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Director, PM&E

निदेशालय प्राथमिकता, निगरानी एवं मूल्यांकन  
कृषि विश्वविद्यालय, कोटा

बोरखेडा, बारौ रोड, कोटा- ३२४००१ (राज.)

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F. ( )/AU/Kota/DPME/2022-23/740-754

Date : 18.01.2023

Registrar / Comptroller, AU, Kota  
Director Research / Ext. Edu. / HRD/ DSW/ Education, AU, Kota  
Dean, CH&F, Jhalawar/ College of Agriculture, Kota & Hindoli  
Estate Officer/ Controller of Examination, AU, Kota  
Nodal Officer, University Website, AU, Kota

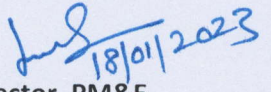
Sub: Proceedings of 7<sup>th</sup> meeting of Senior Officers Council dated 14.12.2022 regarding.

Sir/ Madam,

In reference to the subject cited as above, Kindly find enclosed herewith the proceedings of 7<sup>th</sup> Meeting of Senior Officers Council held on dated 14.12.2022 for your perusal and further necessary action.

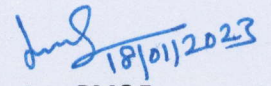
Action Taken Report may be send to this office accordingly.

Encl :- as above

  
18/01/2023  
Director, PM&E  
&  
Member Secretary

Copy to :-

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

  
18/01/2023  
Director, PM&E  
&  
Member Secretary

# Agriculture University, Kota

## Proceedings of Senior Officers Council Meeting

The 7<sup>th</sup> meeting of Senior Officers Council (SOC) of Agriculture University, Kota was held on 14<sup>th</sup> December, 2022 at 2.30 PM at conference hall of AU, Kota under the chairmanship of **Dr. Abhay Kumar Vyas Hon'ble Vice Chancellor, AU, Kota.**

Following Officers were present in the meeting

1. Dr. Abhay Kumar Vyas	: Hon'ble Vice Chancellor	Chairman
2. Sh. N.K. Jain	: Registrar	Member
3. Sh. Ramdhan Regar	: Comptroller	Member
4. Dr. Pratap Singh	: Director Research	Member
5. Dr. S.K. Jain	: Director Extension Education	Member
6. Dr. Ashutosh Mishra	: Director Education	Member
7. Dr. Jitendra Singh	: Director Students Welfare	Member
8. Dr. I.B. Maurya	: Dean, CH&F, Jhalawar	Member
9. Dr. M.C. Jain	: Dean, COA , Kota	Member
10. Dr. N.L. Meena	: Dean, COA, Hindoli	Member
11. Dr. Mukesh Chand Goyal	: Estate Officer	Member
12. Dr. Chirag Gautam	: Nodal Officer website	Special Invitee
13. Dr. Mukesh Chand Goyal	: Director (PM&E)	Member Secretary

Dr. Mamta Tewari, Director HRD and Dr. Virendra Singh, Controller Of Examinations could not attend the meeting due to some unavoidable circumstances.

The meeting was started with the welcome of Hon'ble Vice Chancellor Dr. Abhay Kumar Vyas, SOC members & special invitee by Dr. Mukesh Chand Goyal Director, PM&E and Member Secretary of SOC. After this, various agenda items were presented and following discussions & actionable decisions were taken.

### **Agenda : 7.1 : Confirmation of Proceedings of the 6<sup>th</sup> meeting of SOC held on dated 09.11.2022.**

Director P.M.& E. and Member Secretary informed the house that no any observation/ comment received till date from SOC members. Therefore, house confirmed the proceedings of last SOC held on dated 09.11.2022.

### **Agenda : 7.2 : Action Taken Report on proceedings of 6<sup>th</sup> meeting of SOC held on 09.11.2022 was discussed as mentioned below of which actions be requested :-**

- I. To write a letter to the Department of Higher Education, Govt. of Rajasthan for seeking the permission of teaching staff under Vidhya Sambal Yojana. In this regards, COE has submitted the details with relevant documents to the Registrar. Hence, Registrar should write a letter to the government and follow up this issue.

