

# Proceeding of the 23<sup>rd</sup> Meeting of EEI Management Committee

**Venue** : Hotel Tashi Delek  
M. G. Marg, Gangtok, Sikkim 737101

**Date** : 18<sup>th</sup> May, 2015



**EXTENSION EDUCATION INSTITUTE (NE Region)**

Ministry of Agriculture, Govt. of India

Assam Agricultural University, Jorhat-785013



**Proceedings of the 23rd Meeting of EEI Management Committee held on 18th May, 2015 at Gangtok, Sikkim**

The meeting was held under the Chairmanship of Dr. G. N. Hazarika, Director of Research (Agri) Assam Agricultural University (AAU) at Gangtok, Sikkim on 18<sup>th</sup> May, 2015. The Agenda notes and the list of participants of the meeting are placed in Annexure-I and Annexure-II respectively.

**Agenda Item No. 1: Welcome Address**

Dr. Pradip K. Neog, Director, EEI delivered the welcome address. He welcomed every member present in the meeting, and thanked for participation. He elucidated the purpose of holding EEI-Management Committee meeting every year in different state capital. Highlighting a few significant activities of the institute in the year, 2014-15, Dr Neog cherished cooperation and support of all the stakeholders including AAU, DAC-Govt. of India, SAMETIs and the client departments. He recalled with gratitude various support received from Dr Virendra Singh, Additional Commissar(Extn.), and Dr S. K. Mishra, Joint Director (Extn) and expressed thanks for the same and for their kind presence in the meeting. He expressed deep sense of gratitude to Dr K. M. Bujarbaruah, Honorable Vice Chancellor, AAU for his superlative guidance and support for better performance of the institute. He also endorsed support and cooperation received from Shri D R. Kaman, Comptroller during the year 2014-15, and thanked him for his kind presence.

**Agenda Item No. 2: Opening remarks of the Chairman**

The Chairman Dr. G N Hazarika acclaimed about the magnitude of activities carried out by EEI( NE Region), AAU during 2014-15. He remarked that the performance of EEI in the year was highly satisfactory regarding achieving both physical and financial targets, and in terms of 'number of programmes', 'number of participants, 'percentage of seat utilization' and participants from different states. The Chairman expressed his satisfaction for timely publication of the "Annual Report of the Institute", "Proceedings of Regional Workshop", and "Outlines of the Training Programmes, 2014-15". Referring to the compilation of '41 success stories under ATMAs in NE states' published by EEI, the Chairman highlighted importance and applicability of such documentation, and asked Director-EEI to put the effort continuously every year, and to provide copy of such publications to both Research and Extension system of AAU.

The Chairman in his opening remarks stressed upon the need of capacity building of extension functionaries and farmers on priority areas such as commercially significant horticultural crops, floriculture and commercial vegetable cultivation. He reminded that what farmers ultimately need is

“more money” to make agriculture a profitable venture. He also suggested all concerned to put special attention to replicate successful agricultural ventures in NE States in order to march ahead with the rest of the country.

### **Agenda Item No. 3: Confirmation of the Proceedings of the last meeting**

The Proceedings of the last meeting of the EEI Management Committee held on 13th May, 2014 were confirmed by the Committee. None of the members raised any issue.

### **Agenda item No. 4 : Action taken report**

Director, EEI presented the ‘Action taken report’ on the recommendations of the last meeting of EEI Management Committee. The house commended the institute for executing all the recommendations of the last meeting effectively. The following comments and recommendations were put forward by the members.

In connection with the recommendation on starting civil works for shifting EEI at AAU campus, Khanapara, Guwahati, Dr Dr Virendra Singh, Additional Commissioner, DAC, GOI informed the house that the proposal has been processed and placed for financial concurrence.

The Chairman Dr G. N. Hazarika requested the officers of DAC, GOI to take steps to increase manpower of EEI (NE Region) as it has been functioning with inadequate manpower. Responding to the request, Dr. S. K. Mishra, Joint Director (Extn.) DAC, GOI informed that the issue is under consideration, and also commented that a letter to the Secretary/Joint Secretary, DAC, MoA, GOI from the Vice Chancellor, AAU will be of great value for purpose. Dr Mishra also requested the Chairman to attach a faculty of AAU to EEI till sanctioning of the new posts by DAC.

### **Agenda item No. 5: Annual Progress Report**

Director, EEI presented the Annual Report, 2014-15. The following comments and recommendations were put forwarded by the committee members.

Dr Virendra Singh, Additional Commissioner, DAC, GOI suggested to cover topics on Bee-keeping and Pisciculture through a couple of training programmes on need based agricultural technologies. He added that the potentiality to tap the scope of promoting Bee-keeping , Pisciculture and Horticulture in North East India as a whole is tremendous.

Dr S K Mishra, Joint Director, DAC, GOI stressed upon the urgent need of developing comprehension on the guidelines of National Mission of Agricultural Extension Technology (NMAET), for effective implementation of this Mega project of 12<sup>th</sup> Plan. He suggested for organizing at least two training programmes during 2015-16 on operation guidelines of NMAET and other central sector schemes.

Ms. Rose Meri Khongrymmai, Farmers' representative of Meghalaya, the esteemed member representing farming community put forward a suggestion to further increase the percentage of female participants in EEI training programmes. The chairman Dr G. N. Hazarika commented that special attention is necessary to increase the participation of female participants in the training programmes. He added that the overall 30 percent female participant is of course satisfactory as because percentage of female extension functionaries is substantially less than that of male.

