

Agriculture University, Kota

Proceedings of IV meeting of Senior Officers Council

Chapter Name : Senior Officers Council meeting
Date & Time : 23.10.2019, 10.30 AM
Location : Dairy & Food Processing Unit
KVK, Kota

Members Present :

1. Dr. K.M. Gautam : Director, Extension Education
2. Dr. Pratap Singh : Director, Research
3. Dr. I.B. Maurya : Dean, CH&F, Jhalawar
4. Dr. M.C. Jain : Dean, Agriculture College, Ummedganj, Kota
5. Mr. Ramdhan Regar : Comptroller and Registrar
6. Dr. S. K.Jain : Director, Human Resource Development
7. Dr. J.M. Dhakar : Director, Education & Additional Director, Seed
8. Dr. Jitendra Singh : Director, Student's Welfare
9. Dr. Virendra Singh : Controller of Examinations
10. Er. V.K.Jain : Estate Officer
11. Dr. Mamta Tiwari : Director, PM&E, Member Secretary

Invitees:

12. Dr. N.L.Meena : ZDR, ARS, Kota
13. Dr. Mahendra Singh : Sr. Scientist & Head, KVK, Kota
14. Dr. Arjun Verma : Sr. Scientist & Head, KVK, Jhalawar
15. Dr. D.K. Singh : Sr. Scientist & Head, KVK, Anta(Baran)
16. Dr. B.L.Meena : Sr. Scientist & Head, KVK, Sawai Madhopur
17. Dr. Bachchu Singh : Sr. Scientist & Head, KVK, Karauli
18. Dr. Harish Verma : Sr. Scientist & Head, KVK, Bundi
19. Dr. R.S. Narolia : Officer Incharge, MAF, Kota
20. Mr. Shanker Yadav : Officiating Officer In charge, ARSS, Khanpur
21. Mr. Pradeep Kumar : Officer Incharge, ARSS, Aklera
22. Dr. D.S. Meena : Officiating Officer Incharge, ARSS, Sultanpur

The fourth meeting of Senior Officers Council (SOC) was held on 23.10.2019 at Dairy & Food Processing Unit, KVK, Kota under the chairmanship of Hon'ble Vice Chancellor, Agriculture University, Kota Prof. D.C. Joshi. The meeting started with the welcome of Hon'ble Vice-Chancellor along with members of SOC by Dr. Mamta Tiwari, member secretary.

Hon'ble Vice Chancellor in his opening remarks appreciated the developmental work carried out by the SOC under the leadership of previous Hon'ble Vice Chancellor. He informed that on the part of Hon'ble Vice Chancellor he has met the concerned authorities in the State Government, the Chancellor and VCs of all the other SAUs of Rajasthan and discussed various issues pertaining to AU, Kota. He said that during the initial review meeting, he observed that the systems require to be simplified for quicker outputs and for ease of working. Prof. Joshi appealed to the all Unit In charges to develop activitywise master files in

computer for efficient documentation and quick monitoring. Hon'ble Vice Chancellor expressed his displeasure on the farm management and crop status during the last kharif season. He asked all the officers to prepare in advance for facing the possible adverse weather and act fast with necessary changes. Under no circumstances, the farm land be kept as fellow. He stressed upon the efficient utilization of land, water, man and machine resources for enhanced output.

Hon'ble Vice Chancellor further stressed upon the maintenance of high standards in academics for the overall grooming of the students. He called upon both the Deans to prepare their colleges for next ICAR accreditation in all respect including manpower, infrastructure, ELPs, publication and other documentation. Seed production is the second most important activity of the university and hence, all efforts be made for production of high quality seed in bulk.

There after various issues were discussed in detail and following action plan for each of the officer & his/her section was finalized;

Registrar

1. Preparation of cadre wise seniority list and publishing it, by the end of November, 2019.
2. Promotion of staff through CAS and DPC.
3. Updated roaster register after due revision based on Supreme Court judgement on urgent basis as per the directives of Hon'ble Governor.
4. Updating of unit wise staff position.
5. Prompt affiliation of government and private colleges.
6. Initiating University teacher award system as per revised guideline of ICAR.
7. Preparing timeline charter for different regular activities at Registrar Section.
8. Timely compliance of orders/guidelines from Rajbhawan and Government.
9. Foundation day of University should be organised on bigger scale with involvement of all the stakeholders.
10. Conducting physical verification of all asset & dead stock items of all the units.
11. Asset register is to be maintained at university level.
12. Focussed efforts to be made for obtaining the consent of Hon'ble Chancellor for Statutes of the university.
13. Preparing annual calendar for meeting of all the statutory bodies and committees with the regular updating of member of such committees.
14. Reviewing the ongoing court cases and preparing the proposal for quick solution of the cases.
15. Reviewing the existing security system and hiring of contractual manpower.

