



भारतीय कृषि अनुसंधान परिषद
Indian Council of Agricultural Research
कृषि भवन, नई दिल्ली -110001 Krishi Bhawan, New Delhi – 110 001

File No: 6(5)/2021-ICT (C/F 164612)

Dated 16.03.2022

Subject: Training guidelines for implementation of SPARROW in ICAR.

This has the reference to the Council's letter of even number dated 15.3.2022. It is to inform that the virtual training to the Nodal Officer / Custodian / Admin / Master trainer in connection with implementation of SPARROW in respect of Administrative, Technical and Supporting cadre of ICAR will be held as per the following schedule:

Date & time	Institute of the Divisions / Unit / Offices
21.3.2022 (11.00 AM)	Crop Science, Fisheries Science, Natural Resource Management, Education Division and ICAR Hqrs.
22.3.2022 (11.00 AM)	Horticulture Science, Animal Science, Agricultural Engineering, Agricultural Extension.

The common training schedule for both the slots is as under:

- 11.00 AM - Address by the Chief Guest
- 11.10 AM - Opening remarks by NIC Officer(s)
- 11.20 AM - Training by NIC officials followed by question answer
- 01.00 PM - Concluding Remarks

The following guidelines for participation in the said training should be followed by all the participants:

- i. In order to implement SPARROW in ICAR smoothly, all the concerned Nodal Officers / Master Trainers / Admin / Custodian of SPORROW at Institutes / centres should join the said virtual training. **These officers will be allowed as panellist in the Webex virtual training link.**
- ii. In addition, the Institute may allow some more participants at Institutes' Hqrs. and their regional / subordinate centres who can help the master trainer for further training to the

employees / users. **These officials / officers will be allowed as Attendees in the Webex virtual training link.**

- iii. All the Panellists / Attendees may join training with clear identity in the manner: *Brief name of the Institute City or State Brief Name Brief Designation.*

*Example: IARI Delhi, KP Singh, AO
IARI Pune, Renu, AAO
IARI Assam, AK Verma, AO
(Indicating Hqrs., Reg. Station etc. not required)*

- iv. All the Panellist should keep their mic mute when they are not addressing to the participants to avoid unnecessary sound / voice.
- v. Whenever any unexpected sound is there during the session, everyone should invariably check and ensure that his / her mic is mute.
- vi. All the Panellist should keep their video off when they are not attentive to the training. In other words, unnecessary activities / movements in the video should be avoided.
- vii. During the session all doubts will be raised through the panellist one-by-one only. Any query raised by the attendees through chat box would be addressed by the respective panellist of the Institute.
- viii. Any suggestion regarding smooth implementation or identifying gaps in the system will be appreciated.
- ix. *Feedback, if any relating to training can be sent through email ID support.sparrow@icar.gov.in by 4.00 PM on the same day of the training.*
-