

Standard Operating Procedure for Skill Development training programmes under Extension Activities during pandemic situation

Introduction

The approved Standard Operating Procedure for implementing Extension Activities during the pandemic situation is applicable only for non residential programmes. It may kindly be noted that among skill development training programmes, FoCT training programme is designed as residential programme from 2011 onwards. The main sessions of the FoCT programme are coconut climbing techniques, handling of machines, harvesting and plant protection operations, personality development, entrepreneurship development skills, thrift/ savings management etc. There are sessions including jogging, breathing exercise etc as part of Yoga in order to make the participant mentally and physically fit for climbing 35-40 feet height. During pandemic situation, we may carry out practical session on yoga breathing and jogging for one hour on the first day and other days through online to make it into non residential programme by covering all sessions in the training schedule.

Standard Operating Procedures

1. The programmes may be organized in Green Zones only under intimation to the respective Health Department and Panchayaths Authorities to follow the respective state's COVID- 19 protocol.
2. Participants may be identified from the nearby areas of the training centre
3. The organisers should be well aware of the restrictions based on the COVID-19 status of the participants' areas.
4. The venue of the programme must have thermal scanning facilities.
5. The organizers/trainees should practice social distancing and protective equipments like temperature check ups, wearing of mask and gloves, hand washing facilities, use of sanitizer etc and must avoid handshakes.
6. Trainings may be preferably planned in open spaces or well ventilated rooms with open windows. If possible, closed doors, AC rooms and lengthy meetings may be avoided.
7. The training equipments like climbing machines, handicrafts items should be sanitized after every use. The trainees may be strictly advised not to spit on the open spaces /in the coconut garden.
8. Pre -packed food that participants can pick up or boxed food that can be placed in their seats during the event may be provided.
9. The Yoga Sessions may be done through online for 5 days.
10. The upper age limit of participants may be fixed as 60 years.

FRIENDS OF COCONUT TREE	
Training Schedule and Course Coverage	
Non Residential Programme – Covid Situation	
Time	Nil Programme
	N.A
	N.A
FIRST DAY	
Time	
6.30 am	Reporting time (thermal scanning to be carried out)
7.00 - 8.00 am	Introduction / Practical training on Yoga

8 .00 - 8.30 am	Break fast
8.30 - 9.30 am	Session on climbing machine-main parts, working mechanism and trial
9.30 - 11.30 am	Practice Session on palm climbing upto 15 ft
11.30 -11.45 am	Tea
11.45 - 1.00 pm	Introduction to Coconut palm, cultivation, climate soil requirements, Varieties
01.00 - 2.00 pm	Lunch
2.00 - 2.30 pm	Ice breaking session - Self introduction and Interaction by participants
2.30 - 3.30 pm	Nutrient management, Recycling of palm waste, intercropping and mixed cropping, Drip Irrigation etc
3.30 - 3.45 pm	Tea Break
3.45 - 5.30 pm	Practice session on climbing contd-
5.30 - 6.00 pm	Leisure time
6.00 - 7.00 pm	Communication skills and time management, decision making etc
7.00 - 7.10 pm	Dinner (Parcel only)
SECOND DAY	
Time	
6.00 – 7.00 am	Online class including Jogging & breathing exercise
8 .00 - 8.30 am	Break fast
8.30 - 9.00 am	Most important lessons learnt yesterday (MILLY)-presentation by 2 participants selected randomly
9.00 - 11.00am	Practice Session on palm climbing upto 25 ft
11.00 - 11.30	Tea
11.30 - 1.00 pm	Session on harvesting, tender and mature nut identification, types of pests and disease of coconut etc
1.00 - 2.00 pm	Lunch
2.00 - 2.30 pm	Rest
2.30 - 3.30 pm	Control measures
3.30 - 3.45 pm	Tea Break
3.45 - 5.00 pm	Practice session on climbing contd-
5.00 - 5.30 pm	Leisure time
5.30 - 6.30 pm	Thrift/savings management
6.30 - 7.30 pm	First aid and other safety measures
7.30 - 7.40 pm	Dinner (Parcel only)
THIRD DAY	
Time	
6.00 - 7.00 am	Online class including Jogging & breathing exercise
8 .00 - 8.30 am	Break fast
8.30 - 9.00 am	Most important lessons learnt yesterday (MILLY)-presentation by 2 participants selected randomly
9.00 - 11.00 am	Practice Session on palm climbing upto 35 ft
11.00 - 11.30 am	Tea
11.30 -1.00 pm	Session on crown cleaning aspects biological and chemical methods
1.00 - 2.00 pm	Lunch
2.00 - 3.30 pm	Session on organic farming
3.30 -3.45 pm	Tea break
3.45 -5.00 pm	Practice session on climbing contd....
5.00 - 5.30 pm	Leisure break
5.30 - 6.30 pm	Leadership qualities

