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Director, PM&E

निदेशालय प्राथमिकता, निगरानी एवं मूल्यांकन
कृषि विश्वविद्यालय, कोटा

बोरखेडा, बारों रोड, कोटा- ३२४००९ (राज.)

Directorate of Prioritization, Monitoring & Evaluation
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F. ()/AU/Kota/DPME/2022-23/983-996

Date : 20.02.2023

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

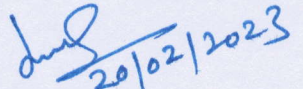
Sub: Proceedings of 8th meeting of Senior Officers Council held on dated 07.02.2023 regarding.

Sir,

In reference to the subject cited as above, Kindly find enclosed herewith the proceedings of 8th Meeting of Senior Officers Council held on dated 07.02.2023 for your perusal and further necessary action.

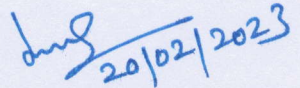
Action Taken Report may be send to this office accordingly.

Encl :- as above


20/02/2023
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.


20/02/2023
Director, PM&E
&
Member Secretary

Agriculture University, Kota

Proceedings of Senior Officers Council Meeting

The 8th meeting of Senior Officers Council (SOC) of Agriculture University, Kota was held on 7th February, 2023 at 11.30 AM 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 Extn. Edu. & DHRD	Member
6. Dr. Jitendra Singh	: Director Students Welfare	Member
7. Dr. I.B. Maurya	: Dean, CH&F, Jhalawar	Member
8. Dr. M.C. Jain	: Dean, COA, Kota	Member
9. Dr. N.L. Meena	: Dean, COA, Hindoli	Member
10. Dr. Virendra Singh	: COE	Member
11. Er. Hemant Sharma	: Estate Officer	Member
12. Dr. Mukesh Chand Goyal	: Director (PM&E)	Member Secretary

Dr. Ashutosh Mishra, Director Education 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 and SOC members 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 : AUK/SOC-08/2023/01 : Confirmation of Proceedings of the 7th meeting of SOC held on dated 14.12.2022

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 14.12.2022.

Agenda : AUK/SOC-08/2023/02 : Action Taken Report on proceedings of 7th meeting of SOC held on 14.12.2022

Action Taken Report on the various agenda of proceedings of 7th meeting of SOC held on dt. 14.12.2022 were discussed in detail for necessary actions which are as follows :-

8.2.1 : To write a letter to the Department of Higher Education, Govt. of Rajasthan for seeking the permission of teaching staff under Vidhya Sambal Yojana.

The Dean CoA, Kota and Registrar will finalize the matter and take appropriate action at the earliest.

(Action : Dean CoA, Kota / Registrar)

8.2.2 : To resolve the issue of disposal for two years copies of Examination at CoA, Kota, a committee consisting of Administrative, finance and college officers will be constituted by the Registrar office.

The Registrar shall take appropriate action at the earliest.

(Action : Registrar)

8.2.3 : Budget provisions for attending International/National conferences/seminars etc. for scientists /university officers especially for non-plan scheme.

It was decided that the Comptroller should make the provisions of budget to take up these HRD activities in the starting of financial year. A separate budget sub-head HRD shall be created with sufficient provision of funds for attending national/international trainings/seminar/symposium /conferences etc.

(Action : Comptroller)

8.2.4 : For preparation of data base and tracking the students after passing out, it was resolved to procure mobile app at university level.

As per the feedback given by the nodal officer website on this issue, it was decided that alumni registration portal will be created on the new website of the university in place of mobile app.

(Action : Nodal Officer Website)

8.2.5 : Income and expenditure budget book of AU, Kota shall be prepared & maintained by Comptroller office.

It was decided to resolve the matter latest by 28th February, 2023.

(Action : Comptroller)

8.2.6 : Redesigning and redeveloping the university website.

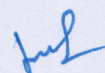
As per the information provided by the Nodal Officer Website, NIC is presently not providing any manpower for website development. Therefore, it was decided that if NIC is not supporting in that situation, private vendors possibilities should also be explored and reviewed to speed up the matter. It was decided to complete the task by 31st March, 2023.

(Action : Nodal Officer Website)

8.2.7 : The editorial board for university publications.