Dr S K Mishra Joint Director, DAC, GOI commented that there is a need to develop skill of extension functionaries on use of Electronic Monitoring system(EMS), and commented that henceforth in all the training programmes of EEI there should be sessions on NMAET and EMS.

Dr Virendra Singh suggested including statistics on number of female and SC/ST participants in the Course Director report of any Training programme of EEI.

#### **Agenda item No. 6: Financial Performance**

Director, EEI presented the report on Financial performance, 2014-15. The house expressed satisfaction relating to utilization of fund in the year. There was no other comments on the matter.

#### **Agenda item No. 7: Proposal for consideration**

Director EEI placed total 5 proposals relating to urgent needs relating to improvement and enhancement of infrastructure, equipments and furniture in the institute. The house recommended the following 4 proposals, and turned down one:

SN	Item with specification	Proposed amount (Rs. In lakh)	Justifications
1	Renovation of water supply unit of EEI Trainees' Hostel: Boring + renovation of ground water tank+ Upgrading of filtration unit	4.50	Water supply has been an acute problem in the EEI Trainees Hostel. The ground water tank causing foul smell to water. The supply of water to the hostel from common well of the university is insufficient.
2	Renovation and expansion of Dinning Hall and Kitchen Unit	4.90	The Dining hall and Kitchen unit of the EEI Trainees hostel was constructed during 1988-1991 in an one storied Assam types unit of two rooms adjacent to the main block. It is quite inadequate and need complete renovation.
3	Renovation of Common room of the EEI Trainees Hostel	4.90	The present common room of the hostel is not of desirable standard. The Floor tiles become badly faded. There is leakage in the roof and the roof ceiling need to be changed.
4	Furniture, Equipment, Machinerics etc.	10.00	The renovation and expansions proposed under serial no. 1 and 4 will create need of additional furniture, and equipments. Moreover, there is a need to replace existing Photocopier Machine purchased during 2008-09, and there is a need of LED TV in the Hostel ( Details will be planned in Proposed Annual Action Plan).

**Agenda item No. 8: Comments and suggestions from members**

The Chairman Dr G. N. Hazarika requested every member to put forward comments and suggestions for further improvement of performance of the institute. The following comments and suggestions were recorded:

Director, SAMETI- Sikkim Mrs S.L. Dorjee expressed gratefulness for organizing the meeting in Gangtok. She also lauded the efficient effort of EEI for providing quality training support to the officers of the state. She cherished the collaboration of EEI in connection with Off-campus programmes, and requested to increase such programmes. She was accompanied by Ms Rachna Gurung, Dy PD, East Sikkim Dist who expressed great satisfaction on the effective EEI training she had attended recently .

Ms. Rose Meri Khongrymmmai, Farmers' representative of Meghalaya proposed to organize more programmes for women empowerment and also on popularizing women-friendly technologies and farm machineries.

The Chairman, Dr G. N. Hazarika called attention of the members on the need of impact assessment of the training programmes conducted by EEI during last few years by a 'third party'. Responding to the comment, Dr S K Mishra, Jt Director, DAC, GOI informed that DAC is initiating the process to carry out the same.

Dr Ravikant Avasthe, Jt Director, ICAR Research Complex for NEH Region, Sikkim Centre, Tadong suggested EEI to provide training with focus on issues like Climate-change, Global warming, Agri-tourism and women empowerment. He emphasized on the importance of documenting data base of training related information of a training institute for future training planning.

Dr S. K. Mishra, Jt Director, DAC, GOI commented that in terms of various criteria including physical achievements, financial performance, magnitude of activities, quality of training, and collaboration with SAMETIs EEI(NE Region) can be rated as the best EEI among the 4 EEIs of the country. The house applauded the comment.

**Agenda item No. 9: Chairman's concluding remarks**

The Chairman, Dr G. N. Hazarika in his concluding remarks commented that EEI is performing satisfactorily but there is scope to improve further, and asked the team of EEI to keep up the pace. He stressed upon the need of linking EEI's website with that of AAU, MANAGE and DAC, GOI. At the end, the Chairman, thanked all the members for their cooperation in conducting the meeting, and for their valuable suggestions and deliberations.

### **Agenda item No. 10: Vote of thanks**

Dr A. K. Bhattacharyya, Professor, EEI, AAU offered 'Vote of Thanks' to all the participants and other stakeholders on behalf of institute.

### **Salient Action Points and Decisions:**

The salient action points and decisions emerged from discussions are summarized as hereunder:

1. A few technological training programmes are to organized covering Bee-keeping, Pisciculture, commercially significant horticultural crops, floriculture and commercial vegetable cultivation,
2. Training programmes are to cover subject-matter areas including Gender mainstreaming, Climate-change, Global warming and Agri-tourism.
3. Director EEI is to pursue honorable VC, AAU to write a letter to Secretary/Joint Secretary, DAC, MoA, GOI with request to increase manpower strength of EEI(NE Region), AAU.
4. The Chairman will explore if a faculty of AAU can be attached to EEI till sanctioning of the new posts by DAC, MoA, Govt. of India.
5. Total number of training programmes of 2015-16 is to increase to 28 number by adding a programme on Operation Guidelines of NMAET, EMS and other central sector schemes to the already proposed programmes.
6. Sessions of NMAET and EMS are to be conducted in each training programme of EEI.
7. Copies of to the compilation of Success stories published by EEI to be selectively distributed to both Research and Extension system of AAU.
8. Documentation and compilation of success stories relating to ATMA and other agricultural schemes is to carry out every year.
9. EEI's website need to link with that of AAU, MANAGE and DAC, GOI
10. A data base of training related information of the institute is to be prepared.

