

Agriculture University, Kota

Proceedings of Vth meeting of Senior Officers Council

Fifth meeting of Senior Officers Council (SOC) of Agriculture University, Kota was held on 3rd June 2020 at conference hall under the chairmanship of Prof. D.C. Joshi, Honorable Vice Chancellor, Agriculture University, Kota. Following members and invitees were present in the meeting :

Members Present

1. Smt. Mamta Kumari Tiwadi : Registrar
2. Sh. Ramdhan Regar : Comptroller
3. Dr. I.B. Maurya : Dean, CH&F, Jhalawar
4. Dr. M.C. Jain, : Dean, COA, Kota
5. Dr. K.M. Gautam : Director, Extension Education
6. Dr. Pratap Singh : Director, Research
7. Dr. S. K. Jain : Director, HRD
8. Dr. Jitendra Singh : Director, Student's Welfare
9. Dr. J.M. Dhakar : Director, Education
10. Dr. Virendra Singh : Controller of Examinations
11. Er. V.K. Jain : Estate Officer

Invitees

12. Dr. Mukesh Goyal : PRO
13. Dr. N.L. Meena, : ZDR, ARS, Kota
14. Dr. Mahendra Singh : Senior Scientist & Head, KVK Kota
15. Dr. D.K. Singh : Senior Scientist & Head, KVK Anta
16. Dr. Harish Verma : Senior Scientist & Head, KVK Bundi
17. Dr. B.L. Meena : Senior Scientist & Head, KVK Sawaimadhopur
18. Dr. Arjun Verma : Senior Scientist & Head, KVK Jhalawar
19. Er. I.N. Mathur : Nodal Officer(IT)
20. Dr. Versha Gupta : Office Incharge, ARSS, Khanpur
21. Dr. Pradeep Kumar : Office Incharge, ARSS, Aklera
22. Sh. Harphool Meena : Office Incharge, ARSS, Sultanpur
23. Dr. R.R. Meena : SMS, KVK, Kota
24. Smt. Gunjan Sanadhya : SMS, KVK Kota

Dr. Mamta Tiwari, Director PM&E & Member Secretary of SOC could not remain present in the meeting and her leave of absence was granted.

Meeting commenced with the lighting of lamp and worship of Goddess Maa Saraswati. At the outset, Dr. K.M. Gautam, Director, Extension Education welcomed Honorable Vice Chancellor and all the respected members of SOC. In the opening remark, Honourable Vice Chancellor thanked all the Deans, Directors, Registrar, Comptroller, Estate Officer, KVKs, Farm Incharges and all the staff for doing their duties very seriously under the highly adverse situation of COVID-19 and lockdown. HVC congratulated all of them to remain safe, healthy and composed during the difficult times. He said, though we become slow in completing few of the works due to limitations of lockdown but almost all the staff attended to the urgent time bound activities. Teachers did excellent job by online teaching to the students. Although teaching staff exerted in completing the course, they could have also developed e learning material, mock tests, virtual practicals etc. The colleges required tightening up more during the coming days for online teaching with practicals in more efficient ways. Our farm stations and KVKs managed their crops and field operations very well during the adverse time. The administrative and account staff took pain in coordinating and completing year end requirements. However, Research Scientists would have exerted more and should have written some more research papers & prepared research proposals. Extension Scientists would have interacted more with farmers and they would have started e-trainings. Though the KVKs are working as per ICAR directions, actual mandate of demonstrating new and latest technological advancements to the farmers required improvements. Deans/Directors would have structured more visible guidelines and directions for their scientists and staff.

He also suggested that the ICAR accreditation of the university is due therefore complete preparation is necessary. There are many AICRPs which run only for one season, therefore during the off season, scientist should be assigned other responsibilities. The private projects are not exactly research problems and the mandate of the university is higher than these problems. The scientist wise list of research projects has still not submitted to HVC, which should be done urgently. Though we have very big farms, the farm productivity and other outputs are quiet lower than the average. This should be taken very seriously by the Directors and the concerned Officer Incharges. All the farms must be made ready for the kharif season well in time. The whole affairs require brain storming on the part of the concerned officers. Directors need to go through the Duties, Responsibilities and the Powers given in the Statutes and update their activities. There are a few committees which need to be constituted as per statutes. KVK Kota farm is totally remodelled by Dr. Mahendra Singh and his team, HVC admired the team for their excellent work and suggested for improvement in the live units. Placement Brochure 2020-21 for College of Agriculture, Kota was released by the Honorable Vice Chancellor, Deans, Registrar and Directors.

