

# Agriculture University, Kota

## Proceedings of Senior Officers Council Meeting

The 17<sup>th</sup> meeting of Senior Officers Council (SOC) of Agriculture University, Kota was held on 19<sup>th</sup> March, 2025 at 03:00 PM in the 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	<b>Chairman</b>
2. Smt. Manisha Tiwari	: Registrar	Member
3. Dr. Vidhi Sharma	: Comptroller	Member
4. Dr. I.B. Maurya	: Director Education	Member
5. Dr. Pratap Singh	: Director Extn. Edu.	Member
6. Dr. S.K. Jain	: Director Research	Member
7. Dr. M.C. Jain	: Director Students Welfare	Member
8. Dr. Mahendra Singh	: Director HRD	Member
9. Dr. N.L. Meena	: Dean, COA, Hindoli	Member
10. Dr. Virendra Singh	: Dean, COA, Kota	Member
11. Dr. S.C. Sharma	: Controller of Examinations	Member
12. Er. Hemant Sharma	: Estate Officer	Member
13. Dr. K.M. Sharma	: Scientific officer to HVC	Invitee
14. Dr. Mukesh Chand Goyal	: Director (PM&E)	<b>Member Secretary</b>

Dr. Ashutosh Mishra, Dean, CH&F, Jhalawar could not attend the meeting due to some Official Assignments.

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, agenda items were presented and after detailed discussion, following decisions were taken.

### **Agenda: AUK/SOC-17/2025/01: Confirmation of Proceedings of the 16<sup>th</sup> meeting of SOC held on dated 28.09.2024**

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 28.09.2024.

### **Agenda: AUK/SOC-17/2025/02: Action Taken Report on proceedings of 15<sup>th</sup> & 16<sup>th</sup> meeting of SOC held on 17.08.2024 & 28.09.2024 respectively.**

Action Taken Report on the various agenda of proceedings of 15<sup>th</sup> & 16<sup>th</sup> meeting of SOC held on 17.08.2024 & 28.09.2024 respectively were discussed in detail for necessary actions towards some of the points, which are as follows: -

### **17.2.1 Farm Income to the UDF**

It was discussed again thoroughly and resolved that 50% of gross income per annum be deposited in UDF with the Comptroller and 70% of this gross income shall be transferred in pension fund. The income shall be deposited in the first week of July and January every year. If required, extra amount may be sanctioned to the concern unit.

**(Action: Comptroller/ All Functional Units)**

### **17.2.2 Regularization of services of the employees**

Registrar assured the house to resolve the matter at the earliest.

**(Action: Registrar)**

### **17.2.3 Guidelines for utilization of Boys' fund in colleges and Revolving fund in other units**

The guidelines for utilization of boy's fund in the colleges shall be put up in the forthcoming meeting of Finance Committee. For preparation of guidelines for utilization of Revolving Fund, the convenor of Revolving Fund Committee was advised to complete the task latest by 15<sup>th</sup> April, 2025.

**(Action: Comptroller/ Director Research and Convenor of RF Committee)**

### **17.2.4 Publication of Package of Practices (PoP)**

The updated Package of Practices (PoP) for Horticulture shall be finalised at the earliest and submit to the Horticulture Department, Rajasthan for its publication.

**(Action: Dean, CH&F, Jhalawar/ Dr. I.B. Maurya)**

### **17.2.5 Write off of articles at different Units**

In order to expedite the work of write off of items, remaining centres should complete the task at the earliest and the amount received from auctions shall be deposited in the comptroller account.

**(Action: Comptroller/ All unit In-charges/ Store Keeper/ Concern Committees)**

**17.2.6** The Controller of Examinations should take immediate and necessary action w. r. t. finalization of mementos and stolls for the university guests latest by 15<sup>th</sup> April, 2025.

**(Action: COE)**

**17.2.7** Comptroller shall take immediate initiative to resolve the matter of Building Demolishment matter in association with the Estate Officer.

**(Action: Comptroller/ EO)**

**17.2.8** The follow up of action is needed for the appropriate concept note to be sent to ICAR for the AICRP on Horticulture at the earliest.

**(Action: Dean, CH&F/ Dr. I.B. Maurya)**

### 17.2.9 Finalization of guidelines for AUK Seed Document

After thorough discussion, it was resolved that the guidelines for AUK seed document be updated by the committee as suggested which shall be placed in the Research Council for Approval.

(Action: Director Research and Concern Committee)

17.2.10 For framing the modalities for Best KVK award, Best Seed Production Centre and Best Colleges (Constituent and Affiliated separately), It was resolved to constitute a committee as: -

i.	Director, HRD	:	Convenor
ii.	Director Research	:	Member
iii.	Director Extension Education	:	Member
iv.	Director Education	:	Member
v.	Registrar	:	Member

The report of the committee shall be put up in next meeting of SOC.

(Action: Registrar/DHRD/Committee Members)

### 17.2.11 Implementation of Sixth Deans' Committee Report

Sixth Dean's committee report of ICAR has been implemented in the university from Academic session 2024-25 for Undergraduate Programmes of Agriculture/ Horticulture/ Forestry as per the National Education Policy- 2020.

**Agenda: AUK/SOC-17/2025/03: Approval for format of APAR of Directors/ Deans and COE of AU, Kota**

The format of Annual Performance Assessment Report (APAR) framed by the constituted committee was presented before the SOC. After thorough discussion, the format was finalized by the SOC (**Annexure- I**). The related guidelines/ norms of GOR be followed. The format shall be effective from the year 2024-25.

