

AGRICULTURE UNIVERSITY, KOTA

Proceedings of SOC meeting held on December 20, 2016

The first meeting of Senior Officers Council (SOC) was held on 20.12.2016 at 11.00 a.m. at Agricultural Research Station, Ummedganj, Kota in the chairmanship of Dr. G.L. Keshwa, Hon'ble Vice-Chancellor. The following officers were present.

1. Dr. L.K. Dashora : Dean, CH&F, Jhalawar & Director, Education
2. Dr. I.N. Gupta : Director Extension Education
3. Dr. Pratap Singh : Director Research
4. Dr. K.N. Ojha : Director, HRD
5. Dr. M.C. Jain : Director Student Welfare
6. Bhagwanti Jethwani : Registrar
7. Dr. Vidhi Sharma : Comptroller
8. Dr. I.B. Maurya : COE
9. Er. V.K. Jain : Estate Officer
10. Dr. R.K. Singh : Director, PM&E

Invitees

1. Dr. Arun Sharma : PRO, AU, Kota
2. Dr. H. R. Chaudhary : ZDR, ARS, Kota
3. Dr. J.M. Dhakar : Associate Director Seed & O/I ARSS, Aklera
4. Dr. Mahendra Singh : Sr. Scientist & Head, KVK, Kota
5. Dr. N. L. Meena : Sr. Scientist & Head, KVK, Bundi
6. Dr. Bacchu Singh : Sr. Scientist & Head, KVK, Karauli
7. Dr. Ram Asarey : Sr. Scientist & Head, KVK, S. Madhopur
8. Dr. D. K. Singh : Sr. Scientist & Head, KVK, Anta (Baran)
9. Dr. Arjun Kumar Verma : Sr. Scientist & Head, KVK, Jhalawar
10. Dr. R.K. Shivran : Officer Incharge, MAF, Kota
11. Sh. S.N. Meena : Officer Incharge, ARSS, Khanpur
12. Er. I. N. Mathur : Nodal Officer, Web site

The meeting was started with lightening of lamp in the name of goddess *Maa Saraswati*, the symbol of knowledge and wisdom. Dr. Pratap Singh, Director Research, Agriculture University, Kota welcomed Hon'ble Vice-Chancellor and members of SOC. The Hon'ble Vice-Chancellor, Dr. G.L. Keshwa briefed about the purpose of the meeting and appraised the house about progress and achievements of the University made during last 10 months such as meetings of the Academic Council, Board of Management, Research Council and Extension Education Council, Celebration of University Foundation Day, preparation, submission and sanction of research project worth Rs. 38 crores under RKVY, submission of Self Study Report of ICAR for accreditation of College of Horticulture and Forestry and University, development of software for online application etc. It was a matter of

great satisfaction that the ICAR has accredited the College of Horticulture & Forestry and our University. It was also a matter of satisfaction that University organized the first convocation successfully and also laid out the foundation stone of University building by Hon'ble Governor of Rajasthan.

He also appraised the house about the submission of proposal to the government for recruitment of non teaching posts through Rajasthan Subordinate and Ministerial Service Board, Jaipur. Dr. Keshwa showed serious concern about unsatisfactory progress of work done in "Smart Village", by the line departments and directed the PC, KVK, Kota to pay more attention.

The Hon'ble Vice-Chancellor has congratulated and appreciated all concerned for successful conduct of convocation, foundation day and other events. He also appreciated Dr. I.B. Maurya, COE and Dr. L.K. Dashora, Dean CH&F for taking extra efforts. In the meeting following decisions were taken :