After the opening remarks of Honorable Vice Chancellor, Dr. K. M. Gautam presented various agenda item one by one.

Agenda 5.1 The minutes of the last SOC meeting held on 23.10.2019 were confirmed by the house.

Agenda 5.2, Action Taken Report on proceedings of fourth meeting of SOC was discussed. Registrar informed the house that the seniority list of teaching & non-teaching staff is prepared. Promotion of non-teaching staff through DPC is completed. Affiliation work for the other colleges was delayed this year but will be well in time now onwards. Best teacher award is being continued from the year 2018-19 which is being presented on 26th January Republic Day every year. The charter for different regular activities of Registrar section will be prepared shortly, and displayed at proper place. The compliances guidelines from Raj Bhavan and Government were done timely and promptly. 8th Foundation day of University is to be organized on 14th September 2020 on bigger scale with some extra programme.

Comptroller, AU, Kota informed that as per instructions of the Government, all the accounts of the University have been opened in the nationalized banks. All the payments are cashless. Timeline charter for all the activities will be prepared. Guidelines for expenditure from revolving fund will be prepared. Timely reply of audit para is done regularly. Director Student Welfare Dr. Jitendra Singh presented progress and annual calendar for events organized, monitoring of NCC and NSS activities, revising the kulgeet of the university & plan to establish full-fledged DSW office at university level. Director HRD informed the house that permission for recruitment of 48 posts has been received. Director Research presented area, production, productivity from each unit.

Agenda 5.3 was presented and discussed in detail by Registrar, AU, Kota. She informed the house that Performa for Annual Self Appraisal for teaching and non-teaching staff from 01.07.2020-30.06.2020 has been sent to all unit incharges. Roaster register was prepared and submitted to Governor but after discussion with other universities, it is being revised.

Agenda 5.4 on status of complete audit para and commitment of PAC was presented by Comptroller.

Agenda 5.5 was presented by Dean COA in which he informed the house on uniform fee structure for all degree programme in all the SAUs of Rajasthan.

Agenda 5.6 was presented by Director HRD about the common scorecard for recruitment as well as promotion of teaching staff for all the agricultural universities of Rajasthan.

Agenda 5.7 regarding common Act & Statutes of all SAUs in Rajasthan which were prepared and sent to Honorable Governor Rajasthan for approval. For ICAR accreditation and ICAR ranking

2021-22 of Agriculture University Kota, Registrar will form a committee with respective Dean & Directors.

Agenda 5.8 was discussed by Director Student Welfare regarding budget requirement for inter Agriculture Universities tournament. HVC suggested for constitution of the Sports Board and also form the Education Council.

Agenda 5.9 was presented by Dr M. C. Goyal, PRO, AU, Kota. He informed to house regarding the work performed and various activities of different units of the University during the lock down period. A compendium is to be prepared for all activities done during Lockdown.

Agenda 5.10 was discussed with the proposal submitted by Er. V. K. Jain Estate Officer, AU, Kota. He presented the proposed design and different views for College of Agriculture, Ummedganj Kota as well as university guest house and got it approved.

Agenda 5.11 Er. I.N. Mathur Nodal Officer (IT), presented the detail information to the house about dynamic interactive website, eLMS (E learning Management System) and SUMS (State Universities Management System) which has to be implemented. He informed about the key features for website development.

Agenda 5.12 regarding constitution of an editorial board for quality university publications. With this context, HVC suggested that DPME will be the chief editor and an editorial board be constituted. Annual progress report of University should be in systematic manner. The information of monthly activity of each unit should reach to DPME well in time for quality publication.

Agenda 5.13 about the live units, HVC suggested that responsibilities of live units should be given to the scientist and liable them for maintaining that unit.

Agenda 5.14 Additional Director Seed and Farm presented a proposal to rename the designation of ADR to Director Seed and Farm.

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

Registrar

- Facility of State insurance to the employees of University.
- Constituting the remaining committees as per Acts and Statues as early as possible.

