FOREWORD

Skill upgradation is a continuous process in career development of employees and more specifically for technical personnel as the developments in science and technology is fast changing and agricultural research is transforming towards achieving higher innovation and resource use efficiency. The technical staff of various levels are engaged in routine works associated in the particular discipline and are experts in execution of the stipulated work from the practical point of view. However with the new types of research programmes being planned and implemented that involve fine tuning of the existing practices or of totally new practices of experimentation that involve newer procedures and equipment require fine tuning of the existing skills and/or learning new skills. Bridging this gap is critical to refresh and upgrade the skills of the technical personnel of ICAR institutes. Thus, it is a 'win-win' situation wherein both the technical personnel would enhance their capability to handle the programmes at filed/lab and the scientists and the institutes would achieve obtaining data with higher precision towards developing effective and efficient technologies.

The training programme is planned, organized and conducted to address all facets of association of technical personnel in the institute from scientific disciplines, administrative, financial and support services of library, photography, fields, labs, etc. Besides, exposure visits were organized to relevant expert institutes of NIPHM, WTC, AICRP on Weed management and AICRP on Farm Machinery, NAARM and exhibitions for wider exposure and expert guidance.

This '**Reference Manual on Refresher-cum-Skill Upgradation Training**' is prepared to include key practical tips on all aspects of the training covered under different disciplines and field visits as per the training schedule, to be a ready reckoner and handy tool for the continued use of the trainees.

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