



Dr. Mukesh Goyal
Director, PM&E

निदेशालय प्राथमिकता, निगरानी एवं मूल्यांकन
कृषि विश्वविद्यालय, कोटा

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

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Date : 07.08.2023

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

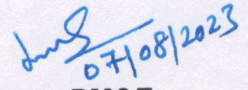
Sub: Proceedings of 11th meeting of Senior Officers Council held on dated 02.08.2023 regarding.

Sir,

In reference to the subject cited as above, kindly find enclosed herewith the proceedings of 11th Meeting of Senior Officers Council held on dated 02.08.2023 for your perusal and further necessary action.

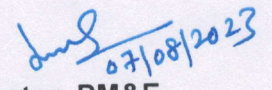
Action Taken Report may be send to this office accordingly.

Encl: - as above


07/08/2023
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.


07/08/2023
Director, PM&E
&
Member Secretary

Agriculture University, Kota

Proceedings of Senior Officers Council Meeting

The 11th meeting of Senior Officers Council (SOC) of Agriculture University, Kota was held on 2nd August, 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. Dr. Pratap Singh	: Director Research	Member
3. Dr. S.K. Jain	: Director Extn. Edu.	Member
4. Dr. Jitendra Singh	: Director Students Welfare	Member
5. Dr. Ashutosh Mishra	: Director Education	Member
6. Dr. Mahendra Singh	: Director HRD	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. Er. Hemant Sharma	: Estate Officer	Member
11. Sh. Ramkesh Meena	: Treasury Officer	Representative of Comptroller
12. Dr. Mukesh Chand Goyal	: Director (PM&E)	Member Secretary

Sh. N.K. Jain, Registrar, Sh. Ramdhan Raiger, Comptroller and Dr. Virendra Singh, Controller of Examinations could not attend the meeting due to some unavoidable circumstances.

The meeting started with the welcome of Hon'ble Vice Chancellor and SOC members by Dr. Mukesh Chand Goyal, Director, PM&E and Member Secretary of SOC. Thereafter, various agenda items were presented and after detailed discussion following decisions were taken.

Agenda: AUK/SOC-11/2023/01: Confirmation of Proceedings of the 10th meeting of SOC held on dated 13.06.2023

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 meeting held on dated 13.06.2023.

Agenda: AUK/SOC-11/2023/02: Action Taken Report on proceedings of 10th meeting of SOC held on 13.06.2023

Action Taken Report on the various agenda of proceedings of 10th meeting of SOC held on dt. 13.06.2023 were discussed in detail for necessary actions which are as follows: -

11.2.1: Proposal to utilize at least 25 per cent budget of ICAR Projects by the ARS, Kota/ implementing units. It will be implemented in due course of time.

(Action: Director Research/ Comptroller/ ZDR ARS, Kota/ Concerned Unit I/C)

11.2.2: Submission to make expenditure for the ICAR Project's from R.F. budget of ARS, Kota/ units till the budget received from the concerned ICAR-Project Directorates. This will be implemented in due course of time.

(Action: Director Research/ Comptroller / ZDR, ARS, Kota/ Units I/C)

11.2.3: To utilize the unspent/ unutilized budget of the ICAR Projects which received very late (Feb-March) by the ARS, Kota/ Units. It will be implemented in due course of time.

(Action: Director Research/ Comptroller / ZDR, ARS, Kota/ Units I/C / Project I/C)

11.2.4: Budget Utilization of the sponsored/ adhoc/ private projects at ARS, Kota/ implementing units .It will be implemented in due course of time.

(Action: Director Research/ Comptroller/ ZDR ARS, Kota/ Units I/C/ Project I/C)

11.2.5: Implementation of blended education system in the college. It will be put up before academic council for approval.

(Action: Director Education/ All Dean/ Comptroller/ Registrar)

11.2.6: To discuss and finalize the SOPs for personal promotion of teachers under CAS

Standard Operating Procedure (SOP) for personal promotion of teachers under CAS has been finalized. The process of personal promotion of teachers has been initiated.

