

Agriculture University, Kota

Proceedings of Senior Officers Council Meeting

The 13th meeting of Senior Officers Council (SOC) of Agriculture University, Kota was held on 19th April, 2024 at 11.00 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. Ramdhan Raigar	: Comptroller & Officiating Registrar	Member
3. Dr. Pratap Singh	: Director Research	Member
4. Dr. S.K. Jain	: Director Extn. Edu.	Member
5. Dr. Ashutosh Mishra	: Director Education	Member
6. Dr. Jitendra Singh	: Director Students Welfare	Member
7. Dr. Mahendra Singh	: Director HRD	Member
8. Dr. I.B. Maurya	: Dean, CH&F, Jhalawar	Member
9. Dr. M.C. Jain	: Dean, COA, Kota	Member
10. Dr. N.L. Meena	: Dean, COA, Hindoli	Member
11. Dr. Virendra Singh	: Controller of Examination	Member
12. Er. Hemant Sharma	: Estate Officer	Member
13. Dr. Mukesh Chand Goyal	: Director (PM&E)	Member Secretary

Smt. Sunita Daga, Registrar could not attend the meeting due to on leave.

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-13/2024/01: Confirmation of Proceedings of the 12th meeting of SOC held on dated 06.11.2023

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 06.11.2023.

Agenda: AUK/SOC-13/2024/02: Action Taken Report on proceedings of 12th meeting of SOC held on 06.11.2023.

Action Taken Report on the various agenda of proceedings of 12th meeting of SOC held on dt. 06.11.2023 were discussed in detail for necessary actions towards incompliance points, which are as follows: -

13.2.1 Review of status at various functional Units

DEE advised to send the Photographs of office sign boards of all the KVVs showing bilanguage as earliest.

(Action: DEE)

13.2.2 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

Since committee has submitted the report to the Registrar, therefore, it was resolved to write a letter to Director ICAR-ATARI, Jodhpur with the copy to ICAR-DDG Extension.

(Action: Registrar/DEE)

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

It was resolved to comprehensively review all score cards and decided that it will be executed from 2025 onwards.

(Action: Registrar/ Recruitment Cell)

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

DEE informed that university level exhibition cell has been constituted, therefore, it was suggested that DEE should now take initiative for budget provisions to the cell.

(Action: DEE/Comptroller)

13.2.5 Installation of Outdoor Display LED Wall near Main Gate of the University

DPME informed about the task completion for installation of Outdoor Display LED Wall except its testing. Therefore, it was resolved to organise the meeting of committee constituted for effective display material/ information through the LED wall and decided to include Controller of Examination as special invitee in the committee meeting and to ensure early display on the LED Wall.

(Action: DPME/EO/ Committee Members)

13.2.6 Promotion of Agriculture Supervisors in the University

It was resolved that the committee constituted earlier in the convenorship of Dean, CH&F, Jhalawar shall also look into this matter and submit the report.

(Action: Registrar/ Dean, CH&F, Jhalawar)

13.2.7 Farm Income to the UDF

It was resolved to constitute a committee to frame the guidelines for utilization of the Revolving Funds, provision of internal audit and transfer of amount to the University Development Fund, etc.

(Action: Comptroller/ All Functional Units)

13.2.8 Receipt and Expenditure statement for every month

After discussion it was resolved to provide the information of the expenditure on quarterly basis in place of monthly as decided earlier. It was also decided to provide the expenditure information monthly from January to March of every year.

(Action: Comptroller/ All Functional Units)

13.2.9 Approval of relaxation in residential requirements and adoption of multiple entry/ exits in ICAR-BSMA PG Academic rules

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

Director Education informed that no response has been received from ICAR, therefore, it was further resolved to write as reminder letter to the ICAR.

(Action: Registrar/ Director Education)

13.2.10 Adoption of provision of Maternity/Child Care Leave for 240 days to female students during Ph.D. Degree programme. (As per UGC Regulations, 2022)

Earlier it was resolved to put up the case before Registrar office with detailed and related information. Further, DE advised to have discussion with the Registrar to resolve the matter latest by last week of April, 2024.

(Action: Director Education/ Registrar)

Agenda: AUK/SOC-13/2024/03: Modified BFC-2024

Comptroller raised the issue of modified BFC-2024 to get more budget from the State Government and in was resolved to submit the modified BFC information in the prescribed format latest by last week of this month.

(Action: Comptroller/ All concerned functional units/ All SOC officers)

Agenda: AUK/SOC-13/2024/04: Awarding marks to the employees working in COE Office for API Score.

Controller of Examination raised the issue for awarding the marks to academic staff engaged in COE unit.

It was resolved to comprehensively review all score cards and decided that it will be executed from 2025 onwards.

(Action: Registrar/ Recruitment Cell)

Agenda: AUK/SOC-13/2024/05: Creating water pond facility for irrigation at CH&F college campus

Dean, CH&F, Jhalawar informed that the college faces irrigation challenges due to groundwater scarcity and frequent damage to the pipeline from Kali Sindh dam by local farmers impacting cultivation and maintenance of existing orchards. College wants to cover more land for cultivation, boost crop productivity, and reduce existing expenses by becoming self-sufficient in irrigation in order to enhance farm income.

In college premises, there is already a natural depression covering more than 1.0 ha area. Previous attempts to deepen it under NAGERA failed due to rocky strata. Currently, rainwater collected there dries up during summer.

After thorough discussion, Dean, CH&F was advised to take necessary action with the consultation of Estate Officer and Comptroller by following required norms.

