

Guidelines for Reopening DAESI, CCINM and STRY Classes

This is in continuation to the Office Memorandum No. 19011/1/2020- TFA dated 3rd July 2020 issued by Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training on functioning of the training institutes of central and state governments wef 15th July, 2020 outside of the containment zone, in accordance with the Standard Operating Procedure (SOP) issued by the DoPT.

Safety related guidelines applicable to DAESI/ CCINM/ STRY

1.0 The Nodal Training institutes may commence / reopen the classes under DAESI/ CCINM/ STRY from 15th July, 2020 by strictly observing all the Standard Operating Procedure like observance of social distance, wearing masks, hand sanitizer, proper ventilation in the class room, sanitisation of rooms, basic screening including thermal scan and other COVID-19 related advisories as prescribed by DoPT (Detailed guidelines is attached in **Annexure – I**). In addition to the SOP issued by DoPT, the Nodal Training Institutes have to strictly adhere to any other specific COVID related advisory issued by concerned state government/ district authority / local authority from time to time.

Guidelines related to implementation of DAESI & CCINM are explained through point No. 2 – 8 whereas for STRY through point No. 9– 14.

Implementation related guidelines applicable to DAESI & CCINM

2.0 Fund required for above mentioned sanitation and safety measures may be utilised from the subhead of miscellaneous budget in the cost norms of DAESI program

3.0 If the NTIs are having two training halls, the participants may be divided into two groups. One resource person may be asked to take a class at one training hall with the 50% of the trainee and the other resource person at the other hall, and the resource person can be interchanged for the next session on the same day. In case of non-availability of two training halls, the premise of the NTI with good Veranda/ Open space (also ensuring Audio & Video facilities) may be used for organising DAESI and CCINM classes by maintaining adequate social distance.

4.0 Containment Zone

4.1 The NTIs which are coming under the containment zones may explore the possibility to conduct the online classes till the area of NTI comes out from containment zone.

4.2 Before commencement of online class, the NTI has to ensure the availability of Android/Smartphones with all the trainees, good internet connectivity and congenial e-learning environment.

4.3 Facilitator has to orient all the participants thoroughly on how to join the 'On-line Class', i.e downloading App etc. inserting 'meeting Code' including the date, timing, title of the topic and resource person of the On-line classes have to be communicated to the candidates to their WhatsApp group. The same may be forwarded to the Officer in-charge of state in MANAGE/ Consultant and State Nodal Officer of DAESI at SAMETI to monitor training program.

4.4 The duration of the online classes may be restricted to 45 minutes for each session (i.e. one session in the morning and the second session at the evening) with 15-20 minutes for interaction among trainees and also between trainee and resources persons.

4.5 Facilitator need to ensure 100% attendance and the resource person has to ask frequent questions randomly to the trainees while organising online DAESI/CCINM classes to ensure the attentiveness of the trainee.

4.6 The resource persons have to develop study material for 'On-line' Class with simple PPT, PPT added with voice description/ clarification, making video (direct video/ converted video from PPT) etc. The PPTs should include sufficient photo/ pictures with less sentence.

4.7 The Facilitator has to facilitate the resource person by opening the link, accepting participants, uploading presentation, taking attendance, taking photos for report purpose, collecting feedback of the participants.

4.8 The study material / video / ppt and assignment etc has to be communicated to the candidates for studying at home through WhatsApp Group immediately after the class.

4.9 The report along with the attendance has to be submitted to MANAGE through SAMETI and same has to be uploaded in the DAESI /CCINM software.

4.10 In order to fulfill the practical's in the online program, each candidate will have to undertake a field-work independently, relevant to the lesson of that week /class, as per Instruction of 'Home-work / Field work' given by the facilitator. By visiting and observing field/ Collecting Soil sample/ Conducting group meeting/ Showing video to a group of farmers etc, or any other activity relevant to the last class.

Ex: 'Pest Management of a crop' was the lesson of the last class, then candidate has to

- Visit any nearby field of relevant crop
- Observe the field/ crops carefully, especially the insects, disease symptom and their nature of damage and try to co-relate with the PPT and reading materials
- Note the observation such as stage of the crop, no. of plant per unit area, height of plant (if suitable), insect/ disease symptom observed – description along with photo, name of the farmer, area of the field, nature of problems faced by the farmers, Plant Protection chemicals- fertiliser applied by farmers and its effect, and any other important information.
- Take photo of the field and important observation (may be whole field with farmer, close photo of any insect/ disease etc.
- Based on the field practical, around two page report has to be submitted by each and every candidate for each field visit.

