



**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](mailto:support.sparrow@icar.gov.in) by 4.00 PM on the same day of the training.*
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