*Dr Pradip Neog*  
*Member Secretary, EEI Management Committee*  
 Dated: .

## AGENDA NOTES

### 23<sup>rd</sup> MEETING OF EEI MANAGEMENT COMMITTEE

**Venue** : Hotel *Tashi Delek*  
M. G. Marg, Gangtok, Sikkim 737101

**Date** : 18<sup>th</sup> May 2015

**Time** : 10:15 am

#### AGENDA OF THE MEETING

1.	Welcome Address	:	Dr. Pradip Neog Director, EEI(NE Region)
2.	Opening Remarks	:	Dr. K. M. Bujarbaruah Vice-Chancellor, AAU & Chairman, EEI Management Committee
3.	Confirmation of the proceedings of last meeting	:	-do-
4.	Action Taken Report, 2014-15	:	Director, EEI(NE-Region)
5.	Annual Progress Report, 2014-15	:	-do-
6	Financial Performance, 2014-15	:	-do-
7.	Proposals for consideration	:	-do-
8.	Comments & Suggestions from Members	:	
9.	Chairman's concluding Remarks	:	Dr. K. M. Bujarbaruah
10.	Vote of Thanks	:	Dr. A. K. Bhattacharyya, Professor, EEI

## **AGENDA ITEM NO 1**

**Welcome Address:** Dr. Pradip K. Neog, Director EEI (NE Region), AAU, Jorhat.

## **AGENDA ITEM NO 2**

**Chairman's Opening Remarks:** Dr K. M. Bujarbaruah, Hon'ble Vice Chancellor, AAU.

## **AGENDA ITEM NO 3**

### **Confirmation of the proceedings of last Meeting**

The Proceedings of the 22<sup>nd</sup> Meeting of EEI-Management Committee held on 13<sup>th</sup> May, 2014 was circulated to the members vide letter No. AAU/EEI/MCM /788-803 dated 13.06.2014. No comment/feedback received from any of the members.

The proceedings may be confirmed.

## **AGENDA ITEM NO 4**

### **Action Taken Report on the Recommendations of the last meeting held on 13<sup>th</sup> May, 2014.**

#### **A) Actions taken on recommendations recorded under agenda item No. 2: Chairman's Opening remarks**

S.N	Decision / Recommendation	Action Taken Status
1	Participants from West Bengal, Sikkim, Tripura, and Arunachal Pradesh to be increased	Substantially increased as compared to previous year: a) West Bengal: 36 to 66 b) Arunachal Pradesh: 52 to 74 c) Tripura: 30 to 135 d) Sikkim ( 73 to 80)
2	Participants from departments of A.H. and Vety., Fishery and sericulture to be increased	Substantially increased: a) AH & Vety: 72 to 146 b) Fishery: 14 to 52 c) Sericulture: 7 to 18
3	The estimate of civil works for establishing EEI at AAU campus Guwahati should be submitted to DOE, DAC, MoA, GOI in proper format	Submitted accordingly, and also modified and resubmitted subsequently as per guidance of DOE, DAC, MoA, GOI.
4	The cost sharing of civil works for establishing EEI at AAU campus Guwahati would be 75::25:: DAC:AAU	The proposal was accepted by DAC in the Annual Review Meeting of EEIs held on May 30, 2014 at Krishi Bhavan, New Delhi



5	EI will continue focus on Skills development	Majority of the topics were skill oriented and of practical utility <i>(List of skills imparted enclosed as appendix II)</i>
6	In a couple of training programmes, EI will cover important themes on updated agricultural technologies	Total 31 sessions in 4 training programmes conducted on updated technologies by engaging expert from AAU <i>(List enclosed at Appendix III)</i>
7	The effectiveness of EI's training programmes to be further enhanced through more use of the training methods such as case studies, management games, films, field visits and video-conferencing.	a. Case studies, management games, video films, Self Assessment Tests were substantially used <i>(List enclosed at Appendix I)</i> b. Field visits with specific learning objectives and practical task were made in each training programme
8	In each training programme of EI there will be sessions on operation guidelines of new programmes of agricultural developments initiating in 12 <sup>th</sup> plan by DAC, MoA, GOI.	Started conducting sessions on Guidelines of NMAET and EMS since Feb. 2015, and will continue
9	EI will continue the practice of sending letters for nomination of participants to client departments and organization at least 45 days ahead of a training programme.	The criterion was maintained effectively.
10	EI will continue organizing training programme on 'Preparation of Training Module' covering all the states	Conducted in Manipur and Tripura during 2014-15. ( All states covered)
11	The duration of EI's Off-campus Training Programmes will be of 3 to 4 days followed by field visits by EI faculties for 1 or 2 days.	Followed
12	Training programme for President and Secy. of Gram Panchayat will be organized by SAMETI, Assam.	Facilitated SAMETI, Assam to Conduct.
13	There should be discussion on qualitative aspects of EI's Training programmes in addition to that of physical achievements in EI-Management Committee Meeting.	Qualitative aspects of training programmes are specified under recommendations No 7 and will discuss during presentation of Annual Report.