5. Making-up for lost time

5.1 Most of the DAESI classes were not conducted due to the COVID-19 induced lockdown (from 24th March to 15th July, 2020), and hence, the NTIs are permitted to conduct two classes in a week instead of

one class per week (if 12 weeks of classes were missed/ lost due to lock down, only those 12 weeks of missed classes are permitted to conduct twice in a week) at the convenience of both the NTIs and trainee.

5.2 By doing so, the ongoing DAESI batches of 2019-20 can be completed within the scheduled time. As per the DAESI guidelines, there is a provision of remuneration for a period of 12 months for facilitator. The facilitators can claim the salary for a period of twelve months after completing entire course of 40 days of theory and 8 days of field visits and examination etc.

6.0 Examination

6.1 In the present situation, it is difficult for the Faculty /consultants of MANAGE to visit various states to conduct final examination of DAESI. Hence, the concerned SAMETIs to request the Department of Agriculture to depute senior and middle level officer of concerned district where exam has to be conducted.

6.1 The deputed departmental official will verify the records and documents and monitor the DAESI final exam in the NTIs of KVKs and other research stations.

6.2 Similarly, scientists of KVKs, research stations and university may be requested to depute for conduct of final exam in case of DAESI final exams are due at ATMA/Department of Agriculture/line departments.

6.3 In case, if the DAESI final exams are due at NGOs and other Civil Society Organisations (which are organising DAESI batches as NTI), SAMETI may depute either senior officials of the line department or KVK scientists.

6.4 The SAMETI has to send the communication to MANAGE Faculty in charge of the state, regarding the identified and selected officials with the proposed NTIs/Centres for verification of records and conducting DAESI final exam for getting approval from Director General MANAGE to conduct the exams.

6.5 MANAGE faculty of state in charge will brief and orient the deputed officials about the procedure for conduct of examination and details of verification.

6.6 MANAGE will pay an amount of Rs. 3,000/- per day to the Facilitator/ deputed official for conducting examination and verification of documents as an honorarium and actual bus fare incurred if any

6.7 After conducting the examination, the deputed officials have to submit the report along with the TA (If any) and Honorarium claim form for reimbursement to MANAGE through SAMETI.

7.0 Field Visits

7.1 NTIs located in non-containment zone and having demonstration units at their own (Agricultural University/ Regional Research Station/ KVKs etc) or nearby places may conduct field visits, provided the NTI should ensure social distancing.

7.1. In case of difficulty in organising the field visit due to COVID situation, the NTI may organize online interactions with the institutes identified for field visits and practical classes. The identified institute may explain about their activities, technological advancement, research outcome and extension outreach. The institutes may also show relevant videos. NTIs will have to organize at least two online interactions in lieu of one-day of field visit, till the situation comes to normal from COVID -19. During such interactions NTI has to invite Officer in-charge of state in MANAGE/ Consultant and State Nodal Officer of DAESI at SAMETI to participate in such online interactions.

7.2 NTIs should also ensure practical by providing live specimens of disease and pest infested plants to orient the input dealers.

7.3 Regarding assignments, the input dealers are given different assignments as part of the curriculum and there is weightage of 5 marks for the assignments and it has to be continued as per the guidelines.

8.0 Implementation of DAESI during 2020-21

8.1 With regard to the commencement of the DAESI/CCINM batches for the financial year 2020-21, the NTIs which were approved already may commence the batches from 15th July onwards (outside containment zones) by observing all the guidelines and protocols issued by the Ministry of Public Grievance and Pensions, Department of Personnel and Training (Annexure 1), also the protocols issued by state and district authority. The SAMETIs which have not sent the proposals so far, for the financial year 2020-21, they may send the proposals for getting approval from MANAGE at the earliest.

