

Organization

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Organization

- Are group consisting of systematic units (different persons) with a common goal in which the responsibilities of each member is well defined

Criteria of organization

1. Activities, aim and objective should be clearly defined
2. Members should be organized in a hierarchy of authority to achieve the objective
3. Extension organization should succeed reasonably
4. Provision of expert in different related field
5. Provision of recruitment, salary and promotion policies
6. Each member should have clear cut job description
7. Arrangement for horizontal and vertical communication
8. Arrangement of training for the members
9. Span of control should permit in condition o perform their jobs
10. Should be flexible subject to adaption as condition deserves

Categories of extension personnel

1. Administrator
2. Supervisor
3. Specialist
4. Extension worker

Extension worker (Qualifications and duties)

Background

1. Rural background is desirable
2. Experience of farm and club operator is desirable
3. Teaching experience is desirable
4. Working experience with public in related field is helpful

Training

1. Minimum qualification should be a bachelor degree from any recognized university
2. Special course in extension work and subject
3. High technical ability in a broad field

Characteristics

1. Teaching ability
2. Ability to plan and cooperate others
3. Vision and leadership
4. Sympathetic attitude towards associates
5. Clear and systematic thinking
6. Tact and interact people with interest
7. Enthusiasm
8. Effective speaking and writing
9. Faith and courage
10. Coordination and independence

Duties

1. Represent extension service in rural areas to improve rural life
2. Study the villages, it's people, it's agriculture and rural life to ascertain it's problems and potentialities
3. Develop or aid in maintaining necessary organizations of rural people to carryout extension program
4. Develop long time and current extension program based on people;s need
5. Promote friendly relationship and coordinate all agricultural activities
6. Maintain a public office where rural people may come or write for information on their problems
7. Keep inform regarding social and economic changes affecting rural people and keep up-to-date professionally through participation in different training
8. Develop interest and cooperation of various organizations and individuals providing solutions of agricultural problems
9. Develop rural leadership- assist local leaders by supplying teaching materials, visiting farms and houses and providing helpful literatures
10. Seek help of specialist in different times
11. Help to evaluate extension work and prepare statistical and narrative reports.

Supervisor (must have empathy)

Qualifications

1. Higher training in supervision
2. Knowledge on the subject matter
3. Teaching ability
4. Skills in program development
5. Knowledge on human psychology

Duties and responsibilities

1. Helping subordinate to undertake programs, monitor and evaluation
2. Guiding the extension worker
3. Keeping close contact with the specialist
4. Coordination function
5. Visiting farmer's fields
6. Reporting
7. Supervising the demonstrations

Specialist

- Have sound knowledge in certain field and can help extension worker to solve the problems

Qualifications

1. Preferably post graduate degree
2. Higher training on the specific subject matter
3. Research experience
4. Leadership ability
5. Knowledge on behavioural aspect

Duties and responsibilities

1. Making close contact with the research organization
2. Know the recent technological advancement
3. Preparing written documents
4. Program development
5. Training to extension worker

Administrator

- He is the teacher of philosophy, principle and extension methods
- He plans, directs and supervises the work of others
- He multiplies himself through others

Experience

1. Large
2. Expert in several fields

Education

1. Post graduate
2. Course in administration
3. Teaching ability
4. Ability to planning and organizing

Characters

1. Fairness and judgement
2. Faith and courage
3. Initializer
4. Decisiveness (quick decision making)
5. Technical mastery
6. Power of expression
7. Organization habit
8. Vision
9. Versatile

Major duties

1. Planning
2. Organizing
3. Staffing
4. Directing
5. Coordinating
6. Reporting
7. Budgeting