(Action: Registrar/ Convener Recruitment Cell)

11.2.7: To discuss and finalize the Training Policy of Agriculture University, Kota

The Training Policy has been finalized by the core team chaired by Hon'ble Vice Chancellor on dated 12.07.2023, that will be put up before academic council/BOM for approval.

(Action: Director HRD/ Director Education/ Registrar/ Comptroller)

Agenda: AUK/SOC-11/2023/03: Review of status at various functional Units

The progress was not satisfactory in most of the cases and all Heads/ Incharges of functional units were advised to take appropriate action for compliance.

(Action: All the concerned and functional units)

Agenda: AUK/SOC-11/2023/04: Participation in Pre-ZREAC and SAC meetings

It was decided that Director Research, Director Extension Education and all Senior Scientist & Head of KVKs should participate in Pre-ZREAC and SAC meetings for fruitful discussions and outcomes. Their participation is mandatory otherwise seek permission from the Hon'ble Vice Chancellor.

It was also resolved that OFTs to be conducted by the KVKs should have approval from ZREAC meetings as well as also present the results in ZREAC.

(Action: DR/ DEE/ SS&H-KVKs)

Agenda: AUK/SOC-11/2023/05: Timely Processing & Issuance of Administrative Approval and Financial Sanctions

For timely and smoothly execution of Goods and Services tasks in the university, it was realised to frame time limits and resolved that the task should be completed within two-week period of time as mentioned below: -

Step-1: Letter from Indenter with justification

Step-2: Initiation of file from Registrar for Administrative approval (2-3 days)

Step-3: Approval from Hon'ble Vice-Chancellor (1-2 days)

- Step-4: Issuances of Administrative approval from Registrar (1-2 days)
- Step-5: Initiation of file from Comptroller for Financial Sanction (1-2 days)
- Step-6: Approval from Hon'ble Vice-Chancellor (1-2 days)
- Step-7: Issuance of Financial Sanction Order from Comptroller (1-2 days)

(Action: Indenter/ Registrar/ Comptroller/HVC)

Agenda: AUK/SOC-11/2023/06: Finalizing Reporting and Reviewing Officers of employees of various Functional Units

It was realised that Reporting Officer and Reviewing Officer should not be the same while assessing the APAR. If this circumstance occurs particularly in Colleges in such cases Reporting Officer and Reviewing Officer should be at different hierarchical role as HOD/ Dean/ Faculty Chairman or in so manner.

(Action: Registrar/ Faculty Chairman/ Dean/ HOD/ Concerned)

Agenda: AUK/SOC-11/2023/07: To examine the matter related to the eligibility criteria for personal promotion (under CAS) of Assistant professors (AL-10) without Ph.D. degree to Assistant Professor (AL-11) in the University

Convener Recruitment Cell informed that the University has received a representation from few Assistant Professors requesting to make amendments in the eligibility criteria pertaining to the number of years of service for the personal promotion on the aforesaid stage as ICAR has declared a degree in Agriculture as a professional degree which has also been adopted by one SAU of the state.

Hence, he proposed to constitute a committee to examine the matter related the eligibility criteria for personal promotion (under CAS) of Assistant Professors (AL-10) without Ph.D. degree to Assistant Professor (AL-11) in the University.

It was resolved that Convener Recruitment Cell shall initiate the proposal for constitution of committee which will examine and review the norms and shall make recommendations to take appropriate decisions in this regard.

(Action: Convener Recruitment Cell/Registrar)

Agenda: AUK/SOC-11/2023/08: To examine the matter related to norms, eligibility, score card (if any) and other modalities for promotion of SMSs working in the KVKs of the University

Convener Recruitment Cell and DEE informed that presently, the University has no norms for the personal promotion of SMSs working in KVKs. Hence, it is proposed to constitute a committee to examine the matter related to norms, eligibility, score card (if any) and other modalities for promotion of SMSs working in the KVKs of the University.

It was resolved that Convener Recruitment Cell shall initiate the proposal for constitution of committee which will examine and review the norms and shall make recommendations to take appropriate decisions in this regard.