Comptroller

1. Rationalization of bank accounts, both in terms of numbers and only in Nationalized Banks.

2. Real time monitoring of the unit wise status of income, expenditure and savings for different subheads such as salary, recurring, nonrecurring, works, etc.
3. Complete digitalization of payments with emphasis on cashless transactions.
4. Developing fund management system for increasing income and reducing expenditure.
5. Preparing proposal for timely payment of pension and other retirement benefits on long term basis.
6. Preparing timeline charter for all the activities conducted at Comptroller Section.
7. Immediate preparation of guidelines for expenditure from revolving fund.
8. Timely submission of compliance with necessary documents for all audit paras.

Director Research

1. Land use plan for along-with land improvement and farm mechanisation plan for the farms of the university should be updated and put in place.
2. Reforming research allotment and monitoring system for different subject subgroups.
3. Scientistwise list of projects with probable date of completion and ensuring that all scientists /teachers have at least one project in operation as PI.
4. Scientist should be motivated to submit new projects for funding to different agencies including ICAR, DST, RKVY, MOFPI and others.
5. The Research Council meeting be organised at regular intervals.
6. Timely monitoring of all the projects and midterm correction.
7. A comprehensive document on organic farming for the region with scientific data be prepared and published.
8. Farmer's Day /Crop Exhibition should be planned for all major farms in cropping seasons.

Director Extension Education

1. Initiate new Certificate /Vocational courses.
2. Central museum of university exhibiting all the technologies developed by university.
3. A centralized selling point should be established for marketing of different products.
4. Prepare a comprehensive documentary film depicting the activities and achievements of university.
5. More skill development programme will be taken up through sponsorship from different agencies including NGOs/Industries.

KVKs

1. Comprehensive annual calendar of all activities duly approved by Director of Extension Education should be published on website.
2. The date wise schedule of trainings for whole year be prepared and communicated to all stakeholders.
3. All KVKs farms should be fully utilized both for technology demonstration and for enhanced income through nursery, animal husbandry, azola, seed production etc.
4. Each KVK should promote at least one FPO in their jurisdiction every year.

5. Director Research should be invited for the Scientific Advisory Committee meeting of the KVKs.

Zonal Director Research

1. Prepare long term plan proposal to increase farm revenue.
2. Bringing more area under cultivation at ARS & MAF on urgent basis.
3. Prepare comprehensive plan for farm improvement and mechanization including irrigation, drainage, roads, processing and storage of produce.
4. Timely transfer of University share of the farm income.

Addl. Director Research (Seeds)

1. Focused efforts be made to get the maximum indents for different seeds.
2. MOU's can be done with other agencies such as IFCCO/ KRIBHCO/ NGOs /FPOs and others for seed supply.
3. Comprehensive plan for higher production of breeder seed.
4. A document on Seed Policy of University should be prepared.

Deans

1. Timely convening meeting of Board of Studies and Course Committees.
2. Preparing plan for students coaching for NET/JRF/ other competitive examinations.
3. Prepare long term plan for developing the College and its academic programme exactly as per ICAR guidelines.
4. Focused activity plan for presenting the college for next round of ICAR accreditation.
5. Preparing and implementing annual calendar for all academic, co-curricular and extracurricular activities.
6. Plan for developing model instructional farm along with prescribed experiential learning units.
7. Constitute "College Development Council" for advising and monitoring activities for overall improvement of the college and its programme.
8. Establishing student placement and counselling cell in the college and monitoring of the training and placement of the students.
9. Encourage all teachers to take up project on research and extension also.
10. Prepare plan for improving the quality of teaching and creating congenial environment for improved teaching learning system.
11. Timely preparation and publishing college prospectus, college annual report, college magazine and college placement brochure.

Director Students Welfare

1. Prepare annual calendar for all events to be organized by University/Colleges/Students.
2. Constitution and regulating student union.
3. Planning and monitoring NCC/ NSS/ social activities to be done by students.
4. Monitoring placement cells both at university and college level.

5. Coordinating and organizing all important national festivals both at university & college level.
6. Monitoring activities of alumni associations.
7. Revising the Kulgeet of University.
8. Comprehensive plan to establish full-fledged DSW office at University level.

