

Academy of Agricultural Research and Education Management

Refresher Courses and Trainings for Faculty

S.No.	Title	Duration
1.	Refresher Course on Advances in Computer Applications	21 days
2.	Refresher Course on Communication Skills and Technical Writing	21 days
3.	Induction Training Course	31 days
4.	Refresher Course on Extension Management	21 days
5.	Refresher Course on Research Management	21 days
6.	Faculty Development Programme in Educational Technology	21 days

Need & Demand - Driven Short Courses

S.No.	Title	Duration
1	Short Course on Apparel Designing techniques	10 days
2	Short Course on Plant Nematology	10 days
3.	Short Course on Methods in Social Science Research-Recent Advances	10 days
4.	Short Course on Language Skills	10 days
5.	Refresher Course on Statistical Methods and data analysis	10 days
6.	Training for Departmental Examination in Accounts for Teachers & Technical Employees	5days

HRD for Technical, Para-professionals & Administrative staff (For CCSHAU employees)

S.No.	Title	Duration
1.	State Eligibility Test in Computer (SETC)	7 days
2.	Training for Office Staff for the Test in Lower Standard & Higher Standard (LS, HS)	5 days
3.	Course on Shorthand & Typing Skills for Stenos	5 days
4.	Part time Short Course on Training for Promotion of Class IV Employees under 20% Quota	10 days
5.	Basic Level Computer Appreciation Course for the Promotion of PA/ACP	10 days

**ACADEMY OF AGRICULTURAL RESEARCH & EDUCATION MANAGEMENT
DIRECTORATE OF HUMAN RESOURCE MANAGEMENT
CCS Haryana Agricultural University, HISAR.**

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FORMAT FOR NOMINATION (Make copies if required)

1. Name :
2. Designation :
3. a) Department/Office :
- b) University/Institute :
4. Date of joining :
5. Date of birth :
6. Address for Communication :

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7. Telephone: Office Mob.....
Fax E-mail.....

8. Qualifications:

Degree	Year	University	Subject
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9. Experience:

Position	Date	Institution
Nature of Held	From To	duties

- 10 .Accommodation: Required/Not required

Signature of the Participant

CERTIFICATE OF THE SPONSORING AUTHORITY

Ms./Mr./Dr. _____ is hereby nominated for participation in the Short Course on _____ being organized by Academy of Agricultural Research and Education Management, Directorate of Human Resource Management, CCSHAU, Hisar ... 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 sponsoring authority/ candidate.

Authority

Signature of the Competent
(Office seal)