- Develop security system with complete SoP for the university head quarter & all the units.
- Recruitment, Promotion and CAS of the staff at the earliest.
- Work distribution for all the staff unit wise be obtained at the earliest, analyzed and do redistribution of staff/work as per the need and workload.
- Updating Service Rules as per Statutes of the university & state government.
- Creating new posts for all Directorates and other units.
- All Circulars/ Office orders be complied in time, else necessary disciplinary action be taken.

Comptroller

- Revolving fund audit be done urgently.
- Rate contract for mass consumption on regularly needed items.
- There should be timelines for passing bills.
- Quarterly reconciliation of expenditures from all units timely.
- DDOs may be merged.
- Advance adjustment well in time.
- Farm income for all the past years be obtained immediately and now on regularly.
- Annual physical verification and disposal of unused/ unserviceable items.

Director Research

- All past data since 2013 on area, production, and productivity-season wise crop-wise and unit-wise be compiled.
- Reconciliation of the production and sale of all seeds/ grains regularly every season be done & recorded.
- Innovative use of land and manpower for production of seed, seedlings, bio fertilizer, trichoderma, honey etc be prepared and implemented.
- MAF to be revamped and appropriate measure be taken for increasing the income. All the arable land be cultivated for all season.
- Appropriate horticultural crops be planted.
- New research projects should be submitted for external funding.
- Registering the university as Educational and Research organisation under CSIR for tax benefits in procurement of capital goods.
- MoUs to be signed for collaborative research, exchange of biological material, testing etc with other Institutions.

DEE

- Modernization of live units at all KVKs.
- Community radio in all districts – submit feasibility report.

- Also paid trainings on entrepreneurship be organized.
- Maximum vocational programme need to be conducted.
- Crop Museum should be developed at each unit.
- FPOs be formed in all districts by KVKs.
- Sale counter at all KVKs be established.
- Agriculture education museum be created on priority basis.
- MoUs be signed for skill development programme.

Deans

- Complete e-content for all courses be prepared, used and put on website.
- All the students unique ID should be linked with Aadhar, bank account etc.
- All Scholarships/ Fellowships/ Rawe/ NTS be paid through DBT only.
- ELP and student ready programme should be planned & implemented as per ICAR recommendations.
- ICAR accreditation preparations be planned & executed.
- Sanvidhan Park should be established at each College.

Nodal Officer IT

- Whole University should work on ICT based system.
- State University Management System applicable to all SAUs need to be adopted.
- Website revamping - updating system should be in practice.
- Video conferencing system need to be updated & ready every time.

HRD

- On campus & off campus Information Communication Technology (ICT) based training should be organized for all the staff members of the University.

MAF

- Total area production and productivity of the crops be enhanced.
- Being biggest farm of the University, all measures to be taken up to increase the income as per potentiality.
- Appropriate horticulture crops be taken up urgently.
- Seed grading and storage be improved for high quality.

DPME

- Regular information collection system from all the units should be developed to get information of activities conducted every month.

- Formation of Videos/films of the activities/centres.
- Reporting and monitoring of every activity of the University.
- New Vision document for university need to be developed.

Honourable Vice Chancellor suggested that more agenda from the members should come in next SOC meeting.

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

Meeting ended with vote of thanks to the chair.

F. () / AU / Kota / DPME / 2020 / 1229-54
Dated 02/07/2020


(Mamta Tiwari)

Director, PM&E & Member secretary

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 Education / HRD / SW/ Education, Agriculture University, Kota
5. The Comptroller, Agriculture University, Kota
6. Nodal Officer, (IT) Agriculture University, Kota
7. Emeritus Professor (ICAR), Agriculture University, Kota
8. Public Relations Officer, Agriculture University, Kota
9. ADR Seed, Agriculture University, Kota
10. The ZDR, ARS, Ummedganj, Kota
11. COE, Agriculture University, Kota
12. Estate Officer, Agriculture University, Kota
13. The Senior Scientist & Head, KVK, Kota / Bundi / Baran / Jhalawar / Hindaun (Karauli) /Sawai Madhopur
14. The Officer incharge of MAF , Ummedgang, ARSS, Khanpur, Sultanpur & Aklera.


(Mamta Tiwari)

Director, PM&E & Member secretary