## AGENDA ITEM NO 5

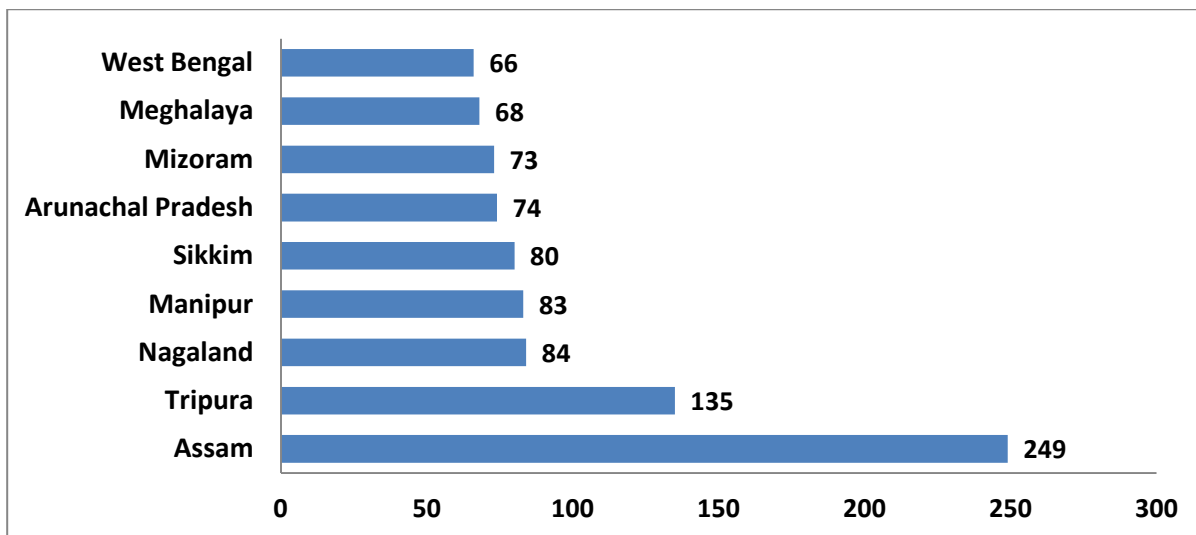
### Annual Progress Report, 2014-15

A copy of the annual report is circulated to all members. A summary of the annual report is presented hereunder:

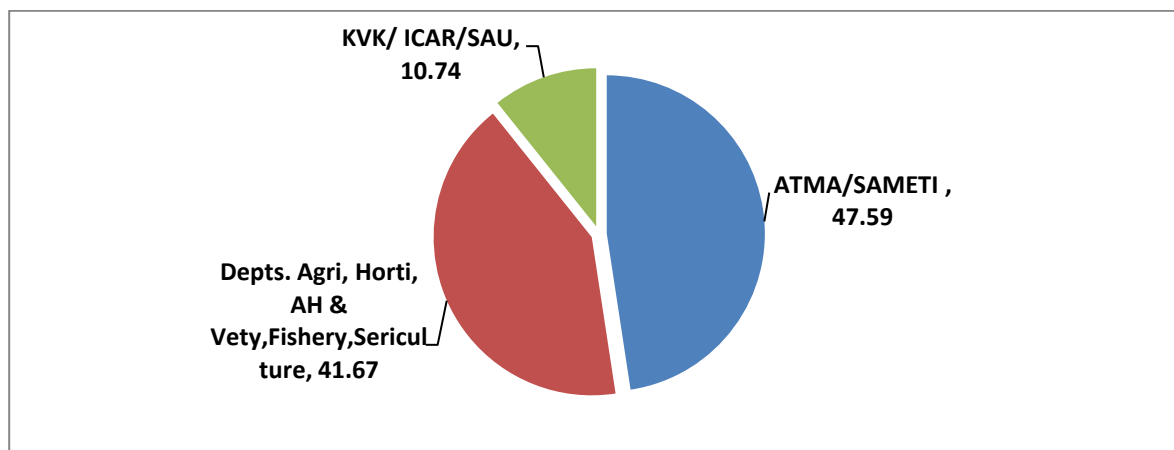
#### 5.1: Overview of programmes conducted during 2014-15

S N	Type and Nos. of Programme	No. of targeted participants	No. of participants	Percentage of Seat utilization(Approx)
1	On campus (8)	240	238	99.16
2	Off- campus (18)	540	574	106.29
3	Regional Workshop (1)	100	100	100
<b>Total</b>		<b>880</b>	<b>912</b>	<b>103.64</b>