1. The University has established *Rishi Parashar Krishi Shodh Peeth* at ARS, Kota on direction of Raj Bhawan, however, no work has been initiated. The Director Research has simply formulated the committee only. The Director Research was directed to initiate the work immediately by the concerned scientists after obtaining the required literature for the *Shodh Peeth*. He was also directed to transfer Rs. 1.5 lakh from RF of ARS to *Shodh Peeth*.
2. It was noted that the Dean, Directors and officers of the University do not use their powers for taking action against employees who are not working sincerely and flouted conduct rules. They simply inform verbally to higher authority for unsatisfactory work of a particular employee. All concerned officers were directed to take action against the defaulter as per rules for smooth functioning of University.
3. Some of the officers working in the University directly responsible to Vice-Chancellor proceed on leave without information to the University authorities. They simply send the CL or leave for a particular day on which there may be some important work fixed by the University. All Dean, Directors and the officers of the University were directed to leave the head quarter after informing the higher authorities and discourage the assignments of other departments/ universities performed on the cost of University work. They may attend only the essential work outside the University only on a particular day.
4. There is a shortage of staff in the University, particularly the ministerial staff, it may be noted that some of the ministerial staff has been posted on the University farms to carry out the work like store keeper, maintaining farm records etc. This is only the unique example in this University, the concerned officers were directed to assign such works to agriculture supervisors and shift the ministerial staff to office. The services of technical

- staff may be taken at other required places for office work as also being practiced in other Universities.
5. The progress of budget utilization of some of RKVY projects was not satisfactory, the concerned scientists were asked for speedy work and make the required expenditure in stipulated time, so that the AUCs may be sent to Government otherwise their accountability will be fixed.
 6. The University website is required to be updated regularly, all the Dean, Directors, University Officers and Incharges were directed to send the information of the all events along with good photographs to Er. I.N. Mathur, Incharge website for updating as soon as the event is completed or anything to be placed on website for future programme / event and Dr. Arun Sharma, PRO for news item. Dr. Arun Sharma was also directed keep the record news like paper cutting etc.
 7. All unit incharges were directed to deposit the half of their net income generated at their unit to Comptroller under intimation to Vice-Chancellor secretariat in two installments i.e. in the month of August and December. Further, the Dean CH&F was also directed to deposit 50% amount of fee received from payment seats and 50 % may be retained by him for collage development and other works. The cash in current/saving accounts should avoided.
 8. The Director, Agriculture has written a letter for establishing a Centre of Excellence on Organic Farming at CH&F, Jhalawar, for this purpose a committee shall be constituted by Registrar immediately in chairmanship of Dean CH&F, Director Research and other two scientists of Agronomy and Soil Science as members. The committee may visit the organic farming centres, collect the information and submit the proposal by 07th January so that same can be forwarded to the Government for funding.
 9. All the officers concerned were directed to enhance the revenue by 10-15 per cent. The Director Research and Associate Director Seeds were directed to keenly monitor and supervise the seed production programme and submit report in meetings of SOC.
 10. All shed net house installed for modal nurseries at different units should be repaired, well developed and in operational mode as per pattern of nurseries developed by KVK/CH&F, Jhalawar. The incharge MAF was also directed to get the poly house repaired and make functional as per guidelines of project.
 11. The Director Research was directed to submit the proposal under RKVY for establishing Agriculture Science Museum on the line of NASC, ICAR and MPUAT, Udaipur. SKNAU, Jobner also got sanctioned this project. If required, these centres may be visited to gather required information. The new project proposals to be submitted under RKVY and other funding agencies should be prepared well in time.

After above discussions, each Unit Incharge presented progress of work and action plan for future, which is given below.

1. Dean, CH&F, Jhalawar :

- While highlighting the progress and activities, the Dean, CH&F, Jhalawar raised the issue of guest faculty for forestry teachers on the regular basis but he was directed to hire the services of guest/retired faculty as per rules.
- The Dean was also directed to submit the proposal for strengthening of forestry education to Govt. of Rajasthan on priority for initiating and the M.Sc. programme in all the disciplines of Forestry and further Ph.D. programme in remaining department of Horticulture and Forestry at CH&F, Jhalawar.
- Action for Ph. D. admission in Fruit Science department also required to be initiated timely.
- The eligibility for admission in M. Sc. (Forestry) is B. Sc. (Hons.) Forestry. However, only one student took admission in M. Sc. (Forestry). The eligibility criteria and required syllabi thereof may be changed. The Dean should take initiation for getting it approved in Academic Council.

(Action – Dean, CH&F, Jhalawar)

2. Director Research :

- Director Research emphasized on utilization of funds received under RKVY projects and account be submitted within two months by the concerned PI/Unit incharges, otherwise accountability will be fixed against defaulters. Without utilization, further budget will not be released by the Govt. in want of AUCs.
- He was advised to keenly monitor the research activities. The research/experiments and surroundings should be neat and clean and well laid out along with required tagging.

