-
<b>April 23, 2011</b>		
02.00 – 03.15 p.m.	Tips of Typing in Hindi and English	S.S. Taneja
03.30 – 04.45 p.m.	Practical and Practice in Typing	-do-
<b>April 25, 2011</b>		
02.00 – 03.15 p.m.	Typing in Hindi and English- Practice	S.D. Mehta
03.30 – 04.45 p.m.	Practical and Practice in Typing	-do-
<b>April 26, 2011</b>		
02.00 – 03.15 p.m.	Basics of Typing in Hindi and English	S.S. Taneja
03.30 – 04.45 p.m.	Practical and Practice in Typing	-do-
<b>April 27, 2011</b>		
02.00 – 03.15 p.m.	Basics of Typing in Hindi and English	Manohar Lal
03.30 – 04.45 p.m.	Practical and Practice in Typing	-do-
<b>April 28, 2011</b>		
02.00 – 03.15 p.m.	Basics of Typing in Hindi and English	Manohar Lal
03.30 – 04.45 p.m.	Practical and Practice in Typing	-do-
<b>April 29, 2011</b>		
02.00 – 03.15 p.m.	Basics of Typing in Hindi and English	S.S. Taneja
03.30 – 04.45 p.m.	Practical and Practice in Typing	-do-
<b>April 30, 2011</b>		
02.00 – 03.15 p.m.	Practice in Typing	Manohar Lal

03.30 – 04.45 p.m.	-do-	-do-
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**BASIC LEVEL COMPUTER APPRECIATION COURSE  
(June 6 - 15, 2011)**

<b>Timing</b>	<b>Topic(s)</b>	<b>Resource Person</b>
<b>June 6, 2011</b>		
07.00 – 07.30 a.m.	Registration	
07.30 – 10.00 a.m.	Inaugural Function	Director, HRM
10.00 – 11.00 a.m.	Computer and its Application and Components	D.S. Tonk
11.00 – 12.00 noon	Operating System and Basics of Windows	-do-
12.00 – 01.30 p.m.	Windows, Creating File/Folder, Using Mouse etc.	-do-
<b>June 7, 2011</b>		
07.00 – 10.00 a.m.	Comparison of DOS and Windows	Amit Khirbat
10.00 – 11.00 a.m.	Basic DOS Commands	-do-
11.00 – 12.00 noon	Basic DOS Commands	-do-
12.00 – 01.30 p.m.	Practice/Practical	-do-
<b>June 8, 2011</b>		
07.00 – 08.00 a.m.	Text Creation, Manipulation, Formatting	R.N. Sheokand
08.00 – 09.00 a.m.	Handling Multiple Document, Table Manipulation	-do-
09.00 – 10.00 a.m.	Classification of Computer and Concept of Data Processing	D.S. Tonk
10.00 – 11.00 p.m.	Computer Functioning	-do-
11.00 – 12.00 noon	Storing Information to CD/DVD and Retrieval from them	R.N. Sheokand
12.00 – 01.00 p.m.	Storing Information to Floppy and Retrieval from them, Formatting a Floppy	-do-
01.00 – 01.30 p.m.	Practical	-do-
<b>June 9, 2011</b>		
07.00 – 08.00 a.m.	Printing with help of different types of Printers i.e. Dot Matrix, Inkjet and Lazer	Amit Khirbat
08.00 – 09.00 a.m.	Taking Print out of Document etc.	-do-

09.00 – 10.00 a.m.	Basics of Computer Networks, Uses etc.	D.S. Tonk
10.00 – 11.00 p.m.	LAN/WAN	D.S. Tonk
11.00 – 12.00 noon	How to use Network Printer	-do-
12.00 – 01.00 p.m.	Scanning of Picture Saving as JPEG etc.	-do-
01.00 – 01.30 p.m.	Scanning of Editable Text and then Placing in the Word Document	-do-
<b>June 10, 2011</b>		
07.00 – 08.00 a.m.	Internet – Its Application, Service and its Uses	R.N. Sheokand
08.00 – 09.00 a.m.	Browsing Softwares, Getting Information through Internet	-do-
09.00 – 10.00 a.m.	Downloading of Information from Internet	-do-
10.00 – 11.00 p.m.	Surfing of the Internet, Practical	-do-
11.00 – 12.00 noon	Creating of Email ID on rediff, g mail etc. Sending & Receiving	-do-
12.00 – 01.00 p.m.	Use of Intranet, University Email and Emailing	-do-
01.00 – 01.30 p.m.	Practical/Practice	-do-
<b>June 13, 2011</b>		
07.00 – 08.00 a.m.	Elements of Spread Sheet	R.N. Sheokand
08.00 – 09.00 a.m.	Manipulation of Cells, Manipulation of Text	-do-
09.00 – 10.00 a.m.	Practical/Practice	-do-
10.00 – 11.00 p.m.	Providing Formulae	-do-
11.00 – 12.00 noon	Spread Sheet for Small Accounts	-do-
12.00 – 01.00 p.m.	Graphs	-do-
01.00 – 01.30 p.m.	Practical/Practice	-do-
<b>June 14, 2011</b>		
07.00 – 08.00 a.m.	Power Point and its Utilities	R.K. Patel
08.00 – 09.00 a.m.	Creation of Presentation with Auto Content Wizard	-do-
09.00 – 10.00 a.m.	Creation of Presentation, Inserting Clip Arts/Pictures	-do-
10.00 – 11.00 p.m.	Applying Slide Design, layout and background, Numbering etc. Slide Manipulation and Show	-do-
11.00 – 12.00 noon	Slide Presentation, Slide Sorter, Printing of Slides and Handout etc.	-do-