(Action : Registrar)

- II. To resolve the issue of disposal for two years copies of examination at COA, Kota, a committee consisting of Administrative, Finance & College Officers will be constituted by the Registrar Office.

**(Action : Registrar)**

- III. To resolve the issue of MOU for CoA, Hindoli, it was decided to constitute a committee consisting of following :-

(i)	Dr. Mukesh Goyal	Estate Officer	Convener
(ii)	Dr. N.L. Meena	Dean CoA, Kota	Member
(iii)	Sh. Kamlesh Chouhan	Comptroller Nominee AAO-I	Member
(iv)	Er. C.K. Arya	Assistant Professor	Member
(v)	Sh. Vikarm Dave	Legal Assistant, AU, Kota	member

This Committee will finalize the draft of MoU to be Signed with Rajasthan State Agriculture Marketing Board.

**(Action : Estate Officer)**

- IV. Presently there are no guidelines & Budget provisions in the University for attending international/National conferences/ Seminars etc. for Scientist/University Officers especially for non-plan scheme.

To execute the resolution of Budget provisions, it was decided that Director Research will demand for required budget in the starting of the financial year and Comptroller shall provide the budget of which Approval shall be taken from finance committee.

**(Action : DR/Comptroller)**

- V. The agenda related to provision of cash award to the Scientists for getting research project from other agencies and provision of cash award to scientists for publication of research paper in high impact factor journals, it was decided to put up this issue by comptroller in finance committee for its approval.

**(Action : Comptroller)**

- VI. With regards to purchasing of vehicles, it was decided to write a letter through Registrar to the government of Rajasthan to seek permission of one "Innova" for HVC, one "Bolero jeep" for COE and Tractor for farms.

**(Action : Registrar/Comptroller)**

- VII. For preparation of data base & tracking the students after passing out, it was resolved to procure mobile app at university level.

**(Dr. Chirag Gautam)**

- VIII. In reference to conduct the sports for university employees, it was further resolved to organize sports during 2<sup>nd</sup> Saturday & Sunday of Feb 2023 at CHF, Jhalawar.

**(Dr. Jitendra Singh)**

For further reviewing the details of events and budget provisions, it was decided to constitute a committee consisting of following :-

a)	Registrar	Chairman
b)	Director Student welfare	Member Secretary
c)	All the Deans	Member
d)	DEE, DR & Comptroller	Member

IX. Income & expenditure budget book of AU, Kota shall be prepared & maintained by comptroller office upto Jan. 2023 and put up before finance committee and BOM for fund approval.

(Action : Comptroller)

X. Regarding redesigning & redeveloping the website, Nodal officer website advised to speed up this issue.

(Dr. Chirag Gautam)

XI. The Editorial Board for university publications, it was decided to replace Dr. Jitendra Singh by Dr. Hemraj Chhipa.

(Action : DPME)

XII. With regards to the efforts for inviting school students & teachers to visit University Museum & other Units, further it was also decided to write a letter to the District collector & Divisional Commissioner by DEE through Registrar.

(Action : DEE)

XIII. With regards to initiate the process for recruitment of employees, it was resolved to speed up the matter.

(Action : Registrar/ DEE)

**Agenda : 7.3 : To approve the proposal for face lifting of entrance lobby of the administrative building of the university :**

Director Extension Education presented this agenda with explanatory note that entrance lobby of main administrative building of university is actually summarized mirror image where outside visitors get first impression about the organisation. Any visitor should be able to understand the mandates objectives, activities and major accomplishments of the university in one glance.

Further, the entrance lobby should provide comfortable and convenient reception & waiting area for the visitors. Presently the entrance lobby of the administrative building of the university does not fulfil all these features. Hence, it is proposed to let face-lifting of entrance lobby done by employing outside agency by including :-

- Preparation of 3D design for the face-lifting of the area
- Preparation of DPR & tender document &
- Execution of work.

