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Academy of Agricultural Research and Education Management
DIRECTORATE OF HUMAN RESOURCE MANAGEMENT
CCS HARYANA AGRICULTURAL UNIVERSITY
HISAR-125 004 (HARYANA), INDIA



Dr. A.K.Goel
Director

No.HRM/AAREM/16/2429-2728
Dated: 03/10/2016

Dear Sir/Madam,

The Academy of Agricultural Research & Education Management, Directorate of Human Resource Management, CCSHAU, Hisar is organizing a **Refresher Course on Communication Skills and Technical Writing** from November 25 to December 15, 2016. This course is open to scientists/teachers/extension personnel working in SAUs/ICAR institutes, State Universities, colleges and related organizations.

We invite nominations of scientists/teachers/extension workers working in your University/ Department for participation in this course. The nominations should reach the undersigned latest by 10th November 2016.

A course folder giving details of the course is enclosed.

Yours sincerely,

-sd-
A.K.Goel

Encl: as above.

CC:

1. The Vice Chancellors, State Agricultural Universities.
2. The Vice Chancellors, State Universities.
3. Directors of Research and DEEs, State Agricultural Universities.
4. Directors, ICAR Institutes.
5. All Deans/Directors/Heads of Departments, CCSHAU, Hisar
6. Principal, College of Agriculture, Kaul.
7. All RRS/KVKs, CCSHAU, Hisar.
8. S.V.C. for information of the Vice Chancellor, CCSHAU, Hisar.
9. PRO, CCS HAU, Hisar for press coverage.
10. Course Coordinators

ACADEMY OF AGRICULTURAL RESEARCH AND EDUCATION MANAGEMENT
DIRECTORATE OF HUMAN RESOURCE MANAGEMENT
CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
Refresher Course on Communication Skills & Technical Writing
November 25-December 15, 2016

In the present age of scientific temper and technical outlook, communication skills prove an effective tool to enhance the capabilities of a person in responding to various professional challenges. The scientists, teachers and extension specialists are required to communicate and to bring out research & extension publications as a fruitful outcome of their research work. This can be achieved if the scientific community is adept in the art of communication and technical writing. With the aim of enhancing these skills, the Academy of Agricultural Research & Education Management is conducting a three-week Refresher Course on “**Communication Skills and Technical Writing**” from November 25 to December 15, 2016. The course aims to help the participants to upgrade their communication skills with special emphasis on technical writing.

Course Objectives

- To sensitize the participants to the principles of communication for effective teaching, research and extension.
- To equip the participants in the proficient use of language skills for academic interaction
- To enhance their capabilities in reporting, writing and editing skills.
- To upgrade the skills of participants in the effective use of scientific vocabulary and terminology

Pedagogy

The main focus of the Academy in each course is on developing comprehension of knowledge and augmenting the existing skills. The training style will be participative and action-oriented. The training sessions will be a combination of lectures, demonstrations, presentations and group discussions to improve communication skills. There will be an extensive use of practical assignments towards honing skills in technical writing.

Participants

The course has been designed for the teachers/scientists/extension specialists working in SAUs/ICAR Institutes/State Universities/Colleges and related organizations. **The last date for the receipt of nominations is November 10, 2016.**

The sponsoring organizations may send nominations of suitable candidates in the enclosed format to:

Director, HRM

**Academy of Agricultural Research & Education Management,
CCSHAU, Hisar-125 004**

Tel. 01662-284316 (O) Fax. 01662-284316

Course Coordinators: Dr. Aparna, +919416240941; Dr. Satnam Kaur, +919896981359

E-mail: dhrmccshau@gmail.com, aarem@hau.ernet.in

The course sessions shall be from 9.15 a.m. to 4.30 p.m.

Registration Fee

The participants are required to pay a sum of Rs. 2000/- (Rs. Two thousand only) as registration fee. The registration fee shall be deposited in cash at the time of registration on November 25, 2016.

Evaluation

The programme will be evaluated for its quality of contents, suitability and usefulness to the target clientele by the participants through a well-designed questionnaire. Likewise, the participants too will be subjected to formal assessment.

Travel and Other Arrangements

No expenses, travel or otherwise, will be borne by the Academy. TA/DA, registration fee and other expenses of the participants will be borne by the sponsoring institutes/departments as per their rules. For outstation participants; accommodation in the University Faculty House and simple vegetarian food will be arranged on nominal charges to be paid by the participants.

Location

Hisar is located about 180 km. from Delhi at National Highway No.10. There is a frequent bus service from ISBT, Kashmiri Gate, Delhi throughout the day for Hisar. Hisar is also well connected with Ludhiana, Jaipur and Delhi by train. The climate of Hisar is likely to be cold requiring woollen clothing.

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1. Name
2. Designation
3. Official Address
4. Date of joining
5. Date of birth
6. Experience
7. Address for Communication.....
.....
Tel.(o).....®.....
E-mail

8. Educational Qualification (Graduation onwards)

Degree	Year of Passing	University	OGPA/Division %age
i)			
ii)			
iii)			
iv)			

9. Experience

Position Held	Institution & Nature of Duties	Dates (From -To)

10. Level of computer knowledge.

11. Accommodation: Required/Not required.

SIGNATURE

CERTIFICATE FROM THE SPONSORING AUTHORITY

Dr./Mr./Ms..... is hereby nominated for participation in Refresher Course on Communication Skills and Technical Writing being organized by the Academy of Agricultural Research & Education Management, CCSHAU, Hisar from November 25 to December 15, 2016. He/she will be relieved by the Department/Office and treated on official duty during the period of the course. The registration fee and other charges for attending this course will be borne by the department.

Signature of the Competent Authority
(Office Seal)