12.00 – 01.00 p.m.	Answering their queries, Practical/Practice	-do-
01.00 – 01.30 p.m.	Evaluation by Participants	R.K. Goyal
<b>June 15, 2011</b>		
09.00 – 12.00 a.m.	Evaluation of the Participants	R.K. Patel/ R.N. Sheokand
12.00 – 01.00 p.m.	Valedictory Function	

**SHORT COURSE ON HANDLING OF LAB. EQUIPMENTS  
(June 20 – 25, 2011)**

**Time 11. 00 a.m. – 01.30 p.m.)**

<b>Date</b>	<b>Topic</b>	<b>Resource Person(s)</b>
20.06.2011	Introduction to the different steps for Handling of Lab. Equipments	Dr. Chander Bhan & Dr. V.K. Unvi
21.06.2011	Preparation of Chemical Standards Volume etc./Practical Exercises on Different Formulations	-do-
22.06.2011	Use of Physical Balances/Weighing and Practical Exercises	Sh. Sushil Singh
23.06.2011	Introduction to Flame Photometer and handling of Flame Photometer	-do-
24.06.2011	Introduction to AAS, Digestion Centrifugal and Practical Exercises	-do-
25.06.2011	Visit to Digestion Lab. and Distilled Water Plant	Dr. V.K. Unvi & Dr. Chander Bhan



**SHORT COURSE ON INSTALLATION AND MAINTENANCE OF MICRO  
IRRIGATION SYSTEM  
(February 21 - 26, 2011)**

Reflections: 09.00-9.30 a.m.

Tea-break : 11.00 a.m. and  
03.30 p.m.

<b>February 21, 2011 (Monday)</b>		
<b>Timing</b>	<b>Topic</b>	<b>Resource Person</b>
08.30 – 09.00 a.m.	Registration	R.K. Patel
10.30 – 11.00 a.m.	Inaugural Address	Chief Guest
11.30 – 01.00 p.m.	Efficient Use of Irrigation Water under Micro Irrigation	R.K. Jhorar
02.00 – 03.15 p.m.	Various Micro Irrigation Methods – Selection thereof	M.S. Sidhpuria
03.15 – 04.30 p.m.	Maintenance of Micro Irrigation of Vegetables Grown in Green House	S.K. Arora
<b>February 22, 2011 (Tuesday)</b>		
09.30 – 11.00 a.m.	Installation & Maintenance of Drip Irrigation	M.S. Sidhpuria
11.30 – 01.00 p.m.	Use of Micro Irrigation in Horticultural Crops	R.K. Goyal
02.00 – 03.15 p.m.	Design of Drip & Sprinkler Irrigation	R.K. Jhorar
03.30 – 05.00 p.m.	Green House Visit, Field Visit	R.K. Goyal
<b>February 23, 2011 (Wednesday)</b>		
09.30 – 11.00 a.m.	Drip irrigation – An Introduction	V.P. Ahlawat
11.30 – 01.00 p.m.	Horticulture Development in Haryana	V.P. Ahlawat
02.00 – 03.15 p.m.	Fertigation	R.K. Goyal
03.30 – 04.30 p.m.	Micro Irrigation in Green House	R.K. Goyal
<b>February 24, 2011 (Thursday) (Visit to Mangia)</b>		
10.30 – 11.45 a.m.	Maintenance of Micro Irrigation in Nursery of Citrus & Mango	R.K. Arora

12.00 – 01.30 p.m.	Maintenance of Micro Irrigation in Mango & Pomegranate Field	R.K. Arora
02.30 – 04.00 p.m.	Problems Faced by Farmers in Installation of Drip Visit to Orchards & Interaction	Aatam Parkash
<b>February 25, 2011 (Friday)</b>		
09.30 – 11.00 a.m.	Schemes of Govt. of Haryana on Installation of Micro Irrigation	Aatam Parkash
11.30 – 01.00 p.m.	Problems faced by Farmers in Micro Irrigation	Aatam Parkash
<b>February 26, 2011 (Saturday)</b>		
09.00 – 10.00 a.m.	Stress Management	R.K. Patel
10.00 – 11.00 a.m.	Current Scenario of Water for Irrigation	R.K. Kashyap
11.00	Evaluation & Feedback	R.S. Sidhpuria R.K. Patel R.K. Goyal
11.30 – 12.15 a.m.	Valedictory Function	R.K. Kashyap