The House also requested to decide the budget outlay & source of budget.

This matter was discussed in detail and house agreed for this & decided that estimated budget outlay for this task shall be Rs. 40 lakh from University Development Fund.

Further it was resolved to constitute a committee to take up the matter consisting of the following :-

a) Director PM&E	Convener
b) Director Extension Education	Member
c) Comptroller	Member
d) Director Research	Member
e) Dean, CH&F, Jhalawar	Member
f) Nodal officer website	Member

(Action : DEE/DPME/Comptroller)

**Agenda : 7.4 : To approve the proposal for establishment of university library at AU, Kota**

DEE presented this agenda with that as per UGC/ICAR norms there should be a university library / central library in the university to cater the need of students, staff & other stake holders. However, till date there is no university / central library in the university. There is provision of score in the university ranking by ICAR as well as it is an important criterion for accreditation of the university by ICAR. Hence, it is proposed to establish a university library at agriculture university, Kota.

DEE informed the house that HVC has taken an initiative establish a university library & as per the instructions, the DEE has earmarked one hall for establishing the library, The DEE has also requested the university to allocate a budget of Rs. 10.00 lakh for procurement of bare minimum facilities i.e. furniture book subscription of magazines, engagement of high skilled person etc. to run the library. Further the university is also submitting a proposal for construction of separate building for university library.

The proposal was approved by the House.

**(Action : DEE/Comptroller/EO)**

**Agenda : 7.5 : Establishment of common sale counters at all unites of the University viz. Colleges/ Research station / KVKs/ MAF etc.**

DEE presented this agenda with the explanatory note for establishing common sale counters at each unit of the University Viz. College / ARS, Kota/ KVKs / MAF, etc. where produce & products of the university such as seed & farm Produce, vermicompost, processed products, planting material, bio agents etc. could be made available in University's brand name to the farmers & other consumers with the following objectives :-

- Income enhancement of the university
- To increase the visibility of the university
- To ensure easy / transparent record keeping at centralized point.

Further, DEE informed the house about already established three Agri- Kiosks at KVK, Jhalawar with the financial assistance from NABARD. Hence, similar possibility can be explored by every unit for establishing sale counter at their respective units.

After detailed discussion, it was resolved to establish sale counter one each at university headquarter, ARS, Kota & CHF, Jhalawar. For this purpose efforts should be done for financial assistance from NABARD.

**(Action : DEE/ DR/ ZDR/ Dean, CHF)**

**Agenda 7.6 : Revision of the provisions of presently sitting charges for delivering special trainings/ lecture / interaction etc. for eminent experts etc.**

The agenda for revising the sitting charges for various type of experts/ external members of various committee/ Board of the university was taken up.

After thorough discussion by the house, it has been decided to revise the sitting charges as mentioned below.

- I. Members of Vice Chancellor's Search Committee : Rs. 5000/- per day
- II. BOM members/ Members of Selection Committee/  
Screening Committee / CAS Evaluation Committee : Rs. 4000/- per day
- III. External members of Academic / Research/ Extension council : Rs. 2500/- per day
- IV. Expert lectures / Special lectures : Rs. 2000/- per session of 90 minutes each.
- V. Expert/ Consultant/ Invitees in University level committees : Rs. 2000/- per day
- VI. Experts of Ph.D. students Comprehensive : Rs. 2000/- per Student (Maximum limit upto Rs. 5000/- at a time).

Along with this, it was also resolved that the experts should be treated as University guests and there accommodation, lodging and boarding will be beared by the university / concerned Unit, thus no any charges will be taken from the experts.

**(Action : Registrar / Comptroller/ All Directors / Deans/ OICs & Concerned In charges)**

**Agenda : 7.7 : Each unit to become Atmanirbhar in flowers & bouquets.**

DPME raised this issue to become Atmanirbhar in flowers & bouquets. After discussion it was decided that each unit shall maintain the flowers area round the year and no boquets will be purchased from market & self made bouquets will be prepared at unit/ centre itself to welcome of the guests. It was also resolved that sale of flowers should also be promoted in the market by the units to earn additional income.