Implementation related guidelines of STRY

9. Identification of Topics and Training Venue

9.1 In addition to the strictly following the safety issues indicated in the pint no. 1, the training institutes may identify topic of local importance that can easily be delivered with minimum requirement of field visits to experiment-fields and other institutes. During COVID period, preference may be given to topics which can mainly be explained through demonstrations of skills in the class room itself or demonstration units available within the training institutes.

9.2 In order to avoid need for using public transport by rural youth participating in the STRY Programs to reach training venue, programs may be organized at a location close to farmer place like school or Panchayat or farmers field. The candidates may also be mobilized from nearby villages to minimise the use of public transport.

10.0 Funds

10.1 As the training is suggested to organise near to the location of farmer and there will not be any need for providing accommodation facility and hence the cost norms of non-residential candidate ie, Rs 250 per day per trainee as defined in the guidelines may be used. The decision on the batch size i.e. 15 or 28 candidates may be taken by the SAMETI/Training Institute by taking into consideration of the factors such as availability of physical space for maintaining social distance and other facilities to ensure safety of all the participants.

11.0 Completing programs pending from 2019-20

11.1 Some of the training institutes were forced to stop programs midway due to the lockdown imposed in the month of March 2020 to ensure safety of candidates from COVID-19. Such training institutes may complete the remaining days of training on same topic with same set of participants. The remaining classes may be organized at the same venue or at a location convenient to participants. The permission has already been issued to the concerned states for utilizing the funds available with them from last year.

11.2 The SAMETIs which are still having some programs pending from the year 2019-20, may complete the same at the earliest by following the norms as defined by Central Govt. / State Govt. / District or Local Authorities to ensure the safety of participants. The SAMETIs may provide the UC/ Provisional UC after

completing the programs along with calendar for year 2020-21 to facilitate MANAGE release the current year funds.

12.0 Implementation during 2020-21

12.1 The SAMETIs which have already completed all the programs for the year 2019-20 but have not submitted the Utilization Certificate/ Provisional UC may submit the same at the earliest along with the training calendar for 2020-21 so that funds for the current financial year may be released.

12.2 The calendar for the year 2020-21 may be prepared as per the format and allotment of number of programs communicated vide email dated 2/3 June 2020.

13.0 Preference to be given to physical classes under STRY Program

As the STRY programs are skill based with majority of classes having practical sessions and hence the involvement of candidates is required to inculcate the skills. Therefore, the training institutes may continue to organize physical classes only.

14.0 Online classes

The preference has to be given only to physical classes, however, in case of any difficulty faced in arranging resource-person for theoretical classes, the training institute may explore the possibility of organising Online classes to a maximum of 4 classes that too only theoretical sessions. In such arrangement also, the training institutes may continue to organize practical sessions as physical classes only. In case of online classes, the guidelines for online interaction defined for DAESI/ CCINM programs through Point No. 4.1 to 4.9 will also be applicable to STRY programs. The training institutes will have to strictly follow the guidelines defined for online interaction.

15.0 MANAGE Faculty In-charge of State and their responsibilities

15.1 The Officer in-charge of state (Faculty) in MANAGE/ Consultant and State Nodal Officer of DAESI at SAMETI will continuously in touch with the NTI and the Facilitator of the DAESI batch and monitor the training program.

15.2 Consultant from MANAGE has to interact with the candidates, resource persons and the facilitator of all the batches of their respective allotted states every week on the day of class and report has to be submitted to DG, MANAGE.

15.3 MANAGE Faculty in-charge of the state has to coordinate with the SAMETI and identified officer and get the approval from Director General MANAGE for engaging them for monitoring and conduct of theory, practical exam and viva voce (ref. 6.4).

15.4 The Nodal Officer and the Consultant has to orient the District officer / KVK scientist about the procedures to be followed while verifying the documents and conducting the exams (ref. 6.5).

15.5 The Nodal officer from MANAGE (Faculty)/ consultant will join through video call/ WhatsApp / Skype interface/ and other online video tools to oversee the verification of the records and during conduct of theory, practical examinations and Viva Voce along with external deputed official and will be guiding the facilitator/ deputed official from time to time.

15.6 Faculty in-charge of the state / Consultant has to monitor the online interaction arranged in lieu of field visits (ref. 7.1)

15.7 The Monitoring report of the DAESI / CCINM/ STRY training and examination has to be submitted by the Consultant to DG, MANAGE for information on weekly basis.