(Action: Convener Recruitment Cell/Registrar)

Agenda: AUK/SOC-11/2023/09: To add marks for seed production activities in CAS score card for teaching staff posted/deputed at Seed Production Farms

Director Research informed that in current CAS score card, there is no consideration of marks for seed production activities for employees who are working at different seed production farms except Officer Incharge of the farm. Besides this, these staff are also not engaged in other research and extension activities. Because of this, there are problems in achieving minimum score for CAS of the employees working at these farms. Therefore, it is proposed that seed production activities should be considered as a full-time duty of continuous nature for the teaching staff posted/deputed at farms other than teaching, research and extension work.

It was resolved that Convener Recruitment Cell shall initiate the proposal for constitution of committee which will examine and review the score card and norms and shall make recommendations to take appropriate decisions in this regard.

(Action: Convener Recruitment Cell/Registrar)

Agenda: AUK/SOC-11/2023/10: To constitute a university level exhibition cell to participate in exhibition of Krishi-Mela/Agri-conclave organized by outside agency

DEE informed that at present there are no well-defined norms regarding representing the University for the exhibition in Krishi Mela/ Agri-Conclave and other such programs which are organized by the outside agencies. Therefore, it is proposed to constitute a university level exhibition cell including the provisions for vehicle, POL and other expenses.

It was resolved that Director Extension Education shall submit the detailed proposal along with funds and other requirements for this purpose. It was also decided that a nodal officer shall be nominated by each functional unit of the university who will coordinate and provide exhibition material to the university exhibition cell. DEE shall seek the nomination from all the KVKs.

(Action: DEE/ DR/Comptroller/Incharges-all functional units)

Agenda: AUK/SOC-11/2023/11: Proposal for installation of Outdoor Display LED Wall near Main Gate of the University

Director PM&E proposed that there is need to instal outdoor display LED Wall near University main gate to digitally display of University activities/accomplishments/ Agricultural Innovations developed by the University, important academic announcements and other beneficial information to the public/ farmers/ students and other stakeholders. Therefore, it is proposed to allocate the budget provision of Rs.9.80 lakh to complete this task.

Looking to the importance of the proposal, SOC unanimously given the consent to go ahead for this task and it was resolved to make budget provision of Rs. 9.80 lakh.

(Action: Registrar/ Comptroller/ DPME/ IT Cell/EO)

Agenda: AUK/SOC-11/2023/12: Provision of Man Power and budget requirement for ATMQIC

Director PM&E and PI-ATMQIC informed that ATMQIC project under RKVY has been completed. Now, there is need to make provision of man power during various programmes conducted at ATMQIC and budget for its maintenance expenses.

It was resolved that one skilled person shall be provided by the university. As far as the expenditures are concerned for its maintenance related to civil works, building maintenance, DG set, AC, sanitary and lighting works, all these maintenance works shall be completed by the Estate Office. Other expenses related to digital gadgets and museum updates etc. shall be met out at level of Directorate of Extension Education.

It was also resolved that in the absence of Dr. Mukesh Chand Goyal, DPME, Dr. K.C. Meena will look after the work of ATMQIC. In absence of Dr. K.C. Meena, Dr. R.K. Bairwa Assoc. Prof., KVK Kota will look after the work of ATMQIC.

(Action: Registrar/ Comptroller/ DPME/ DEE/ EO/ Concerned Person)

Miscellaneous Agenda:

1. Celebration of Independence Day :

The Registrar shall take all appropriate steps for graceful celebration of the Independence Day. For smooth organisation appropriate Committees shall be constituted. The programme discussed shall be communicated immediately.


(Action: Registrar/ Comptroller)

2. Celebration of University Foundation Day

It was also decided to celebrate the foundation day of the University on 14th September, 2023 of which, Director Research Shall act as Coordinator of the programme and shall take initiative accordingly.

(Action: Registrar/ Director Research)

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


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

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

Approved.

J. Kumar
07.08.2023