**(Action : All functional units In charges)**

**Agenda : 7.8 : Submission of brief report (1-2 pages) within 5 days after attending any important meeting or representing HVC.**

DPME raised this agenda and requested to submit the brief report containing 1-2 pages only to their higher authorities within two days after attending any important meeting or representing HVC. On which the house was agreed & resolved to do so accordingly.

**(Action : All OIs & Concerned)**

**Agenda : 7.9 : Approval on teaching opportunity & assistance ship to Ph.D. students for having teaching experience.**

Director Education presented this agenda with the explanatory note that

- An important part of Ph.D. training all over the world and it is expected to address the shortage of faculty in our university.
- Teaching opportunity will give the required experience to the students on academic matters.
- Offer only to those doctoral students who have successfully completed their course work.
- All classes & assignments including practicals & evaluation work shall be under the supervision of concerned major advisor.
- Each Ph.D. student may be allowed to take a maximum of 20 classes in a Semester to UG students.
- No additional remuneration shall be paid to the students who are awarded ICAR JRF/SRF.
- The amount of remuneration to other students may be Rs. 500/- per class to the maximum 5000/- per semester.
- At the end of each semester a certificate shall be given by the concerned head of department, counter signed by Dean.

After detailed discussion on this agenda the house was agreed to do so with the amount of Rs. 500/- class to the Ph.D. student from the boys fund. It was also resolved that Director Education will provide the details along with rules for further reviewing this matter.

(Action : Director Education)

**Agenda : 7.10 : Initiation of new certificate and diploma programmes by AU, Kota.**

Director Education presented this agenda with explanatory note that as per objectives of New Education policy (NEP- 2000) there is need to integrate more vocational & short term certified programmes into mainstream agriculture education to improve employability quotient by national need and also for Atmanirbhar Bharat.

After thorough discussion on this issue, it was decided to report in details through a committee consisting of the following :-

a) Director Education	Convener
b) Dean CHF, Jhalawar	Member
c) Dean CoA, Kota	Member
d) Dean CoA, Hindoli	Member
e) Director Extension Education	Member
f) Director Research	Member

(Action : DE/ All Deans/ DEE/DR)

**Agenda : 7.11 : Examination Paper setting by External examiner for all PG Courses (Core / Non-Courses)**

This agenda was raised by CoE with the explanatory note that the paper setting of core courses of all PG programme is a routine practice in the University from the external examiners. However, the papers of Non – core courses are framed by internal teacher of concern subject of the college. Further, all the examination papers of UG Courses are framed through external examiners only. Looking to the dignity of the exam, the all papers may be set from external paper setters.

After detailed discussion on this agenda, it was resolved that from the next academic year, paper setting for all PG courses including Core & non- Core courses shall be from external examiners.

(Action : CoE/ DE/ All Deans/Comptroller/Concerned)

**Agenda : 7.12: Electricity works at university Campus**

Looking to the problem of electricity at the University Campus, it was decided to write a letter to PWD and Agriculture marketing Board with the third option of RSRDC for doing this work of electricity.

(Action : Estate Officer)

**Agenda : 7.13 : write off of articles at different Units.**

To resolve this issue, it was decided that comptroller shall write a letter to all the Units along with necessary formats with procedure for write off the articles and also constitute a committee separately for each unit having comptroller nominee.

(Action : Comptroller / All units In charges)

**Agenda : 7.14 : Formulation of Committee for the NIRF ranking of the University.**

Dean, CHF, Jhalawar presented this agenda with justification that as per government directives, each University needs to go for NIRF ranking and NAAC accreditation, therefore it is submitted for discussion & formulation of committee.

This agenda was discussed by the house & resolved to constitute a committee for ranking of the university / colleges consisting of following :-

a) Dean CHF, Jhalawar	Convener
b) Dean CoA, Kota	Member
c) Dean CoA, Hindoli	Member
d) Director Research	Member
e) Director Extension Education	Member

All the relevant & required information shall be sent in the prescribed formats to the Dean CHF, Jhalawar.