Director, (PM&E) informed that editorial board has been revised accordingly and name of Dr. Hemraj Chhipa has been included in place of Dr. Jitendra Singh. Due to transfer of Dr. B.L. Dhaka from ARS, Kota to KVK, Sawai Madhopur, it was decided to include Dr. Subhash Chand Sharma from ARS, Kota in place of Dr. B.L. Dhaka.

(Action : Director, PM&E)



8.2.8 : To make more efforts for inviting school students and teachers to visit University Museum and other units.

DEE informed that letter has been sent to District Collector, Kota through the Registrar. DEE raised the issue of Bus / Vehicle for transportation as the problem of Govt. schools facing to send the students for visiting the University Museum.

It was resolved that the proposal for bus for KVK, Kota from ICAR shall be prepared by DEE. In addition to this, CoA, Kota shall also demand for bus from the State Government.

(Action : DEE / Dean CoA, Kota)

8.2.9 : To Speed up the process for recruitment of employees.

Convenor, recruitment cell informed that a meeting of the cell was held on dated 1st February, 2023 to decide the Standard Operating Procedure (SOP) for recruitment of non-teaching posts, which will be presented shortly.

(Action : Recruitment cell / Registrar)

8.2.10 : Proposal for establishment of University library at AU, Kota.

DEE informed that the budget of Rs. 10.00 lakh has been sanctioned by comptroller and the process of procurement for non-recurring items will be initiated soon and high skilled person has been engaged. The DEE was asked to complete the procurement process by 15th March, 2023.

(Action : DEE)

8.2.11 : Establishment of common sale counters at all units of the University.

It was resolved that the proposals of sale counters for KVK Kota, ARS Kota and CHF Jhalawar shall be submitted by DEE to the NABARD for financial support.

(Action : DEE)

8.2.12 : Each unit to become Atmanirbhar in flowers and bouquets.

It was again emphasised & resolved that special focus shall be given by all the units to ensure the compliance.

(Action : All Incharges of functional Units)

8.2.13 : Initiation of new Certificate and Diploma programmes by AU, Kota.

It was resolved to advertise for the earlier decided certificate programmes for its execution at the earliest.

(Action : DEE)

8.2.14 : Examination paper setting by external examiner for all PG core / non-core courses.

This agenda was raised by COE & he informed that the core & non-core courses are offered for PG and Ph.D. students by concerned colleges. The students are deposited the fee for core courses only through Deans of concern Colleges. However, the fee of non-core courses is not depositing by them. Further, he informed that the procedure of settings of all question papers may create some financial issues because students will not agree to deposit the fee for non-core courses and without fee, the setting of question papers could not be done easily. Therefore, COE requested to defer the implementation on this agenda and to continue the previous procedure for setting of core courses and non-core courses by COE & concern Colleges respectively.

After discussion, the implementation on this agenda was deferred.

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8.2.15 : Electricity works at University Campus.

Estate Officer informed that to resolve the problem of electricity at university campus, letter has been written to the comptroller to accord the administrative and financial sanction for Rs. 35.17 Lakh in favour of RSAMB, Jaipur.

Comptroller should arrange the funds to take up this matter at the earliest.

(Action : Comptroller/Estate Officer)

8.2.16 : Write off of articles at different units.

Comptroller informed that necessary formats has already been sent to all units related to write off of articles. Further, Comptroller was suggested to organise a meeting of all concerned as earliest to expedite the matter.

(Action : Comptroller)

8.2.17 : To ensure biometric attendance by all the units of the University.

All the unit Incharges were advised to take up this issue on priority basis and decided to send the biometric attendance to the Registrar office for the month of January 2023 and 5th of every month subsequently.

It was resolved to attach biometric attendance device separately at the personal computer of SOC officers.

(Action : Registrar/ All unit Incharges)

8.2.18 : All the concerned unit Incharges to keep the tender documents ready for items being included in revised estimates for this task.

It was reaffirmed to keep the tender documents ready and the comptroller will provide the BFC approved items list to the concerned units Incharge for preparing the tender documents for procurement.

DEE/Pool Officer shall prepare the tender document to procure "Innova Crysta" for HVC.

(Action : Comptroller/DEE/Pool officer/Concerned unit Incharge)

8.2.19 : Welcoming of guests by giving scroll and memento having emblem and name of the University.

