



**Dr. Mukesh Goyal**  
Director, PM&E

## निदेशालय, प्राथमिकता, निगरानी एवं मूल्यांकन

Directorate of Prioritization, Monitoring & Evaluation

## कृषि विश्वविद्यालय, कोटा

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F. ( )/AU/Kota/DPME/2022/ 436-463

Date : 23.11.2022

To,  
The Registrar/Comptroller, Agriculture University, Kota  
Dean, CH&F, Jhalawar/ College of Agriculture, Kota & Hindoli  
Director Research /Ext. Edu. /HRD/Education/ DSW, AU, Kota  
Controller of Examinations/Estate Officer/PRO, AU, Kota  
AD Seeds and Farms, AU, Kota/ OIC, MAF Kota  
Zonal Director Research, ARS, Kota  
OIC, ARSS, Khanpur/ ARSS, Aklera/Sultanpur Farm  
SSH- KVK, Kota/Anta/Jhalawar/Bundi/ Sawai Madhopur/ Hindaun  
Nodal Officer, University website/ OIC, Land Scaping Cell, AU, Kota

Sub.: Proceedings of Senior Officers Council meeting dated 09.11.2022 reg.

Sir/Madam,

In reference to the subject cited as above, kindly find enclosed here with the proceedings of Senior Officers Council meeting held on dated 09.11.2022 for your perusal and further necessary action.

Action taken report may be send to this office accordingly.

Encl.: As above

**Director, PM & E**  
**And**  
**Member Secretary**

Copy to :

1. P.S. to Hon'ble Vice Chancellor and Chairman, SOC, AU, Kota for kind perusal.
2. Guard file

**Director, PM & E**  
**And**  
**Member Secretary**

# Agriculture University, Kota

## Proceedings of Senior Officers Council Meeting

The meeting of Senior Officers Council (SOC) of Agriculture University, Kota was held on 9<sup>th</sup> November, 2022 in the conference Hall of AU, Kota under the Chairmanship of Dr. Abhay Kumar Vyas, Hon'ble Vice Chancellor, AU, Kota ;

Following Members & Invitees were present in the meeting:

### Members

1. Sh. N.K. Jain : Registrar
2. Sh. Ramdhan Regar : Comptroller
3. Dr. Pratap Singh : Director Research
4. Dr. S.K. Jain : Director Extension Education
5. Dr. Ashutosh Mishra : Director Education
6. Dr. Jitendra Singh : Director Students Welfare
7. Dr. I.B. Maurya : Dean, CH&F, Jhalawar
8. Dr. N.L. Meena : Dean, CoA, Hindoli
9. Dr. Virendra Singh : Controller of Examinations
10. Dr. Mukesh Chand Goyal : Director (PM&E) and Member Secretary

### Invitees

11. Dr. J.M. Dhakad : OIC, MAF, Kota
12. Dr. D.K. Singh : Sr. Scientist & Head, KVK, Anta
13. Dr. Bachchu Singh : Sr. Scientist & Head, KVK, Hindaun
14. Dr. Harish Verma : Sr. Scientist & Head, KVK, Bundi
15. Dr. Mahendra Singh : Sr. Scientist & Head, KVK, Kota
16. Dr. Arjun Kumar Verma : Sr. Scientist & Head, KVK, Jhalawar
17. Dr. B.L. Meena : Sr. Scientist & Head, KVK, Sawai Madhopur
18. Dr. C.B. Meena : Associate Professor, CoA, Kota
19. Dr. Harphool Meena : OIC, Sultanpur farm
20. Dr. Ramraj Meena : OIC, Land Scaping Cell, AU, Kota
21. Dr. Shankar Lal Yadav : OIC, ARSS, Khanpur
22. Dr. Chirag Gautam : Asstt. Prof., DHRD & Nodal Officer, Website, AU, Kota

The meeting was started with the welcome of Hon'ble Vice Chancellor Dr. Abhay Kumar Vyas, SOC members & invitees by Dr. Mukesh Chand Goyal Director, PM&E and Member Secretary of SOC. He also narrated about the powers and functions along with the purpose of SOC is to focus on Opportunities & Solutions collectively.

**HVC** in his opening remarks highlighted the Vision and Roadmap for AU, Kota with the visionary concept for evolving the University of Quality, Excellence and Relevance (QER) in Agriculture Research, Education, Extension and Training to Empower Stakeholders through Sustainable, Affordable and Innovative Solutions.

**Dr. Vyas also highlighted the Mission as**

- Exploring new frontiers of Science and Innovations.
- Keeping the Stakeholders at the centre of all endeavours.
- Developing competent human resources and empowered work force.
- Leadership with care for all stakeholders and employees.

**HVC** mentioned the Work Philosophy as

“Passionately work with Broad Mind, Large Heart, Action Oriented Hands and Positive Attitude for enhanced organisational belongingness, productivity and satisfaction of Stakeholders & employees”.

Further, **HVC** emphasized on the need of promoting Paradigm Shift for Transformational change in Agriculture as

- Conventional Agriculture to Smart/ Digital/ Precision Agriculture
- Intensive Agriculture to Conservation Agriculture
- Cropping System to Integrated Farming System Approach
- Crop Intensification to Enterprise Diversification
- Solitary to Integrated Crop Management Approach
- Low Value to High Value Crops
- Crop Health to One Health concept
- Open Field Cultivation to Protected Cultivation
- Pre-Harvest to Post-Harvest Management including Processing, Value Addition
- Knowledge - based to Skill – based Agri – education
- Developing Job seekers to Job Providers
- Hard Skills to Soft Skills Development of Students & Staff
- Agriculture to Agri Business and Agripreneurship.

**HVC** also highlighted the details about

- General Approaches of Governance
- Research Approaches / Strategies for Achieving QER along with the Thrust on Frontiers Areas of Research & Innovation
- Education Approaches / Strategies for Achieving QER
- Extension Approaches / Strategies for Achieving QER

Thus, at the end of opening remarks he concluded his address with the **Outcome from the proposed Vision & Plan**

- Transforming the University for Quality, Excellence & Relevance in Agriculture Research, Education, Extension and Training to address the current & future Challenges of Stakeholders.
- Sincere & dedicated efforts should be done for achieving Rank in Top 10 Agriculture University in India and 1<sup>st</sup> in Rajasthan by 2025.
- Providing improved Agricultural tools, techniques, technologies and products for commercial application to boost economy of the State and Country.
- Leadership to the State for achieving food, nutrition, environment, livelihood security, Farmers prosperity, Consumers health and enhanced human & natural resource base.

After opening Remarks & Vision Road map for the development of University by HVC, presentations were given by all Deans, Directors, Controller of Examination, Registrar, Comptroller and Officer In-charges of all units of the University & they focussed on the following issues:-

- ✓ Major mandates, objectives & responsibilities
- ✓ Major activities and initiatives during last five years
- ✓ Major achievements / accomplishments during last five years
- ✓ Resources available: human, Physical & financial
- ✓ Way forward / Future plan; and
- ✓ Major constraints to scale up the performance along with possible solution including the aspects of Technical, Administrative, managerial, Human Resources, Physical Resources, Financial Resources, Infrastructural and miscellaneous.

**Following discussions & actionable decisions were taken –**

1. As the issue of shortage of teaching & faculty staff raised by the Dean, CH&F, Jhalawar Dr. I. B. Mourya during his presentation particularly for old colleges, it was decided to write a letter to the Department of Higher Education, Govt. of Rajasthan for seeking permission under Vidhya Sambal Yojna. It was also decided to take the services as Guest Faculty until received permission. For this purpose, COE Shall provide the relevant documents to the Registrar Office & Registrar shall take up the matter with the Government.

(Action : COE & Registrar)

2. During the presentation of COA, Kota made by Dr. C. B. Meena, raised the issues regarding disposal of two years copies of examinations as collage has not sufficient store facilities for this purpose, it was decided to constitute a Committee by the Registrar Office & action shall be taken by COE to resolve the matter as per norms.

(Action : COE / COA, Kota & Registrar)

3. During the presentation of COA, Hindoli, Dean, Dr. N.L. Meena raised the problem in finalization of master plan for CoA Building. For this issue, it was decided to put up necessary requirements and tentative plan to the building committee.

(Action : Dean COA, Hindoli)

4. During the presentation of Director Research, Dr. Pratap Singh raised several issues / agenda on which following discussions & decisions were taken accordingly as :-

- (i) The agenda raised regarding modus operandi for quality civil infrastructure works in the AU, Kota, it was decided to constitute a internal committee named as "**Construction Supervision Committee**" consisting of following
  - a) Unit In Charge as Convenor
  - b) Indenter/ P.I./ Farm I/C as Member
  - c) One person nominated by Unit In Charge as member

It was also decided to provide a copy of the "G" Schedule and work order of tender to the Unit In Charge before starting the work. If any problem found, the Committee should inform & report to the Estate Officer and appropriate action should be taken immediately by Estate Officer and if not, then may be reported to Registrar/Comptroller. After completion of the works an infrastructure should be handed over by Estate Office to the Unit In Charge / P.I. & a handed over / taken over certificate should signed, then only final payment should be made to the concerned.

( Action : EO/Unit In Charge/ P. I.)


- (ii) DR raised the next agenda regarding non-availability and purchase of vehicles at research farms as the vehicles are very much necessity for quick timely, efficiently performance of various tasks promptly. Looking to this need, it was decided to purchase 3 vehicles as one each for MAF Kota, ARS Kota and ARSS, Aklera through University/farms generated funds. The vehicle (jeep) at ARSS, Aklera has Already been auctioned.

( Action : DR/In Charges of MAF/ARS/ARSS, Aklera/ Comptroller )

- (iii) Director Research raised the agenda regarding an administrative power of deputation/ engagement for the Directorate of Research for Staff of the Research Units/ farms under administrative control for the better work realisation, proper utilization of man power and timely completion of necessary works. To resolve this issue, it was decided to internal staff deputation management at DR Level within Research system with the intimation to HVC & Registrar.

(Action : Director Research)

- (iv) Next agenda item as raised by Director Research regarding engagement of OICs, employees or scientists from Research centres / farms should be done in consultation and discussion with the concerned Unit heads with other unit heads. For organising / conducting different events the engagement of the



OICs, employees or scientists from research farms are directly placed order by the other unit heads (Deans/ Directors) which is creating an awkward situation.

Hence, it was decided to do so in consultation with the concerned administrative unit I/C.

(Action : All Deans/ Directors)

- (v) Next agenda presented by DR regarding guidelines and budget provisions for attending national/ international workshops/ Conferences/ Seminars/ symposium etc. for Scientists/ University Officers.

Presently, there are no guidelines & Budget provisions have not been made in the University for attending international/National conferences/ Seminars etc. for Scientist/University Officers especially for non-plan scientists.

Therefore, it has been resolved that budget provisions for non-plan employees/ officers should be made by the Comptroller in the starting of financial year for attending the aforesaid conferences/ seminars etc.

(Action : Comptroller/ Deans/ Directors)

- (vi) The agenda related to provision of cash award / honorarium to the Scientists for getting Research Projects from other agencies. After detailed discussion, it was decided that if any scientists submit, get approved & funded, a research project costing Rs. 50 lakhs and more then that scientist will be given Rs 10000/- cash and appreciation certificate as motivational incentive. Further, if the project cost exceeds rupees one crore then this incentive will be 20000/- along with appreciation certificate by the University from the received institutional charges.

( Action: All Deans/ Directors/ Comptroller)

- (vii) The next agenda presented by DR was related to provision of hiring highly skilled Technical persons for working in the labs on a fixed rate at research units. (ARS/ARSS & other University units). This need was arised as presently almost no lab assistants are on the pay role especially at research centres / colleges for working in the specialized labs at ARS, kota i.e. Soil Testing Lab, Phytosanitary lab, Trichoderma lab, Central lab, seed labs (MAF), Honey Bee labs, MPKSP organic farming etc. & like wise at other needful units also.

Henceforth, looking to the urgency and necessity for smooth & timely completion of analytical works & submission of reports, it was resolved that Young Professionals may be hired @Rs.25000/- P.M. on fixed basis for phytosanitary, Honey bee lab, Soil testing lab, Trichoderma lab & central lab etc. from the funds of concerned units or revolving fund as per ICAR norms. It was also resolved that this proposal should be processed through Finance Committee to BOM & Govt. for permission whichever is applicable.

( Action : DR/ZDR/ Deans/ Comptroller /Registrar)

- (viii) Next agenda as raised by DR was related to the provisions of cash award to the scientists (authors) for publication of the research papers in high impact factor journals and getting patents/ Registered Prototype/ commercialization of technologies. This need has been arisen as the high impact factor research papers are utmost need for getting the high ranking of the University.

Hence, it was resolved with the provision of cash award of Rs 7000 /- to the scientists having greater than 7.0 and more score of NAAS rating and quality publications. Incentive amount shall be Rs. 8000/- for 8.00 and more NAAS rating, Rs 9000/- for 9.00 and more rating and Rs 10000/- for 10.00 and above NAAS rating. This amount shall be met out from the UDF for increasing University ranking.