#### 5.2. State-wise distribution of participants in the training programmes, 2014-15



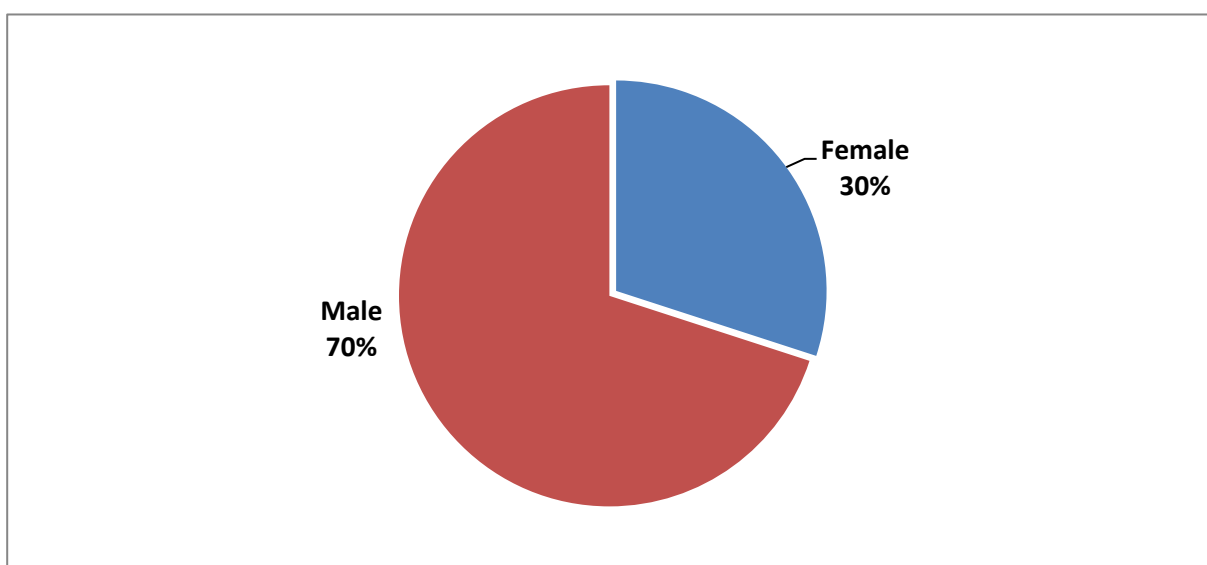
#### 5.3. Distribution of participants according to major clientele in training programmes, 2014-15



#### 5.4. Department / Discipline wise distribution of participants in the programmes , 2014-15

Department / Discipline	No. of participants	Total middle level Extension functionaries in NE states	Percentage of coverage (%)
Agriculture + Horticulture	700	4051	17.27
Animal Husbandry & Veterinary	152	1925	7.89
Fishery	42	909	4.62
Sericulture	18	112	16.07
<b>TOTAL</b>	<b>912</b>	<b>6997</b>	<b>13.03</b>

#### 5.5. Gender distribution of participants during 2014-15



#### 5.6. Post Graduate Diploma in Agricultural Extension Management (PGDAEM)

The institute has been facilitating SAMETI, Assam and SAMETI, Nagaland in implementing PGDAEM programme of MANAGE, Hyderabad (Details presented in Annual Report).

#### 5.7. Research Study

1. Completed 2 studies
2. Published 2 papers in Journals

#### 5.8 Publication, 2014-15

Published a compilation of 41 Success stories of achiever farmers through ATMA's of NE States (A copy will be presented in the meeting)

## 5.9 Other Academic Activities, 2014-15

### 5.9.1 Guidance to Post Graduate students

- a. 4 (four) Ph.D students
- b. 1 (one) M.Sc Student

### 5.9.2 Teaching Post Graduate Courses.

- a. 1(one) Ph.D course of the discipline Extension Education
- b. 1(one) M.Sc course of the discipline Extension Education

## AGENDA ITEM NO 6

### Financial Performance, 2014-15

#### Statement of expenditure, 2014-15

(Rs. in Lakh)

Sl	Head of Expenditure	Allocation	Expenditure
1	Pay & Allowances	70.60	69.60
2	Travelling Expenses	5.90	5.90
3	Training Cost	40.00	40.64
4	Operational Cost	25.50	25.50
	Total recurring	142.00	141.64
5	Non-recurring	320.70	NIL ( Not released)

#### Status of Present Financial position

(Rs. in Lakh)

Opening balance on 01-04-2014	Rs. 16.61
Fund received during 2014-15	Rs. 150.00
Total fund received	Rs. 166.61
Expenditure up to 31.03.2015	Rs. 141.64
<b>Balance as on 31.03.2015</b>	<b>Rs. 24.97</b>

The balanced of Rs. 24.97 lakh remained unspent as approval could not obtained for any non-recurring item.

## AGENDA ITEM NO 7

### Proposals for Consideration

The need of improving infrastructure and manpower status of EEI (NE Region) has been pursued since nineties. In the EEI Review Meetings held during 2014-15, the DAC, MoA has decided to take appropriate step in addressing the issue. On the other hand, as the decision of establishing EEI at Guwahati taken in 2010-11, the need of infrastructure development at Jorhat campus could not be taken up, except a few minor and urgent repairing works. In this context the following proposals of infrastructure development in EEI campus are placed for kind consideration.