**(Action : All Deans/ DR/DEE)**

**Agenda : 7.15 : Permission for digging work of pond by Maa Gayatri stone crusher, Jhalawar**

Dean, CHF, Jhalawar presented this agenda with the explanatory note that the problem of availability of water for agriculture purposes in the college campus was put before HVC during his visit at the college and it was decided to deepen the already existed pond near TCL (Constructed earlier under NAREGA). Seeing the vital requirement of water, college has approached the Maa Gayatri Stone Crusher, Jhalawar which uses stones for their crusher machine. The firm has visited the site and agreed to dig a bigger size (100-150m X 100-150m) pond as desired by the college & as per their suggestion at this depth (60 ft deep) there will be no water seepage into the ground so there is no requirement of plastic lining also which was costing around Rs. 50 Lakh. If work will be done by the suggested firm, their shall be no financial liability on the part of the College / University. Since the firm is agreed for carrying out the work of blasting , digging & transformation of stone by it self for free. Also, the firm is ready to provide a 100-150mt path way (unpaved road) to the pond from the main road. The proposal seems feasible looking no monetary involvement of the college / university and in turn will help in generating income through bringing more area into cultivation via assured irrigation. For this purpose, permission is required from the university Registrar for the initiation of work.

After detailed discussion on this issue, it was resolved that necessary permissions may be sought from mining department and concerned departments for further action.

**(Action : Dean CHF, Jhalawar)**

**Agenda : 7.16 : Approval of budget for procurement & Tractor with multi- crop thresher and motor cycle for CoA, Kota**

Dean CoA, Kota presented this agenda for seeking approval of budget for procuring a tractor, multi thresher and motor cycle costing around Rs. 11.00 lakh which will help for smooth functioning for farm activities of the college.

After discussion on this matter, it was decided to take necessary permission from comptroller & Registrar for financial & administrative sanctions. The expenditure shall be met out from revolving and boys fund of the college.

**(Action : Dean CoA, Kota / Comptroller / Registrar)**



**Agenda : 7.17 : Permission for hire services of guest faculty for teaching under Vidhya Sambal Yojana at CoA, Kota.**

Dean CoA, Kota presented this agenda with explanatory note that the college is offering UG, PG & Ph.D. programmes since its inception & more than 70% teaching posts at this college are lying vacant hence guest faculty is required in Elementary mathematics, Agri- Informatics, Library & information services Comprehension & Communication skill in English, Statistics and Agriculture Engineering subjects under Vidhya Sambal Yojana.

Therefore, need to grant permission to advertise these posts as guest faculty for hiring the services @ 800/- per lecture for a period of two year and also to constitute a committee for selection of these guest faculties as per norms. Further, payments will be made out of boys fund available with this College.

After discussion on this matter, house resolved and advised the Dean CoA, Kota to write a letter to Registrar to get necessary permission.

**(Action : Dean CoA, Kota)**

**Agenda : 7.18 : Allotment of ARS, Kota guest house Rooms for office purpose of CoA, Kota.**

Dean CoA, Kota mentioned during presentation of this agenda that the college building has not yet been constructed & it is running at ARS, Kota in very limited building resources and still in need of some more building facilities for establishment of placement cell, cultural room, health centre, central store, exam control room, sitting arrangement of student union etc.

Further as the first batch of UG Degree Programme has been passed out from this college in 2022 and the accreditation is due 2022-23. Therefore establishment of placement cell, cultural room, health centre and other amenities are to be established at this College hence, kindly grant permission to utilize four rooms of the guest house available at agriculture research station, Kota under control of ZDR till the facility is created for this purpose.

It was decided that the allot four rooms of guest house at ARS, Kota to the Dean, CoA, Kota and separate entry with the condition that all expenditure of all such types incurred on repair & maintenance including electricity and water expenses etc. should be beared by Dean, CoA, Kota and paid to ZDR, ARS, Kota.

Further, no any change should be made in the rooms. For this, a separate order should be made by the Registrar.