Furthermore, this was also decided to give this full amount to the 1<sup>st</sup> author only if scientist. In case of Students as 1<sup>st</sup> author, then this amount will be distributed to both student and major advisor in 50-50 ratio.

( Action : All Deans/ Directors/ DPME/ Registrar/ Comptroller)

- (ix) The agenda was related to Enhancement of MPKSP organic farming budget at ARS, Kota. Earlier in the year 2016, a budget of Rs.1.50 lakh was allocated to the MPKSP from RF of ARS, Kota. Due to more work on Organic & Natural farming etc. and hike in the input & labour costs, it has been resolved to increase this amount to Rs. 2.50 lakh from 1.50 lakh per year as RF from ARS, Kota.

(Action : Director Research /ZDR/ Comptroller)

- 5) During the presentation of DEE and Pool Officer Dr. S. K. Jain raised following issues which were discussed & resolved as following :

- (i) One vehicle "Innova Crysta" type to be purchased for HVC for tireless and effective functioning. For this, letter should be written to government for seeking permission. It was also decided to put up this proposal in BFC.

(Action: Pool officer / Comptroller)

- (ii) It was resolved to provide Rs. 30000/- as impressed money to met out the urgently & occasional needs related to smooth functioning of guest house of the University.

(Action: DEE / Comptroller)

- (iii) Further it was also resolved the issue related to furnishing of Guest House through a Committee.

(Action: DEE/ Comptroller)

- 6) During the presentation of DHRD made by Dr. Chirag Gautam, it was felt the need to formulate the Training Policy for University employees along with preparation of Training Need Assessment (TNA) for all employees of the University by January,2023.

(Action: DHRD)

- 7) During the discussion on the presentation made by DSW Dr. Jitendra Singh.
- (i) It has been resolved that placement related data base should be prepared and be ready for tracking of students after passing out.  
( Action: All Deans/DSW)
- (ii) It was also decided to conduct the Sports of University employees as one team from AUK admin, one from research & extension each & one team each college. Thus total teams will be Six and sports will be organised during Jan. 2023 which will be hosted by the Dean, CH&F, Jhalawar.  
(Action: DSW/ CHF, Jhalawar /Comptroller)
- 8) During the presentation of COE, Dr. Virendra Singh raised the issues on which following decisions were taken as:
- (i) SOC was agreed principally to procure the software for online examination system & decided to explore the details of it for further steps.  
(Action: COE)
- (ii) The issue related to Central Evaluation System was discussed & resolved to explore the possibilities and review it again.  
(Action: COE)
- (iii) The need to purchase a vehicle "Innova Crysta" type for COE Confidential works was realised & decided to write a letter to the government for permission.  
(Action: COE/Comptroller)
- (iv) It was also decided to seek permission from Raj Bhawan to include the students who passed up to 31<sup>st</sup> July 2022 for receiving degrees in the convocation scheduled to be held in Dec. 2022.  
(Action: COE)
- 9) During the presentation of comptroller sh. Ramdhan Regar following decision were taken:
- (i) Income & Expenditure budget book should be prepared well in time and shall be maintained. The same shall be put up in the Finance Committee & BOM.  
(Action: Comptroller)
- (ii) Budget demand should be prepared for two years with the projection of one more year.  
(Action: Comptroller)
- 10) During the presentation of MAF Dr. J.M. Dhakad, following decisions were taken:
- (i) It was felt that centre should first change the constraints & problems into challenges then opportunities for work efficiently.
- (ii) It was also decided to develop a detailed plan for farm to its holistic development and should submit Project to GOR under RKVY.
- (iii) The matter related to payment of KVK, Bundi & other units should be resolved as earliest with priority.  
(Action: OIC, MAF)