( Rs. In lakh )

SN	Item with specification	Proposed amount	Justifications
1	Construction of an Academic Block near EEI Training Hostel	82.85	<p><b>a.</b> Rs. 82.85 lakh has been deposited under Directorate of Physical Plant, AAU for civil work for establishing EEI at Guwahati. This amount can be utilized for an Academic block at Jorhat campus.</p> <p><b>b.</b> The proposal of an Academic block of EEI near the EEI Training Hostel has been pursued since 2001-02, and it was verbally agreed by representatives of DAC, GOI.</p> <p><b>c.</b> The issue of non-availability of any mini bus will be less problematic if Academic block is established near the EEI Training Hostel will</p> <p><b>d.</b> At present there is no Training hall in EEI. The conference hall can accommodate only 20 participants. Additional participants have to sit in places not so for attending sessions. And the targeted number of participants in EEI Training programme is 30.</p> <p><b>e.</b> The present Academic block need renovation on several aspects including Tiles floor fitting, and ceiling of Conference hall.</p>
2	Renovation of water supply unit of EEI Trainees' Hostel: Boring + renovation of ground water tank+ Upgrading of filtration unit	4.50	Water supply has been an acute problem in the EEI Trainees Hostel. The ground water tank causing foul smell to water. The supply of water to the hostel from common well of the university is insufficient.
3	Renovation and expansion of Dinning Hall and Kitchen Unit	4.90	The Dining hall and Kitchen unit of the EEI Trainees hostel was constructed during 1988-1991 in an one storied Assam types unit of two rooms adjacent to the main block. It is quite inadequate and need complete renovation.
4	Renovation of Common room of the EEI Trainees Hostel	4.90	The present common room of the hostel is not of desirable standard. The Floor tiles become badly faded. There is leakage in the roof and the roof ceiling need to be changed.
5	Furniture, Equipment, Machineries etc.	10.00	The renovation and expansions proposed under serial no. 1 and 4 will create need of additional furniture, and equipments. Moreover, there is a need to replace existing Photocopier Machine purchased during 2001-02, and there is a need of LED TV in the Hostel ( Details will be planned in Proposed Annual Action Plan).

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## Appendix I

### List of Case Studies, Management games and Video Films used in Training Programmes, 2014-15

#### A) Management Games/Activities/Tests used in Training Programmes, 2014-15

SN	Management Games/Activities/Tests	Learning Objectives
1.	Note-pad making	<ul style="list-style-type: none"> <li>• To enhance skills of participants in planning and reviewing</li> <li>• To develop delegation skills</li> </ul>
2.	3D model preparation	<ul style="list-style-type: none"> <li>• To develop skill in use of ASA</li> </ul>
3.	Innovative introduction activity	<ul style="list-style-type: none"> <li>• To develop Self-awareness</li> </ul>
4.	Drawing co-participants sketch	<ul style="list-style-type: none"> <li>• To set climate in Training programme/session</li> <li>• To help participants to familiarise among each-other</li> </ul>
5.	Pass the ball	<ul style="list-style-type: none"> <li>• To help participant realise the need of leadership</li> <li>• To help participant realise the value of Teamwork/ Collaboration/Joint effort</li> </ul>
6.	Human Knot	<ul style="list-style-type: none"> <li>• To enhance Problem solving skill</li> </ul>
7.	Trust Walk	<ul style="list-style-type: none"> <li>• To develop trust among participants</li> <li>• To develop team spirit particularly mutual trust</li> </ul>
8.	Drop the egg	<ul style="list-style-type: none"> <li>• To help participants realize use of available resource.</li> </ul>
9.	Balloon and toothpick	<ul style="list-style-type: none"> <li>• To build healthy competitive spirit</li> <li>• To motivate participants to be constructive rather than destructive</li> </ul>
10.	Game of broken squares	<ul style="list-style-type: none"> <li>• To develop non-verbal communication</li> </ul>
11.	Game of six chairs (Blindfold)	<ul style="list-style-type: none"> <li>• To enhance Listening skill and decision making skill</li> </ul>
12.	7 number game	<ul style="list-style-type: none"> <li>• Ice breaking technique to develop alertness, readiness and focus</li> <li>• To develop problem solving skills</li> </ul>
13.	Paper folding exercise	<ul style="list-style-type: none"> <li>• To develop Listening skills and cooperative attitude</li> </ul>
14.	Balloon bunching activity	<ul style="list-style-type: none"> <li>• To help learning critical issues relating to efficient resource management</li> </ul>
15.	Balloon race	<ul style="list-style-type: none"> <li>• To build attitude towards teamwork, coordination and attitude</li> </ul>
16.	Ring toss game	<ul style="list-style-type: none"> <li>• To develop Achievement-motivation and Personal responsibilities</li> </ul>

#### B) Self assessment tests used in Training Programmes, 2014-15

1.	Listening skills test
2.	Communication skills test
3.	Belbin's Team Role Test
4.	Leadership Skills Test
5.	Interpersonal Effectiveness Tests
6.	Personal Productivity Tests
7.	Management Skills Test
8.	Ego-gram and Ego States
9.	Dr.phil's Personality Test
10.	Johari Window
11.	Myers Briggs Personality Test

#### C) Cases/ Caselets / Success stories used in Training Programmes, 2014-15

1. The case studies on CIG, Farm School, and agri-entrepreneurs compiled by institute have been using in different training programmes as per relevance
2. Success stories of ACABC schemes from MANAGE web-site are also being used in some programmes
3. In addition to those the following Management case studies have been used

SN	Cases/ Caselets / Success stories	Learning Objectives
1.	Case study on Conflict management	<ul style="list-style-type: none"> <li>To develop analytical skills</li> <li>To build mediation skills</li> <li>To develop negotiation skills</li> </ul>
2.	Case study on Conflict in executing Extension programme	<ul style="list-style-type: none"> <li>To help participant realize crucial issues relating to causes and effects of conflict in executing Extension programme, and to</li> </ul>
3.	Role play (Eg: Drawing land, water, sky)	<ul style="list-style-type: none"> <li>To understand crucial aspects relating to interdisciplinary approach in implementing agricultural development projects</li> </ul>