(Action: Registrar)

**Agenda: AUK/SOC-17/2025/04: Use of LED Wall for Display of Advertisements for Resource Generation**

Presently, the outdoor LED Wall is being used for effective display of information, activities/ accomplishments/ Agricultural Innovations developed by the University, important academic announcements and other beneficial information to the public/ farmers/ students and other stakeholders which is appreciated by the different stakeholders. Now the use of LED Display is proposed to be used to display Advertisements to generate extra income resources.

After thorough discussion, the SOC unanimously consented the use of LED Wall to display advertisements for extra income resources generation and resolved to constitute a committee to decide its modalities and legal disclaimers etc.

- |                                   |   |          |
|-----------------------------------|---|----------|
| i. Comptroller                    | : | Convenor |
| ii. Director Research             | : | Member   |
| iii. Director Extension Education | : | Member   |
| iv. Director P.M.&E.              | : | Member   |
| v. Director HRD                   | : | Member   |
| vi. Estate Officer                | : | Member   |
| vii. Legal Assistant              | : | Member   |

Along with this, committee may opt any other officials as invitee. The committee shall submit the report latest by **30<sup>th</sup> April, 2025**.

**(Action: Comptroller/Committee)**

**Agenda: AUK/SOC-17/2025/05: Miscellaneous Discussions and Decisions**

Comptroller informed that all unit in-charges should ensure to prepare link FDs of the amount deposited in the revolving fund account to generate extra income from the bank interest.

**(Action: Concerned Unit In-Charges)**

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

*22/03/2025*  
**Dr. Mukesh Chand Goyal**  
**Director, PM&E**  
**and**  
**Member Secretary, SOC**

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

*Approved.*  
*22.03.2025*

*Annual Performance Assessment Report (APAR) of Directors/Deans/COE of AU, Kota*

**AGRICULTURE UNIVERSITY: KOTA**

**Report for the Academic Year – 1<sup>st</sup> July ..... 30<sup>th</sup> June .....**

**PART- I**

**General Information**

1. **Name of the officer** :
2. **Present Designation** :
3. **Department / Institution/** :
4. **Date of joining the present position** :
5. **Date of Birth** :
6. **Present Pay** :
7. **Academic qualification (Graduation onwards):**

Degree	Year	Subject(s)	Institution

8. **Positions held (Last five years):**

Post	Place	From	To

## PART II

### 1. Brief description of Duties:

--

### 2. Activities and Accomplishments *(Please choose whichever is applicable):*

S. No.	Activities	Contribution
1.	Research Activities	
2.	Extension Activities	
3.	Teaching Activities	
4.	Institutional Support: <ul style="list-style-type: none"><li>• Administration/ Management/ Coordination activities</li><li>• Any Other</li></ul>	
5.	Organizing conferences/ workshops/seminars/ meetings etc.	
6.	Other activities; <ul style="list-style-type: none"><li>• Reports/Publications</li><li>• Special assignments</li><li>• Information compilation</li><li>• Involvement in the institutional committees</li><li>• Any other (please specify)</li></ul>	



### 3. Peer Recognition:

S. No.	Activity	Remarks
1.	<ul style="list-style-type: none"><li>Awards/ fellowships/fellow received (National; International; Institutional/ Professional Societies)</li><li>Best paper/ poster/ honors received</li><li>Any other – please specify)</li></ul>	
2.	Professional Societies (Membership; Editorship for journals; Any other –please specify)	
3.	Review of papers/reports/proposals, as referee	
4.	Any other (please specify)	

### 4. Professional attainment:

S. No.	Programme attended	Institute, Place, Period
1.	Training/Summer/Winter School/Seminars/Workshops/Symposium/ Conferences/Meetings etc.	
2.	Any other (Please specify)	

**Note:** Candidate may use extra sheet if required.

**Place:**

**Date:**

**Signature of the Officer**

(Name & Designation)

**PART-III**

(Assessment by the reporting officer)

S. No.	Factor	Performance (Please put your initials in relevant column)				
		Outstand ing	Very Good	Good	Satisfact ory	Unsatisfac tory
<b>A.</b>	<b>Assessment of work output</b>					
1.	Accomplishment of planned works					
2.	Quality of output					
3.	Analytical ability					
4.	Accomplishment of additional works					
<b>B.</b>	<b>Assessment of personal attributes</b>					
1.	Attitude to work					
2.	Sense of Responsibility					
3.	Maintenance of discipline					
4.	Communication Skills					
5.	Leadership qualities					
6.	Capacity to work with team sprit					
7.	Capacity to adhere to time schedule					
8.	Inter personal relations					
9.	Overall bearing and personality					





<b>C.</b>	<b>Assessment of functional Competency</b>					
1.	Application of procedures in the area of function and ability to apply them					
2.	Strategic planning ability					
3.	Decision making ability					
4.	Coordination ability					
5.	Ability to motivate and develop subordinates					
6.	Initiative capacity					
<b>D.</b>	<b>General</b>					
1.	Relations with the public					
2.	Integrity of the officer Has anything come to your attention that could negatively impact the Institute's reputation? <b>Yes/No</b> If yes, please give details.					
3.	Major strength of the officer					
4.	Suggested area of improvement. If yes, please communicate.					
<b>E.</b>	<b>Overall rating</b> <i>(Outstanding/Very Good/Good/Satisfactory/Unsatisfactory):</i>					

Date:

Signature of the Reporting Officer  
(With Name, Designation and Seal)



**PART-IV**

**Remarks and Overall Grading by the Reviewing Officer:**

1.	Length of service under the Reviewing Officer	
2.	Has the officer any special characteristics and / or any outstanding merits or abilities which would justify his/her advancement. If yes, please mention those characteristics briefly.	
3.	Recommendation regarding suitability for other work.	

Signature of the Reviewing Officer  
(With Name, Designation and Seal)

Date:

Remark of the Accepting Officer:

Signature of the accepting officer  
(With Name, Designation and Seal)

Date: