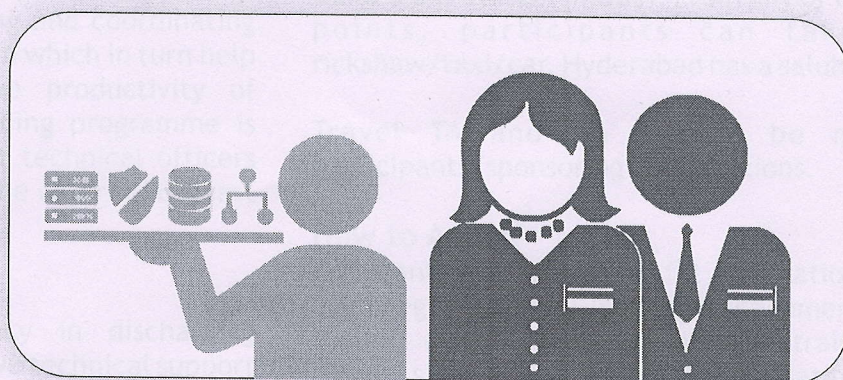


# Competence Enhancement Training Programme on Hospitality Management for Officers/Guest House Care Takers of ICAR Institutes/ Agricultural Universities from August 10-12, 2016



## Programme Directors

Mr Zameer Ahmed  
Dr P. Vijender Reddy



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**ICAR-National Academy of Agricultural Research Management**  
(ISO 9001:2008 Certified)

Rajendranagar, Hyderabad-500030, Telangana, India  
<http://www.naarm.ernet.in>; <http://www.naarm.org.in>



नार्म  
naarm



The ICAR-National Academy of Agricultural Research Management (NAARM), Hyderabad announces a "Competence Enhancement Training Programme on Hospitality Management for Officers/Guest House Care Takers of ICAR Institutes/ Agricultural Universities" from August 10-12, 2016 at Hyderabad.

### Background

One of the most critical problems faced by the organizations is the development of general management for dealing with the demands of rapidly changing external and internal environment. Modern management skills, effective personnel management system, adoption of modern technology for work simplification, automation have become essential components for providing constructive services by the concerned officers in the ICAR System. These officers play a pivotal role in extending service support in the organization. Services offered by the concerned officers help in collective planning and coordinating the management aspect of research which in turn help meeting the goals and improve productivity of research organizations. This training programme is intended to build the capacity of technical officers and in charge officers managing the catering & guest houses through appropriate modes.

### Objective

To improve skills and efficiency in discharging functions and providing constructive technical support in meeting the organizational goals and targets.

### Methodology

The programme will consist of a blend of lectures, and practical demonstrations.

### Content

The programme would cover the following broad areas:

- Front office/Reception services management
- Housekeeping management
- Food & Beverage Service Management
- Etiquettes, Table manners
- Hygiene
- Communication skills
- Infrastructure Planning & Development

### Programme Duration

August 10-12, 2016 (3 days). Participants are expected to arrive by the evening of August - 9, 2016, and can leave after 1700 hrs on August 12, 2016.

### Last Date for sending nominations

August 6, 2016

### Programme Fee

There is no registration fee, however the participants have to pay board and lodging charges at an approximate cost of Rs 600/- per day.

### Eligible Participants

Caretakers and officer I/c of Guest Houses of ICAR & SAUs.

### Board and Lodging

All participants are expected to stay in the well-furnished Halls of Residence or Scientists' Home on twin-sharing basis. Participants are requested not to bring any family member with them.

### Travel

ICAR-NAARM is located in Rajendranagar (17°18'49"N latitude and 78°24'42" East longitude) in Hyderabad about 20 km from the Hyderabad Rajiv Gandhi International Airport, Shamshabad; 25 km from the Secunderabad Railway Station; 16 km from the Hyderabad Railway Station; 16 km from the Kacheguda Railway Station and 12 km from the Imlibun/Mahatma Gandhi Bus Station (MGBS). From any of these alighting points, participants can take an auto rickshaw/taxi/car. Hyderabad has a salubrious climate.

Travel TA and DA has to be met by the participants/sponsoring organizations.

### How to Apply?

Applicants are advised to fill nomination form online after registration on Training Management Information System (<http://www.naarm.org.in/training>). Upload filled, signed and scanned nomination form onto Training Management Information System or mail it to Academic Cell, NAARM ([academiccell@naarm.ernet.in](mailto:academiccell@naarm.ernet.in)).

### For further information, please contact:

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