#### D) Video films used in Training Programmes, 2014-15

SN	Title of video	Learning Objectives
1.	Munna Bhai	<ul style="list-style-type: none"> <li>To sensitize on significance of Balance Approach to life</li> </ul>
2.	Mr.Bean	<ul style="list-style-type: none"> <li>To sensitize on Time management</li> </ul>
3.	Pineapple Cutting Short Video	<ul style="list-style-type: none"> <li>To help develop concept and importance of skills and techniques in job performance</li> </ul>
4.	Uprooted Tree Video by Lead India	<ul style="list-style-type: none"> <li>To sensitize on need of taking initiative in teamwork</li> </ul>
5.	If You Could See	<ul style="list-style-type: none"> <li>To develop empathy skills</li> </ul>
6.	Short Video On Conflict Management	<ul style="list-style-type: none"> <li>To enhance conflict management skills</li> </ul>
7.	Together, Everyone Achieves	<ul style="list-style-type: none"> <li>To motivate participants about the effectiveness of strong teamwork</li> </ul>
8.	Test Your Observation Short Video	<ul style="list-style-type: none"> <li>To test and enhance observation skills of participants</li> </ul>
9.	She's Alive	<ul style="list-style-type: none"> <li>To create awareness on Global warming and protection of the environment</li> </ul>
10.	World's Best advertisement (Honda Cars)	<ul style="list-style-type: none"> <li>To motivate participants in breaking monotony</li> </ul>
11.	Modern Farm Mechanization	<ul style="list-style-type: none"> <li>Adoption of high tech agriculture in Europe/US</li> </ul>
12.	Communication Videos	<ul style="list-style-type: none"> <li>To motivate participants to speaking the language of the people</li> </ul>
13.	Non Verbal Communication	<ul style="list-style-type: none"> <li>To develop non-verbal skills to understand body language</li> </ul>
14.	Amazon.com 30 minute delivery	<ul style="list-style-type: none"> <li>To sensitize participants on supply chain management</li> </ul>
15.	Mc.Donald's Food Supply Chain	<ul style="list-style-type: none"> <li>To enhance knowledge of participants on supply chain management</li> </ul>
16.	Coconut Plucking Device	<ul style="list-style-type: none"> <li>To disseminate different farm machinery innovations</li> </ul>

## APPENDIX II

### Skills oriented topics covered in Training Programmes, 2014-15

#### A] Skill oriented topics of Extension Education

1. Preparation and use of Check lists of infrastructure and equipments for training institution
2. HRD planning for Training institution
3. Designing of Training Programme
4. Formulation of Training module
5. Training Need Assessment
6. Techniques of Managing participants
7. Supply-chain Analysis
8. Stakeholder Analysis
9. Total Quality Management
10. Implications of Adult learning principles
11. Communication skills:
  - Presentation skills
  - Listening skill
  - Feedback skill
  - Observation skill
12. Extension Programme Planning
13. Use of AV aids
14. Setting effective goal
15. A Systematic Approach(ASA)
16. Approaches to Interpersonal effectiveness
17. Planning Community Approach
18. Farmer Scientists Interaction
19. M & E planning
20. Monitoring & Evaluation (M & E) Techniques
21. Preparation and use of Monitoring & Evaluation proforma
22. Techniques of Data collection, analysis and report preparation
23. Gender budgeting
24. Farming System Analysis
25. Farming situation Analysis
26. Application of PRA methods:
  - a. Resource mapping
  - b. Transect walk
  - c. Changing Trend
  - d. Matrix Ranking
  - e. Venn diagram
27. Preparation of Bankable PPP project
28. Developing conscientiousness
29. Personal management skills
30. Transactional analysis
31. Managing Ego and Life Positions
32. Developing Social Value Orientation ( SVO)
33. Conflict Management



34. Steps in establishing enterprises
35. Steps in Formation of Farmers group
36. Assessing sustainability of Farmers group
37. Formulation of training objectives
38. Preparation of programme outline
39. Preparation of day-wise programme
40. Preparation of Non Projected Visual Aids
41. Preparation of Effective Power points
42. Preparation of Trainers Checklist
43. Conducting sessions by using Training methods:
  - Brainstorming
  - Buzz session
  - Participatory Lecture
  - Method Demonstration
  - Group Discussion
  - Role playing
  - Film/Video use
  - Campaign
  - Field Day
44. Steps in organizing frontline demonstration and on farm trial
45. Success Story Writing and Caselets preparation
46. Preparation of Action plan
47. Organizing meeting
48. Saving needs and credit linkages for group
49. Team Building skills for officers and farmers' teams
50. Delegation skill
51. Skill development in practicing SRI technique of rice
52. Steps for Balance approach to life
53. Behavioural self management
54. Negotiation skills
55. Mediation skills
56. Relationship management skills

## **B] Skill oriented topics of Agricultural Technologies**

1. Organic certification procedure
2. Azolla Preparation
3. Application of Azolla
4. Aerobic composting
5. Assessment of climate related vulnerability
6. Jackfruit processing
7. Processing of Tapioca and ginger
8. Scientific practices of Goat rearing
9. Bio-fertilizer production
10. Vermi-composting

