

Agriculture University, Kota

Proceedings of Senior Officers Council Meeting

The 12th meeting of Senior Officers Council (SOC) of Agriculture University, Kota was held on 6th November, 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. Smt. Sunita Daga	: Registrar	Member
3. Sh. Ramdhan Raiger	: Comptroller	Member
4. Dr. Pratap Singh	: Director Research	Member
5. Dr. S.K. Jain	: Director Extn. Edu.	Member
6. Dr. Ashutosh Mishra	: Director Education	Member
7. Dr. Mahendra Singh	: Director HRD	Member
8. Dr. I.B. Maurya	: Dean, CH&F, Jhalawar	Member
9. Dr. N.L. Meena	: Dean, COA, Hindoli	Member
10. Er. Hemant Sharma	: Estate Officer	Member
11. Dr. Mukesh Chand Goyal	: Director (PM&E)	Member Secretary

Dr. M. C. Jain Dean, COA, Kota, Dr. Jitendra Singh, Director Students Welfare 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-12/2023/01: Confirmation of Proceedings of the 11th meeting of SOC held on dated 02.08.2023

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 02.08.2023.

Agenda: AUK/SOC-12/2023/02: Action Taken Report on proceedings of 11th meeting of SOC held on 02.08.2023

Action Taken Report on the various agenda of proceedings of 11th meeting of SOC held on dt. 02.08.2023 were discussed in detail for necessary actions which are as follows: -

12.2.1 Review of status at various functional Units

The progress was satisfactory in most of the cases and all Heads/ In-charges of functional units were advised to send photographs of office sign boards to DPME within two days.

(Action: All the concerned and functional units)

12.2.2 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

It was resolved to organise a meeting of the committee constituted for this purpose and shall submit the recommendation report just after Diwali vacations.

(Action: Dean, CH&F / DR/ Dean, CoA, Kota/ DEE/ Dr. S.C. Sharma)

12.2.3 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 to organise a meeting of the committee constituted for this purpose and shall submit the recommendation report just after Diwali vacations.

(Action: Dean, CH&F / DR/ Dean, CoA, Kota/ DEE/ Dr. S.C. Sharma)

12.2.4 To add marks for seed production activities in CAS score card for teaching staff posted/ deputed at Seed Production Farms

Convenor recruitment cell informed that the process of personal promotion of teachers under CAS is underway on the basis of norms and score cards notified via university notifications no. F./AUK/BOM/2022/6566-79; dated 16.07.2022. Hence, it is proposed to constitute a committee for reviewing the existing score cards after the process is completed.

SOC agreed with the proposal.

(Action: Convener Recruitment Cell/Registrar)

12.2.5 To constitute a university level exhibition cell to participate in exhibition of Krishi-Mela/Agri-conclave organized by outside agency

DEE informed that the process is in progress and shall be completed very shortly.

(Action: DEE)

12.2.6 Proposal for installation of Outdoor Display LED Wall near Main Gate of the University

Director PM&E informed that administrative sanction has been issued and financial sanction is pending. Comptroller informed that financial sanction shall be issued after elections due to code of conduct.

(Action: Comptroller)

12.2.7 Celebration of Independence Day

Director HRD advised to conduct a training regarding the proper way for Flag Hoisting to the concerned staff and involved personnels of all the functional units.

(Action: DHRD/ All functional units)

Agenda: AUK/SOC-12/2023/03: Appointment of co-case officer and services of Legal Assistant in the Court Cases

Director Research informed that mostly in court cases, the unit heads are made case officer by the University. There is problem in delivering the court cases before the advocates due to heavy work load and engagement in the important university works. Henceforth, proposed to made the co-case officer with the Case officer to deal the cases properly. The legal assistant of the university should also be attached in every case for the performing the legal procedures timely.

Registrar viewed that there is no need to appoint co-case officer and informed that if there is any problem of staff in delivering the files/ documents before the advocates of the court cases in such situation, concern case officer shall inform to the registrar office for managing the issue. She also informed that the services of Legal Assistant of the University can be taken for performing the legal procedures timely.