Estate Officer

1. Immediate face lifting of the university entrance gate both from outside and inside.
2. Taking over of the new administrative building and shifting all offices and making them functional at the earliest.
3. Proposal for inauguration for new administrative building.
4. Finalising the plans, estimates and tenders for new works.
5. Preparing master plan of the infrastructure development for main campus, CoA and CH&F.
6. Early completion of all ongoing works including water supply system, landscaping, roads, street lights, Vivekananda statue etc.

Director Education

1. Convene Academic Council meeting at an early date.
2. Improve system for students advisory committee and research problem.
3. Periodical monitoring of post graduate academic programmes including timely finalization of experimental plans and submission of thesis.
4. Mandatory use of anti plagiarism for PhD theses.
5. Preparing policy for student's fees structure in line with other SAUs.
6. Preparing system for getting student research title in advance from each post graduate guide.

Director HRD

1. Planning recruitment on vacant positions.
2. Calendar for CAS promotions.
3. Proposals for human resource development through various training and other programme.

Director PM&E

1. Finalization of the format for Annual Report of the university and its timely publication.
2. As per the suggestion of ICAR-PRT, the mandates of the university to be reframed.
3. Focussed efforts on compiling the required information for ICAR and NIRF ranking.
4. Improving the quality of content in the university newsletter and its regular and timely publication.
5. Preparing comprehensive system for PM&E as per University Act and Statutes.
6. Organizing SoC meeting more frequently and with well defined agenda.

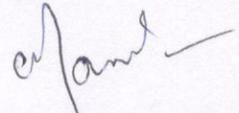
7. Maintaining data bank on all the activities and events organized by university and its constituent units through news clipping, photograph and other means.

All Units In charges

1. Annual appraisal report of all the employees in the prescribed format be prepared every year for period from April 1 to March 31.
2. Maintaining land management as per the prescribed rules.
3. Improving visibility of the unit and thereby the university by preparing and uploading details of activities conducted on website immediately.
4. Annual physical verification of the dead stock items as timely disposal of unserviceable items.
5. Maintaining whole unit including building, laboratories, roads, farms, residential area in tidy condition with complete cleanliness and presentable form.
6. Organizing national seminar/ conference as regular basis.

All the members of the SoCs and Officer Incharges were advised to submit the Action Taken Report periodically.

Meeting ended with vote of thanks to the chair.

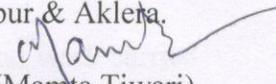


(Mamta Tiwari)
Director, PM&E
& Member secretary

F. / AU / Kota / DPME / 2019 / 575-97/dt, 18.11.2019

Copy to the following for Information:

1. PS to Hon'ble Vice Chancellor, Agriculture University, Kota
2. The Registrar, Agriculture University Kota
3. The Dean, CH&F, Jhalawar/ Agriculture college Kota
4. The Director, Research/ Extension / HRD / SW/Education, Agriculture University, Kota
5. The Comptroller, Agriculture University, Kota
6. ADR Seed
7. The ZDR, ARS, Ummedganj, Kota
8. COE, Agriculture University, Kota
9. Estate Officer, Agriculture University, Kota
10. The Senior Scientist & Head, KVK, Kota / Bundi / Baran / Jhalawar / Hindaun (Karauli) / Sawai Madhopur
11. The Officer incharge of MAF , Ummedgang, ARSS, Khanpur, Sultanpur, & Aklera.



(Mamta Tiwari)
Director, PM&E
& Member secretary

Supplementary minutes of SOC Meeting held on 23.10.2019

Estate Officer

- The details of construction work should be prepared in consultation with the Unit Incharge and a copy of G. Schedule & work order be provided to him.

All Unit Incharge

- Unit Incharge should monitor the quality of works and if accuracy not found, immediately discuss /report to the Estate Officer/Unit Head.

Director Research

- Monthly research review meeting at different research/seed production units on rotation basis be conducted to see the progress of the units by involving the Unit Incharge, Farm Incharge, Manager, Additional Director (Seed & Farms) and other concerned.

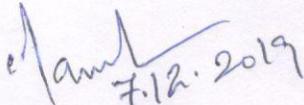
Registrar

- Guideline for attending international conference/seminar etc. by the scientists should be prepared.

Controller

- Financial sanctions of budget for TA/ medicals of O/Is and other staff (Non Plan) and for different events should be released well in time.

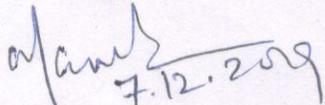
This bears the approval of hon'ble Vice Chancellor


(Mamta Tiwari)
Director, PM&E & Member secretary

F. /AU/Kota /DPME(2019/601-623/dt. 7.12.2019)

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(Mamta Tiwari)
Director, PM&E, & Member secretary