(Action – Director Research)

3. Director Extension Education :

- Orders for changing the nomenclature of Programme Coordinators and SMSs was discussed. The DEE was advised to submit the proposal accordingly to Registrar as per direction of Director, ATARI.
- Important photographs/details of any important event of any unit should be passed on to the PRO and Nodal Officer (website) of the University for further action.
- The DEE appealed to all PCs to work as per mandate of ATARI.
- Soil Testing Labs at different units should be kept functional and help of Agriculture Department may be obtained for soil analysis and issuing of soil health card.

(Action – DEE & All unit incharges)

4. Other officers : In response to presentation of other officers and PCs following decisions were taken.

- The PC, KVK Sawai Madhopur was directed to submit the proposals for award to the progressive farmer of guava (Mr. Khan), Sawai Madhopur.

(Action – PC KVK, Sawai Madhopur)

- Entry of all centres/stations should be neat and clean and in presentable form. If required white wash/painting may also be done. All units of University should have good plantations, possibly the neem plantation on road side. All unit incharges were requested to submit the report to Director PM&E about plantation done in *kharif* 2016 along with their survival percentage.

(Action – all unit incharges)

- Policy should be made for sale of seed. The rate of seed may be revised as per demand. Revision in seed rate of paddy was demanded. Possibility should also be explored for sale of seed on subsidiary rate as being done by IFFCO.

(Action - Associate Director Seeds and Director Research)

- The COE raised a question of shortage of manpower and requested to depute Sh. A.K. Saxena from University Head Quarter to COE, Jhalawar twice in a week. The Registrar should take immediate action.

(Action - Registrar)

- All unit incharges were required to submit the estimates of the total length boundary wall to Estate Officer for calculation of unit wise cost of construction. Some immediate need may be met out by Revolving Fund of respective unit.

(Action – All unit incharges & Estate Officer)

- Possibility of seed production of lucern and barley may be explored at KVK Sawai Madhopur.

(Action – PC KVK, Sawai Madhopur)

- There is a scope for enhancement of seed production at MAF. The incharge MAF and Director Research were advised to make the efforts to enhance seed production by 15-20%.

(Action – Director Research & OI, MAF)

- The Programme Coordinator, Jhalawar requested to cancel the deputation of Dr. Nawab Singh, SMS Extension Education as the work of KVK is suffering in want of staff. However, he will continue his services at CH&F, Jhalawar. The action may be taken after consultation of Dean.

(Action – Registrar)

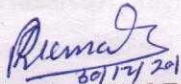
- The Comptroller emphasized to convert all current accounts of different units into saving bank accounts immediately. The unit incharges were also requested to ensure the timely submission of bills for submitting AUCs in time. The payment should now be made through RTGS and NEFT and encourage the digitalized transaction.

(Action – all unit incharges)

- For Career Advancement Scheme (CAS) of Assistant Professors, the Director, HRD and Registrar were advised to make available the CAS form to all concerned and required formalities also need to be done on priority. They were also requested to accelerate the promotion of Class IV, so that the required essential man power may be made available to concerned unit.

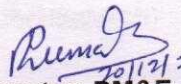
(Action - Director, HRD & Registrar)

The meeting was ended with the vote of thanks to the chair.


20/11/2016
Director, PM&E

Copy forwarded for information and necessary action to:

1. The PS to Hon'ble Vice-Chancellor, AU, Kota.
2. The Registrar, AU, Kota.
3. The Comptroller, AU, Kota.
4. The Dean CH&F, Jhalawar, Director, Research/Extension Education/ Education/ HRD/Student welfare/ PM&E, AU Kota.
5. The Controller of Examinations/Estate Officer, AU, Kota.
6. The ZDR, ARS, Kota.
7. The Assoc. Director Seeds, AU, Kota
8. The Senior Scientist & Head, KVK-Anta/Bundi/Baran/Jhalawar/Sawai Madhopur/ Karauli.
9. The Officer Incharges of MAF/ARSS, Aklera and Khanpur.
10. Guard file.


20/11/2016
Director, PM&E