COE requested to constitute a committee to initiate the process. It was decided to constitute committee comprising of the following :-

(i)	Dr. Virendra Singh	COE	:	Convenor
(ii)	Sh. Rahul Gupta	UDC	:	Member
(iii)	Sh. Ramkesh Meena	TO	:	Member
(iv)	Dr. Bhuvnesh Nagar	Asstt. Prof., COE Office	:	Member
(v)	Dr. Chirag Gautam	Asstt. Prof., HRD Office	:	Member
(vi)	Sh. Gyarsi Lal Suman	UDC & Central store Keeper	:	Member

(Action : COE/ Comptroller / Establishment)

8.2.20 : Recruitment cell take initiative for filling the post of Junior Engineer (Civil Engg.) and necessary permission to be taken from the State Govt.

Recruitment cell noted for its compliance and shall be reviewed by EO within two weeks.

(Action : Recruitment cell/EO/Establishment)

8.2.21 : The meeting of Staff Council/ Departmental Committee etc. should be conducted on regular basis and the proceedings should be send to the Hon'ble Vice Chancellor.

Dean, COA, Kota informed that the meeting of Staff Council was held on 30th January, 2023 and minutes of this meeting has been sent to Hon'ble Vice Chancellor.

Dean, CHF, Jhalawar shall organise the staff council meeting and send the proceedings of Staff Council to the Hon'ble Vice Chancellor as earliest.

(Action : Dean, CHF, Jhalawar)

8.2.22 : Construction of building for COA, Kota.

Estate Officer informed that letter has been written to RSRDC as per the Instructions received from Raj Bhawan regarding construction of building for COA, Kota. Further, EO informed that concerned architect/consultant demanding advance to prepare necessary drawings. After discussion, it was decided to provide Rs. 50,000/- to the architect/consultant as an advance to speed up the matter.

(Action : Estate Officer/ Comptroller)

8.2.23 : Study leave to employees after completion of two years of service in the University.

To resolve this issue, there is need for modification in Act & Statutes of the University. Therefore, it was decided to put up this matter in Academic Council followed by BOM by taking into necessary considerations as per the parent University i.e. MPUAT and SKRAU.

(Action : DEE/DE)

Agenda : AUK/SOC-08/2023/03 : To discuss the Standard Operating Procedure (SOP) for direct recruitment on various non-teaching posts.

Convenor, Recruitment cell presented in detail the Standard Operating Procedure (SOP) for recruitment on various non-teaching posts. After detailed discussion on it, Standard Operating Procedure (SOP) was finalized as below. It was decided to speed up the matter.

(Action : Recruitment Cell / Establishment)



SOP for the recruitment on the non-teaching posts

S. No.	Steps	Action by
1.	Permission to fill vacant posts and sanction of new posts	Government / DoA, Group III
2.	Preparation of Reservation Roster at university level	Roster Committee
3.	Approval of roster from GoR and Governor House	Registrar
4.	Uploading of detailed Roster on University website with a link to DOP	Nodal Officer, Website
5.	Answering the objections related to Roster, if required in stipulated time	Registrar
6.	Finalization of eligibility / qualification, selection process including scheme of examination, typing test, driving test, ratio of marks in written test and interview	Registrar through BOM
7.	Approval of BOM for advertisement	Registrar
8.	Setting of Question Papers for written test of each post	CoE, AUK
9.	Advertisement to invite the applications	Registrar
10.	File Caveat in High Court (Jaipur and Jodhpur)	Registrar/ LA
11.	Scrutiny / screening of application forms	Registrar
12.	Display of list of ineligible candidates on university website with reason	Registrar
13.	Information to district administration regarding whole examination process	Registrar
14.	Conducting competitive exam for various posts	By CoE, AUK
15.	Displaying OMR sheets on website	By CoE, AUK
16.	i. Declaration of answer key ii. Inviting grievances iii. If there are any objection then formation of a committee to resolve the matter iv. Preparation of final result	By CoE, AUK
17.	Issue call letters for i. Document verification ii. Simulator test (driving skill test) iii. Short hand/ typing test iv. Interview	Registrar
18.	Preparation of final merit/ wait list (Confidential)	Registrar
19.	Approval and confirmation of results in BOM	Registrar
20.	Issuance of appointment orders	Registrar