- (iv) It was also resolved to submit the projects under RKVY by all Deans, DEE & DR.  
(Action: DR/DEE/All Deans)
- 11) Dr. S.L. Yadav presented the activities of ARSS, Khanpur & Aklera & emphasized on the urgent requirements as mentioned below & resolved accordingly-
- (i) One Driver for tractor is needed urgently, for this purpose he was advised to avail through contractual services as skilled labour for round the year against the vacant post.
  - (ii) The need for land levelling and laser levelling of land at farm was realised.
  - (iii) The need to purchase the BBF Seed Drill machine was also realised at all centers.  
(Action: DR/Comptroller, OIC ARSS Khanpur/ Aklera/ARS/Sultanpur)
- 12) During the presentation of sultanpur farm Dr. H.P. Meena, following resolutions were taken:-
- (i) The need of driver should met out through contractual basis annually
  - (ii) Efforts should made for transfer of Sultanpur Farm permanently to the University and report should be submitted through DR/HVC to GOR within a month.  
(Action: DR/OIC Sultanpur)
- 13) During the presentation of KVK Sawai Madhopur it was decided to submit a project on Agro-Tourism under RKVY and other funding agency by including training hall & Guest House etc. The timeline for the project submission is up to 30<sup>th</sup> November,2022.  
(Action : DEE/DR/SSH,KVK,SWM)
- 14) During the presentation of Land Scaping Cell made by Dr. RR Meena, he was directed to do efforts for developing Lawn in front of Guest House of the University.  
(Action: OIC- Land Scaping Cell)
- 15) Nodal Officer- University website Dr. Chirag Gautam was directed to Redesigning and Redeveloping the website as an urgent basis & this task should be completed by the end of Dec 2022. The website should be Stakeholder - centric & Students - centric, User friendly and bilingual.  
(Action: Nodal Officer- Univ. Website)
- 16) following matters were also discussed and decisions taken:
- (i) SOC Meeting shall be held in the 1<sup>st</sup> week of every month.  
(Action: DPME)
  - (ii) All campuses should be clean & well organised from outside and inside within one week.  
(Action: Functional Unit in Charges / Registrar)
  - (iii) Official Social Media accounts i.e. Website, YouTube, Facebook, Twitter, LinkedIn, Instagram, should be updated time to time.  
(Action : In Charge Website/DPME)

- (iv) Weekly detailed press release and Quarterly Press Conference related to University Technologies / accomplishments shall be organised . For the purpose all Deans & Directors should send articles to press media cell on regular basis accordingly.

(Action : In Charge Press Media/DEE)

- (v) For effective and immediate communication within the functional unit, WhatsApp group for each functional units shall be operationalised i.e. SOC, DR, DEE, College, /ARS/KVK/MAF/ etc. This should be only for official communications.

(Action: Functional Unit In Charges)

- (vi) All teaching staff who have completed five years of service experience should have at least one project from external funding agency (DST/DBT/ICAR/any other) etc. for generating resources and addressing the problems of the region.

(Action: All Deans/ Directors & OICs)

- (vii) Monthly regular publication of e-newsletter of the University highlighting University activities and accomplishments shall be organised. For this purpose, It was decided to constitute an editorial board for University Publications i.e. newsletter, APR, Telephone Directory and others by including the following members.

- |    |                    |               |
|----|--------------------|---------------|
| a. | Dr. Jitendra Singh | CHF, Jhalawar |
| b. | Dr. B.L. Dhaka     | ARS, Kota     |
| c. | Dr. K.C. Meena     | KVK, Anta     |

DPME Shall act as Editor- in -Chief.

(Action : DPME)

- (viii) Local authorities should be invited in the functions for showcasing the AUK Accomplishments with immediate effect.

(Action: All Concerned)

- (ix) Efforts should be made for effective resource generation by sale of produce, Seed and Products within two months.

(Action: DR/DEE/Deans/ Comptroller)

- (x) Effective Management of Guest House by including all appropriate logistics, Dining facilities and Land Scaping shall be done within two month.

(Action : DR/DEE/Deans)

(xi) Efforts should be made by inviting School Students and Teachers to visit University museum, KVK, Kota, ARS labs & Farms, CHF Jhalawar etc to expose them periodically about agriculture Science & development and accomplishments of AUK. There is need to develop presentations/ video to attract them to take up career in Agriculture.

(Action: DR/DEE/All Dean/DPME)

(xii) Three LED displays of big size about 60 inches need to be installed in the Conference hall of the university.

(Action: Comptroller/ IT Cell)


(xiii) Looking to the shortage of staff (teaching and non teaching) there is immediate and urgent need for initiating the process for recruitment of employees.

(Action: Registrar)

#### Concluding Remarks of HVC

- Vision & roadmap is for Growth, Development and Progress of AUK
- Vision & roadmap is dynamic and open for updation with fruitful suggestions & feedback
- Its implementation needs involvement & participation of all as Team .

Thus, the meeting ended with the vote of thanks to the Chair.

  
Dr. Mukesh Chand Goyal  
Director (PM&E)  
&  
Member Secretary

Submitted for approval of Hon'ble Vice Chancellor

Approved  
J. Kumar  
23.11.2022