## APPENDIX III

## List of Important themes on updated agricultural technologies covered in Training Programme during 2014-15

SN	Training Topics	Technical Sessions
A.	Gender Budgeting and Gender Friendly Small Scale Agro-Based Enterprises	<ol style="list-style-type: none"> <li>1. Bio-fertilizer Production as an Agro based Enterprise</li> <li>2. Skill development on processing of Jackfruit</li> <li>3. Skill development on value addition of Ginger &amp; Tapioca</li> <li>4. Floriculture as a Small Scale Agro-Based Enterprise</li> <li>5. Skills in Goat rearing as a Small Scale Agro based Enterprises to boost farmers' income</li> <li>6. Pisciculture-based Integrated Farming as a Gender Friendly Small Scale Agro-Based Enterprises</li> <li>7. Skill development on Fruit Processing</li> <li>8. Skill development on Vermi-Composting <i>-In situ situation</i></li> </ol>
B.	Advanced Technologies and Certification Procedure for Promotion of Organic Farming	<ol style="list-style-type: none"> <li>1. Concept of organic farming</li> <li>2. Production, Application and Quality control of bio fertilizer</li> <li>3. Importance, production and utilization of Azolla as organic farming</li> <li>4. Aerobic composting and its enrichment techniques</li> <li>5. Vermi-composting for sustainable crop production</li> <li>6. Setting of Organic standard</li> <li>7. Principles of Azolla Production</li> <li>8. Concept of Aerobic Composting</li> <li>9. Cyano bacteria and its importance in organic farming</li> <li>10. Certification system in Organic farming</li> <li>11. Practical demonstration on Azolla Production</li> <li>12. Practical demonstration on Aerobic Composting</li> </ol>
C.	Climate Resilient Agriculture and Risk Management	<ol style="list-style-type: none"> <li>1. Issues relating to climate change and measures to be adopted</li> <li>2. Impact of Climate change on crop growth of NE Region</li> <li>3. Climate change associated with temperature stress and impact on crop productivity</li> <li>4. Crop Diversifications for climate resilient agriculture</li> <li>5. ITK and good agronomic practices</li> <li>6. Effect of Climate change on population building of insect pests</li> <li>7. Rapid cost effective and high resolution assessment of climate related vulnerability of rural community in Sikkim, Himalaya, India</li> <li>8. SRI as one of the important technologies for climate resilient agriculture</li> </ol>
D.	Participatory Approaches for Integrated Farming System: Monitoring & Evaluation Tools	<ol style="list-style-type: none"> <li>1. Recent trends in Integrated Farming System (IFS) for NE Region</li> <li>2. Recent advances in Integrated Farming System (IFS)</li> </ol>

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## ANNEXURE-IV

List of participants**23<sup>rd</sup> Meeting of EEI Management Committee  
18<sup>th</sup> May, 2015; Gangtok, Sikkim**

SN	Name	Designation	Department
1	Dr. G. N. Hazarika	Director of Research, AAU, Jorhat	Assam Agricultural University
2	Dr. Virendra Singh	Addl. Commissioner (Extn. Training)	DAC,MOA, GOI
3	Dr. S. K. Mishra	Joint Director (Extn.)	DAC,MOA, GOI
4	Mr. D. R. Kaman	Comptroller	AAU
5	Ms. Rose Meri Khongrymmai	Farmers' representative	Meghalaya
6	Mr. Bipul Hazarika	Farmers' representative	Assam
7	Ms. S. L. Dorjee	Director	SAMETI, Sikkim
8	Mr. Th. Joyprakash Singh	Deputy Director (Extension)	SAMETI, Manipur
9	Dr. Ithika C. Swu	Dy. Project Director	SAMETI, Nagaland
10	Dr. Pradip K. Neog	Director	EEI(NE region), AAU
11	Dr. A. K. Bhattacharyya	Professor	EEI(NE region), AAU
12	Dr. S. Borua	Asst. Professor(SG)	EEI(NE region), AAU
13	Mr. D. B. Raidy	Dy Director of Fisheries	East District, Sikkim
14	Mr. Karma Peden Kaleon	Dy Project Director, ATMA	Sikkim
15	Mr Diwaker Lamichaney	Media Person	Sikkim
16	Ms Rachna Gurung	Dy Project Director, ATMA –East Sikkim	Sikkim
17	Dr Indira Subha	Dy Director, Department of AH & VS	Sikkim
18	Mr Jagdish Pradhan	Jt Director (Fs & ADD)	Sikkim
19	Mr. Ashal Thapa	Director, Directorate of Agriculture, Sikkim	Sikkim
20	Mr. Hemant Gurlung	Account cum Clerk, SAMETI, Sikkim	Sikkim
21	Mr. I P Shivakoti	Dy Project Director, South Sikkim	Sikkim
22	Dr. R. Avasthe	Joint Director, ICAR Research Complex for NEH Region, Sikkim	Sikkim
23	Ms. D. L. Lama	Additional Director of Horticulture, Directorate of Horticulture, Sikkim	Sikkim
24	Mr. D. Bortamuly	Research Associate	EEI(NE region), AAU
25	Mr. D. Borah	Research Associate	EEI(NE region), AAU
26	Mr. Pankaj Borah	Computer Assistant	EEI(NE region), AAU