**(Action : Registrar/ Dean, CoA, Kota)**

**Agenda : 7.19 : Submission of proposal to the state Govt. for college of agriculture engineering and Technology.**

With reference to this task, Dean CHF, Jhalawar has been advised to prepare & submit this proposal for inclusion in budget announcement of the state Govt. 2023-24.

(Action : Dean CHF, Jhalawar)

**Agenda : 7.20 :** To assure the status of biometric attendance, it was resolved to take up this issue on priority basis by all the units of the university.

(Action : All units in charges/Registrar)

**Agenda : 7.21 :** All the concerned units were advised to keep the tender documents ready for items being included in revised estimates by mid of January 2023 and comptroller shall write a letter with all items to the concerned for this task.

(Action : Comptroller/ Concerned Unit In charges)

**Agenda : 7.22 : Establishment of liaison office at Jaipur.**

The Head Quarter of University lies at kota. For the purpose of administrative and financial works with the administrative departments, Secretariat, Raj Bhawan, University officials have to visit Jaipur frequently to pursue the university matters / interest. For the smooth and efficient work, liaisoning and co-ordination with govt. secretariat, planning, finance and agriculture departments, Govt. of Rajasthan establishment of university's liaison office is must at Jaipur.

For establishment of liaison office the following steps should be taken :-

- Need to identify the suitable place for liaison office.
- Human resources for this office as :  
One retired Professor/Academic officer, Clerk Grade II / Man with machine and Class IV/ attendant may be given appointment on contractual basis (As per government letter no. F 17 (10) DOP/ A-II/ 94 dated 08 Feb, 2018)
  - a) Retired Professor/ Academic Officer Rs. 47600/- per month or as per Govt. rules.
  - b) Clerk grade II Rs. 9100/- per month or man with machine or as per Govt. rules.
  - c) Class IV / Attendant Rs. 6400/- per month or unskilled labour may be appointed as per Govt. rules.
  - d) Recurring Expenditure Rs. 10 Lakh per annum
  - e) Hired vehicle Rs. 21,000/- per month

**Total expenditure (approx.) : Rs. 21 Lakh Per annum**

(Action : Registrar )

**Agenda : 7.23 :** The matter of welcoming of guests by giving scroll and memento having emblem and name of the university was discussed & resolved to constitute a committee that should take this initiative and submit the report accordingly.

(Action : COE /Comptroller/establishment)

**Agenda : 7.24 :** Looking the urgency & need of some small civil works. It was resolved that repair & maintenance work up to Rs. 1.00 lakh can be taken by the unit in charges as per the norms until regular

Estate Officer joins the duties. For this purpose, comptroller will issue a letter to the units for permission.

(Action : Comptroller/ Concerned units in charges)

**Agenda : 7.25 :** It was also discussed that recruitment cell take initiative for filling the post of junior engineer ( Civil Engg.) and necessary permission to be taken from the Government.

(Action : Recruitment Cell)

**Agenda : 7.26 :** It was also resolved that the meetings of staff council / Departmental committee etc. should be conducted on regular basis and the proceedings should be send to the HVC also.

(Action : All Deans/ concerned OIs)

**Agenda : 7.27 :** Raj Bhawan / Government of Rajasthan desired important information to be send through Registrar / HVC.

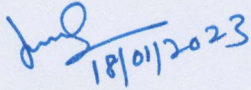
(Action : All units Concerned)

**Agenda : 7.28 :** Letter regarding construction of building for CoA, Kota to RSRDC from Estate Office should be written as per the instructions from Raj Bhawan.

**Agenda : 7.29 :** DEE raised the issue of study leave to employees after completion of two years of service in the university. In this matter, It was decided & advised the DEE to do exercise as per rules in detail & put up in next meeting.

(Action : DEE)

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

  
18/01/2023  
Dr. Mukesh Goyal  
Director, PM&E  
&  
Member Secretary

Submitted to Hon'ble Vice Chancellor for kind approval.

*Approved*  
*18.01.2023*