(Action: DR/ Registrar/ LA/ Person Concern)

Agenda: AUK/SOC-12/2023/04: Promotion of Agriculture Supervisors in the University

Director Research informed that previously, Agriculture Supervisors have been promoted to A.A.O. under parental university MPUAT, Udaipur and in State Agriculture Dept. there is also provision for promotion. Henceforth, it is submitted that Agriculture Supervisors promotion's modus operandi should be framed through the recruitment cell as per the rules & regulations.

It was resolved to constitute a committee for such cases including SMS and others which shall provide the detailed report and recommendations for such promotions.

(Action: Registrar/ DR)

Agenda: AUK/SOC-12/2023/05: Preparation of Budget and Finance Committee (BFC)

Comptroller informed about BFC preparation for revised budget to current Financial Year 2023-24 and for next Financial Year 2024-25 and requested to provide the detailed information including new proposals related to new posts, construction works, new vehicle purchasing, non-recurring contingency and others with justification.

It was resolved that all the functional units shall provide the desired information on priority basis latest by 21st November. The format for submission of information has already been sent.

(Action: Comptroller/ All Functional Units)

Agenda: AUK/SOC-12/2023/06: Farm Income to the UDF

Comptroller informed that as per the office order no. 12395-416 dt. 17.02.2018, all the unit in-charges should deposit 50% amount of the income every year in two parts i.e., April and September in the University Development Fund but compliance is not followed due to which various developmental works suffer.

It was resolved that all the functional units in-charges shall send 50% of the income to UDF in time.

(Action: Comptroller/ All Functional Units)



Agenda: AUK/SOC-12/2023/07: Receipt and Expenditure statement for every month

Comptroller informed about the information of income and expenditure of allotted budget to the University by fifth of every month.

It was resolved to provide the information of expenditure every month to the comptroller office as desired by 5th of every month.

(Action: Comptroller/ All Functional Units)

Agenda: AUK/SOC-12/2023/08: Approval of relaxation in residential requirements and adoption of multiple entry/ exit in ICAR-BSMA PG Academic rules

Director Education informed that University has implemented Common Academic Regulations for Masters and Ph.D. programmes as recommended by ICAR-BSMA from the Academic Session 2022-23 after the approval of 19th Academic Council and BoM. According to Academic Regulations, point no. 3, Student may be allowed to withdraw temporarily only after completion of courses work. Meanwhile an office order was received from the Director (Agriculture Education) ICAR, New Delhi for relaxation in residential requirements and adoption of multiple entry/exit in Agriculture University to enhance Gross Enrolment Ratio (GER). Keeping in view there is need to change the Point No. 3 of ICAR-BSMA recommendations regarding residential requirements for PG and PhD students of the University.

After thorough discussion, it was resolved to write a letter to the ICAR, New Delhi to provide such guidelines which are uniformly applicable to all the SAUs.

(Action: DE)

Agenda: AUK/SOC-12/2023/09: Adoption of provision of Maternity/Child Care Leave for 240 days to female students during Ph.D. Degree programme. (As per UGC Regulations, 2022)

Director Education informed that presently, number of female students in Ph.D. degree programme is increasing day by day but there is not any provision of Maternity/Child care leave for female students in Agriculture University, Kota pursuing Ph.D. Degree programme. According to UGC regulations, 2022, there is a provision of Maternity/Child care leave for 240 days for female students during entire duration of Ph.D. programme. Keeping in view, University can adopt UGC Regulations, 2022 for the benefit of female students of Ph.D. with the condition that research trial will be conducted in two consecutive years to complete the requirement for the degree.

After thorough discussion, it was resolved to put up the case before Registrar office with detailed and related information.

(Action: DE/ Registrar)

Miscellaneous Decisions:

- I. The Information for AUK Annual Progress Report-2023 shall be given to DPME by 25th November, 2023 positively to submit it timely to the Government.

(Action: All Unit In-charges)

- II. Staff punctuality should be ensured by all the unit in-charges.

(Action: All Units)

- III. Regular Classes of the Students be ensured by all the Deans of the Colleges.
- IV. The PF deducted of the contractual labour should be deposited in account of concerned persons also be ensured.

(Action: Registrar/ Comptroller/ All unit In-charges)

- V. All the units should submit the bills up to November by December, 2023 to Comptroller Office.

(Action: Comptroller/ All Unit In-charges)

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. J. J.
13/11/2023