(Action: Dean, CH&F/ EO/Comptroller)

Agenda: AUK/SOC-13/2024/06: Approval for processing of confidential bills to pass for payment by DDO of COE Office at their end

COE raised the issue that in the present procedure of passing of confidential bills for payment are being submitted by the COE office to the Comptroller office from the budget sanctioned by Comptroller. In this procedure the confidentiality of the above said work is disclosed among the staff every time, which is not considered as a good practice for maintaining the confidentiality of the standard examination's procedure.

After thorough discussion, the house was agreed that any kind of bills of the confidential nature like payment of examiners/paper setter/ evaluators, printing press, result developer, printing of degree/ merit certificate, gold medals, confidential journeys, etc. must be passing for payment by DDO-COE office level only and not to be submitted to the Comptroller office, so that, the confidentiality of the examiners, confidential firms and other procedures shall be maintained properly. Further, it was also agreed that all type of related records and bills shall be maintained by COE office. The general/routine bills will be passed for payment by the Comptroller as per prevailing procedure.

Thus, following decisions were taken: -

- (i) It was decided that as such 100% amount of affiliation fees including GST will be deposited to the Comptroller office by COE office.
- (ii) The bills of confidential nature will be drawn from the examination and other kind of fees. Further, after deduction of this expenditure, 50% amount of remaining balance income will be deposited to the Comptroller office.
- (iii) The budget from Comptroller office shall be released timely to the COE office for speeding up the examination procedure.
- (iv) This procedure shall be effective from the financial year 2024-25.

(Action: COE/ Comptroller)

Agenda: AUK/SOC-13/2024/07: Regularization of services of the employees

It was expressed that confirmation orders for regularization of services of the university employees are not issued till now and resolved again that the office orders regarding regularization of services for all the employees shall be done by 31th May, 2024. For this purpose, Registrar office should take immediate and appropriate action.

(Action: Registrar)

Agenda: AUK/SOC-13/2024/08: Guidelines for utilization of boys' fund in colleges.

Dean, CH&F raised the issue and resolved to constitute a committee under the convenorship of Dean, CH&F which will submit the report of guidelines for proper utilization of boys' fund in the colleges.

(Action: Dean, CH&F, Jhalawar)

Agenda: AUK/SOC-13/2024/09: Training on Financial Management for Senior Officers of the University/ DDOs/ Unit in-charges and Functional Heads

Director Research raised this issue and resolved that a three days training on financial management shall be organised by the Director, HRD in the last week of May, 2024.

(Action: Director, HRD)

Agenda: AUK/SOC-13/2024/10: Publication of Package Of Practices (POP)

During the meeting, the issue of publication of Package of Practices for Agriculture and Horticulture Crops was discussed and resolved that Director Research shall take initiative to publish the revised POP (Agriculture) and ensure its publication by mid-May, 2024. Likewise, Dean, CH&F, Jhalawar shall take Initiative to publish the POP (Horticulture) and ensure its publication by mid-May, 2024.

(Action: Director Research/ Dean, CH&F, Jhalawar)

Agenda: AUK/SOC-13/2024/11: Write off of articles at different Units.

To resolve this matter, it was again decided that comptroller should take immediate and appropriate action to expedite the issue and comptroller should also organise one day training of all in-charges of functional units on dated 07th May, 2024 forenoon session regarding write off of articles.

(Action: Comptroller / All unit In-charges)

Agenda: AUK/SOC-13/2024/12: Weeding of office records.

Director Research raised the issue for disposal of office records. After thorough discussion on this important issue, it was resolved that weeding of office records shall be done on priority and as per the act and statues of the university including the Government rules.

Appropriate procedure and committees' formation etc. shall be initiated by the Registrar office.

(Action: Registrar)

Agenda: AUK/SOC-13/2024/13: Colour code for university buildings

Dean, CoA, Hindoli raised the issue of colour codes for office buildings of university units. After thorough discussion, following decisions were taken: -


- i. The colours of ATMQIC Building should be followed.
- ii. The colour of Window steel outer frame shall be Nut Brown Enamel paint.
- iii. The colour of Grills shall be white enamel paint.
- iv. The colour of Doors shall be Wooden Texture Enamel Paint in place of Nut Brown Enamel paint.
- v. The colour of Boards shall be Lush Green as base colour paint and letters in white colour paint.

(Action: All concerned)

Agenda: AUK/SOC-13/2024/14: Miscellaneous Discussions and Decisions

1. Since the SOP for recruitment of non-teaching staff is completed, therefore, house congratulated all concerned for their successful contribution in the recruitment process.
2. It is a matter of pleasure that University has received the 2-F certificate under UGC act and decided for further work requirements/ preparations to get 12-B certificate. Efforts of Dr. I.B. Maurya, Dean, CH&F, Jhalawar were appreciated.
3. Dean, CoA, Hindoli was advised to submit the staff requirement as per the ICAR norms.
4. The Progress of AUK Staff Club was reviewed and advised the members to contribute their annual membership subscription for smooth and effective working of the Staff Club.
5. COE should take immediate necessary action w. r. t. memento and stalls for university guests.
6. Dean, CoA, Kota was advised to write a letter to the Registrar for guest faculty issue under Vidya Sambal Yojana to resolve the matter immediately.
7. It was emphasised to prioritize the pending dismantling works and comptroller should take appropriate action as earliest.
8. Monitoring and inspection for cleaning of different equipment's and machines shall be taken up by the concerned Deans, Directors, office in-charges and all unit heads on priority.

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

Summ.
03.05.2024