6.30 - 7.30 pm	Social security - Insurance, pension and provident fund
7.30 - 7.40 pm	Dinner (Parcel only)
FORTH DAY	
Time	
6.00 - 7.00 am	Online class including Jogging & breathing exercise
8 .00 - 8.30 am	Break fast
8.30 - 9.00 am	Most important lessons learnt yesterday(MILLY)-presentation by 2 participants selected randomly
9.00 - 11.00 am	Practice Session on palm climbing upto 35 ft
11.00 -11.30 am	Tea
11.30 - 1.00 pm	Session on pest disease, Eriophyid mite, whitefly symptoms of damage, factors affecting mite dispersal
1.00 - 2.00 pm	Lunch
2.00 - 3.30 pm	Session on Fertilizer application, Bordeaux mixture, NPK, plant growth -role of fertilizer etc
3.30 - 3.45 pm	Tea Break
3.45 - 5.00 pm	Practice session on climbing contd-
5.00 - 5.30 pm	Leisure break
5.30 - 6.30 pm	Positive thinking and healthy way of living
6.30 - 7.00 pm	Light entertainment
7.00 - 7.10 pm	Dinner (Parcel only)
FIFTH DAY	
Time	
6.00 am - 7.00 am	Online class including Jogging & breathing exercise
8 .00 - 8.30 am	Break fast
8.30 - 9.00 am	Most Important Lessons learnt yesterday MILLY- Presentation by 2 participants selected randomly
9.00 -11.00 am	Practice session on climbing upto 40 feet
11.00 -11.30 am	Tea Break
11.30 -1.00 pm	Session on seed nut procurement, safe handling of seed nuts and tender nuts
1.00 - 2.00 pm	Lunch
2.00 - 5.30 pm	Field visit
5.30 - 6.00 pm	Rest
6.00 - 7.00 pm	Interaction of group and sharing of thoughts on field visit, preparation of an action plan by the group
7.00 - 7.10 pm	Dinner (Parcel only)
FINAL DAY	
Time	
6.00 am - 7.00am	Online class including Jogging & breathing exercise
8 .00 - 8.30 am	Break fast
8.30 - 11.30 am	Coconut Olympics
11.30 - 12.00 pm	Break
12.00 - 1.00pm	Theory test
1.00 - 2.00 pm	Lunch
2.00 - 3.00 pm	Valedictory Function – Following Covid Protocol

Cost Estimate of FoCT training programme (Residential)

1.	Food and Accommodation for 20 trainees@ Rs 250 per trainee x 6 days + 2 Master Trainers @ Rs200	32400
2.	Lunch Tea and snacks for 2 Experts@ Rs. 60/- per person for 5 days	600
3.	Honorarium to 2 Master Trainers with more than 3 yrs. experience@ Rs 750/- per trainer x 6 days	9000
4.	Honorarium to Technical Expert-2 sessions @ Rs 500/- per session x 5 days	5000
5.	Honorarium to Banking/Management Expert @ Rs 500 per Expert x 4 days	2000
6.	Transportation charges to 2 Master Trainers/2 Experts	1000
7.	Field Visit for 20 trainees + 2 Master Trainers	3000
8.	Award to 3 best trainees- Rs.500/300/200	1000
9.	Contingency fund for meeting stationery, printing of certificates. Photostat of course material & other miscellaneous charges	2500
	Total	56500/-

Cost Estimate of Non Residential FoCT training Programme

Sl. NO	Particulars	Rs.
1.	Food for 20 trainees@ Rs .150/- per trainee x 6 days + 2 Master Trainers @ Rs200	20400
2.	Lunch Tea and snacks for 2 Experts@ Rs. 60/- per person for 5 days	600
3.	Honorarium to 2 Master Trainers with more than 3 yrs. experience@ Rs 750/- per trainer x 6 days	9000
4.	Honorarium to Technical Expert-2 sessions @ Rs 500/- per session x 5 days	5000
5.	Honorarium to Banking/Management Expert @ Rs 500 per Expert x 4 days	2000
6.	Transportation charges to 2 Master Trainers/2 Experts	1000
7.	Field Visit for 20 trainees + 2 Master Trainers	3000
8.	Award to 3 best trainees- Rs.500/300/200	1000
9.	Contingency fund for meeting stationery, printing of certificates. Photostat of course material & other miscellaneous charges	2500
	Total	44500