

EXTENSION ACTIVITIES

Component wise cost norms for block/regional level seminar/webinar

Sl. No.	Components	Rate (Rs.)	Expenditure (Rs.)
1	Stationery		1500
2	Honararium to Resource Speaker	Rs.1500/- for 2 persons	3000
3	Tea,snacks & lunch to Resource speaker and supporting staff	Rs.250/- for 5 persons	1250
5	TA for Resource Speaker	2nd AC train fare / Local transportation - Limited to Rs.750/- (to and fro) x 2 persons	1500
6	Live webcasting expenditure (Hall rent, TV/ Projector and internet connection charge, pairing device etc.	Rs.5000 per day	5000
7	Tea,snacks to Participants at 5 locations	Rs.50 for 50 participants.(10 participants per location)	2500
8	TA for participants	Rs.100 for 50 participants	5000
9	Miscellaneous		250
	Total		20,000

Standard Operating Procedure for the implementation of trainings meetings, workshops, seminars during Pandemic situation under Extension activities

Taking into account the present pandemic situation the following guidelines to be followed while organizing meetings/workshop seminars under Extension activities along with respective state Government's COVID- 19 protocol.

1. Regular meetings/workshops, seminars under Extension activities need to be organized in Green zone only. It should be informed to the respective Health department and Panchayath authorities to ensure respective state's COVID- 19 protocol.
2. The organisers should be well aware of the restrictions based on the COVID-19 status of the participants' areas.
3. The venue of the programme must have thermal scanning facilities.
4. The organizers should practice social distancing and protective equipments like temperature check ups, mask, hand washing facilities, use of sanitizer etc and avoid handshakes.
5. Meeting may be preferably planned in open spaces or well ventilated rooms with open windows. If possible, closed doors, AC rooms and long meetings be avoided.
6. Meeting should be in compliance with social distancing norms-two meter space between persons.
7. For food and beverage arrangements pre -packed food that participants would pick up or the boxed food that can be placed in their seats during the event.
8. In containment zone the programme may be organised as webinars at Regional/State Centre /District/Block /Panchyath/FPO level. The programme may be webcast to the locations where the programmes need to be conducted (Maximum five locations of a maximum of 10 persons)
9. Ensure temporary arrangements for participating in the live programme such as,Hall , TV or Projector,Internet connection Laptop.(It can be hired)
10. Once the programme is uploaded it can be seen through smart phone if the farmers are having smart phones.
11. In the case of North Eastern states regular programmes may be organised in green zone areas instead of webinars since the farmers are not equipped with technologies required for attending webinars. Large gatherings may be discouraged and if necessary,it may be held with not more than 10 persons(including support staff)below the age of 60 years.