

**GOVERNMENT OF MEGHALAYA
ANIMAL HUSBANDRY AND VETERINARY DEPARTMENT**

NOTIFICATION

Dated Shillong, the 10th March, 2022.

No. VET (TR) 56/2012/321 - The Governor of Meghalaya is pleased to notify the following Training Policy for the Officers & Staff of A.H. & Veterinary Department:-

Training Policy for the Staff of Animal Husbandry & Veterinary Department 2022.

1. Introduction :

The Department of Animal Husbandry & Veterinary is one of the major department of the Government with a large strength of about 1625 officers and staff to take care of 140 Hospitals and Dispensaries, 35 Livestock and Poultry Farms etc. Further, Veterinary Science is a very diverse subject which concerns not only the health of animals and birds but also public health issues and beyond. Therefore, to enhance the knowledge and skill of all officers, para-veterinarians and staff it is imperative to develop a system for human resource management, which would look at the individual as a vital resource to be valued, motivated, developed and enable to achieve the Department's mission and objectives.

2. Vision and Mission:

To achieve sustainable growth of livestock sector including poultry and to upgrade their professional knowledge and skills in the areas so as to uplift employment generation and economic prosperity and increasing livestock production and productivity. To create an institutional framework for enhancement of performance of public servants so as to acquire necessary skills for enhanced performance, commitment, competence and self-motivation to take up challenges in their work and a drive to adopt and develop innovative approaches for excellence service delivery and promotion of public welfare.

3. Training Objectives:

The objective of training will be to develop an individual Officer, Para-Veterinarians, staff to be responsive to the needs of the farmers. In doing so, care will be taken to emphasize the development of proper ethics, commitment to work and empathy. The competency framework will be used to ensure that the individual have the requisite knowledge, skills and attitude to effectively perform the functions they

are entrusted with. The success of training will lie in actual improvement in the performance of such Officers and staff.

4. Competency Framework:

4.1. Competencies encompass knowledge, skills and behaviour, which are required in an individual for effectively performing the functions of a post. Competencies may be broadly divided into those that are core skills which an individual would need to possess with different levels of proficiency for different functions or levels. Some of these competencies relate to the professional or specialized skills, which are relevant for specialized functions especially in animal health care, research development etc.

4.2. A fundamental principle of the competency framework is that each job should be performed by a person who has the required competencies for that job. Thus, the issue of whether an individual has the necessary competencies to be able to perform the functions of a post has not been addressed.

5. Training Target:

5.1. All officers, Para-Veterinarians of the department will be provided with training to equip them with the competencies for their current or future jobs. Such training is necessary to be imparted:

- (a) At the time of their entry into service and
- (b) At appropriate intervals in the course of their careers.

5.2. Such training will be made available for all officers, para-veterinarians and staff from the lowest level functionaries to the highest levels.

5.3. The opportunities for training will not be restricted only at mandated points in a career but will be available to meet needs as they arise through a mix of conventional courses, distance and e-learning.

5.4. Priority will be given to the training of front-line officers and staff, including training on ethics, soft skills, so as to improve the quality of service delivery to the farmers.

6. Mandatory Training:

6.1. For Veterinary officers at all level requires regular training on:

- (a) Administration including all relevant rules of the Government of Meghalaya and Government of India.
- (b) Management training in farms, Human resources. Soft skill etc.
- (c) Refresher training on clinical, Para Clinical and other professional trainings relevant with livestock and poultry development.

6.2. For other officers viz Statistics and Engineering - all relevant trainings.

6.3. For para-Vets- regular refresher Training on Clinical and Para Clinical subjects.

7. Training in other States:

This includes training in Veterinary Institutes, National Institute of Rural Development, Indian Institute of Management, Institute of Rural Management and other National Institutes of repute.

8. Details of training Institutes under the Department:

1. VFA Training Institute.
2. Vocational Training Centre – Upper Shillong.
3. Vocational Training Centre – Khliehtyrshi.
4. Vocational Training Centre – Manai.
5. Vocational Training Centre – Kyrdemkulai.
6. Vocational Training Centre – Rongkhon.
7. Vocational Training Centre – Williamnagar.
8. Vocational Training Centre – Ampati.

9. Training of Trainers (TOT):

1. ToT in Animal Health Worker.
2. ToT in Artificial Insemination Technician.
3. ToT in Dairy Farmer/ Entrepreneur (procurement of seed, cultivation of fodder & sale of produce)
4. ToT in Broiler Farm worker.
5. ToT in Dairy worker (involving Livestock care and Management).