Further, following resolutions were also made:-

1. For the posts of driver and stenographer of different pay level, advertisement to be released separately each for high grade pay and low grade pay.
2. In case of Reservation Roster of SMS, the roster be prepared for SMS Entomology in place of SMS Plant Protection. Similarly, the reservation roster register of Matron/ care taker posts should be prepared separately, as their Pay levels are different.
3. For adding the qualifications of SMS and Senior Scientist and Head in Agriculture University, Act 2013, a request letter to be sent to Raj Bhawan along with the qualifications already approved by the BOM, for approval.
4. The fee deposited by the candidates during last advertisement for which recruitment process which could not be conducted is to be refunded separately.

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Agenda : AUK/SOC-08/2023/04 : Provision of Budget Allocation on time.

Dean, CHF, Jhalawar raised this issue that allocation of budget to different units/ departments in the month of April in each year is required to meet out the day to day expenses of the various departments in judicious manner for the smooth functioning and proper utilization of the same.

After discussion, it was resolved that maximum budget shall be provided by Comptroller in the fourth instalment in the month of Feb - March, 2023 to meet out the next three months requirement i.e. April to June, 2023. It was emphasised to do advance planning by all concerned to resolve the matter.

Further, it was also decided that more budget shall be arranged by the Comptroller in the next financial year.

(Action : Dean CHF, Jhalawar/ Comptroller/ concerned department incharges)

Agenda : AUK/SOC-08/2023/05 : Streamlining of Purchase and Procurement Process.

It was expressed that purchase and procurement of items is delayed for long time due to some reasons, therefore, it was realised to streamline the purchase and procurement process. It was resolved to constitute a procurement committee at AUK Admin headquarter level for full financial year except for examination materials.

Further, the procurement committee is constituted as :

- | | | |
|--------------|---|---|
| (i) Convenor | : | Dr. Pratap Singh, Director Research |
| (ii) Member | : | Sh. Devendra Singh / Mrs. Rekha as administrative section representative |
| (iii) Member | : | Sh. Ramkesh Meena / Sh. Mohan Lal Sen as Finance representative |
| (iv) Member | : | Dr. Chirag Gautam, Incharge central store / Sh. Gyarsi Lal Suman UDC & Central Store Keeper |
| (v) Member | : | Co-opted concerned technical official |
| (vi) Member | : | Indenter |

(Action : Comptroller/Registrar/ Concerned incharges)

Agenda : AUK/SOC-08/2023/06 : Developing System for farewell & welfare of staff of administrative block, AU, Kota.

It has been realised to systematise the system for farewell & promote welfare activities of staff of admin block, AU, Kota. Therefore, it was resolved to formulate "Staff Club", AU, Kota including all the teaching & non-teaching staff of admin block along with the SOC members for this purpose. It was also decided to constitute a Executive Committee comprising of the following officials :-

- | | | |
|----------------|---|---|
| i. President | : | Dr. Mukesh Chand Goyal, Director (PM&E) |
| ii. Secretary | : | Sh. Rahul Gupta, UDC |
| iii. Treasurer | : | Sh. Ghanshyam, UDC |

Activity of the Staff Club :

- Farewell of any employee of admin block and SOC member on retirement.
- Farewell of officers on deputation.
- To support the recurring material expenditure of the Temple in the University Campus.
- Any welfare activity deemed fit.

Contribution amount :

It was decided to take contribution from the admin employees/ SOC members to meet out the expenses of Staff Club activities as mentioned below :-

- a) Rs. 3000/- per annum (for members having basic pay Rs. 80000/- P.M. and above)
- b) Rs. 1500/- per annum (for members having basic pay between Rs. 40000-79,999/- P.M.)
- c) Rs. 800/- per annum (for members having basic pay Rs. up to Rs. 39,999/- P.M.)

Contribution amount by the staff may be paid in one or two instalments as per the convenience.

(Action : Director, PM&E / Concerned persons)

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

**Dr. Mukesh Chand Goyal
Director, PM&E
&
Member Secretary- SOC**

Submitted to the Hon'ble Vice Chancellor for kind approval.

Approved.

Summ.
20.02.2023