10. Role of the Department:

The Department shall adopt a systematic Approach in Training and shall:

- i. Appoint a **Training Manager** who will be the Nodal person for implementation of the training function of the department.
- ii. Create a Training Cell with HR and Capacity Building Professionals to assist the Training Manager.
- iii. Classify all posts with a clear job description and competencies required.
- iv. Link the training and development of competencies of individuals to their career progression if necessary.

- v. That the immediate supervisor will be responsible and accountable for the training of the staff working under the supervisor.
- vi. Allocate appropriate funds to enable the training to be carried out within the State and also outside the state.
- vii. Where feasible, to use the services of the Training Institutions in developing the training plans, out sourcing training, and /or providing advisory consultancy services to the Department and that fund is to be provided for this purpose.

11. Role of Training Institutions:

Government training institutions lie at the heart of the Training system. They are the repositories of the expertise distilled from the real world. The quality and manner of their functioning has a direct impact on what their trainees imbue and take with them. They will continue to be the mainstay for training, given their role, it becomes imperative for them to become leaders in the process of enabling learning and change. They should:

- i. Have the requisite staff, infrastructure and finances to perform their functions;
- ii. Move to becoming models of excellence in the quality of the training they impart and as learning organisations through a process of self-assessment and bench – marking.
- iii. Provide technical assistance and advice in preparation of annual training plans for the Department and in out sourcing training (if so required);
- iv. Provide advisory and/ or consultancy services (if applicable);
- v. Network with other institutions to share learning resources, experience and expertise.
- vi. Facilitate the development of domain specific trainers and provide stability of tenure and opportunities for faculty development;
- vii. Ensure that all trainers who join the institute are deputed at the earliest possible opportunity to undergo programmes for “Training of Trainers”;
- viii. Maintain database of trained manpower for future reference;
- ix. Give special focus on behavioural/attitudinal training.
- x. Of all the Training Centre available in the Department, the Vocational Training Centre at **Upper Shillong** because of the infrastructure and facilities available can be designated as the training Institute of the department.

12. Funding :

The Department shall provide adequate funding to meet the training requirement. If at least 1-2% of the salary budget can be kept by the Department to be used solely for the purpose of training.

13. Suggested area of Training

The Training Cell under the leadership of Nodal Officer will prepare the detailed training needs of Officers, Para-Veterinarians and staff in consultation with expert in the field and on basis of availability of fund in each calendar year.

14. Implementation and Coordination:

14.1. For monitoring the implementation of the Training Policy and taking appropriate steps to facilitate such implementation, there shall be a committee chaired by the Secretary, A.H. & Veterinary Department, Director A.H. & Veterinary, Director ICAR-NEH Region, Director of Dairy Development, one representative each from SIRD/SCSTE/MATI

14.2. This Committee shall met bi-annually.

15. Monitoring and Evaluation :

15.1. Monitoring and Evaluation (M&E) is a powerful tool to improve the way governments and organizations achieve results. Research studies indicate the effectiveness of training and development is significantly increased if the monitoring and evaluation of training programmes is systematically undertaken. In the era of globalization and complication, training cannot remain an act of faith. It needs to demonstrate the returns on investment.

15.2. Evaluating the effectiveness of training is a very important but difficult aspect of training administration. Often, the evaluation in training institutions is limited to post-course questionnaires inviting trainees to comment on the course, trainer and training materials. This cannot give a fair measures of whether investment in training is justified. Consequently, there is a need to imbed comprehensive impact evaluation in the training eco-system where evaluation is not confines to the quality of training programmes or the learning derived by the participants but also evaluates changes in the job behavior the resulted from the programme and its impact on organizational effectiveness and improvement in the satisfaction level of clients/citizens.

Sd/-

(G.H.P. Raju, IPS)

Principal Secretary to the Govt. of Meghalaya,
A.H. & Veterinary Department.

Copy to :

1. The P.S. to Minister, I/c A.H. & Veterinary Department for favour of kind information of the Minister.
2. The Director of A.H. & Veterinary, Meghalaya, Shillong.
3. The Senior System Analyst, National Informatics Centre (NIC), Meghalaya, Shillong, for placing in the Department website.

By order etc.,

~~Under Secretary to the Govt. of Meghalaya,
A.H. & Veterinary Department~~