



Research Coordination and Management Unit

Research Coordination and Management Unit (RCMU) is responsible for documentation and dissemination of scientific output of the Institute through IASRI News and Annual Report etc. It also organises National Conferences of Agricultural Research Statisticians once in three years and conducts meetings of Senior Officers (SOM) every month. The Unit also assists the Research Advisory Council (RAC) and Quinquennial Review Team (QRT) and is responsible for correspondence with ICAR, ICAR Institutes, SAUs and other organisations in India and abroad. The other functions of the Unit are: to examine the new research project proposals before these are considered by the SRC in respect of importance of problems, its design and final requirements; to monitor the progress of on-going research projects and to bring out half yearly monitoring progress reports; to prepare Annual Action Plan, Activity Milestones, SFC Memo, Monthly Targets and Progress of the Institute, Half yearly Scientific Targets and Achievements, Quarterly Performance

Review, Zero Based Budgeting etc., to maintain the Research Project Files (RPF), revision of combined SFC memo of IASRI and NCAP for tenth plan, monthly progress of identified thrust areas and also their submission to ARIC (ICAR). The Unit also provides help in Art, Photography and Reprographic Services.

The following activities were undertaken by the Unit during the year under report:

Publications

- Annual Report (Bilingual) of the Institute for the year 2003-04
- IASRI Newsletters (Bilingual)
- Monitoring Progress Reports—Half-yearly Summary of progress of on-going research projects ending March 31, 2004 and Sept 30, 2004
- Action Taken Report of XIII National Conference of Agricultural Research Statisticians held at PAU, Ludhiana during 6-8 November, 2001. This report

was discussed in the 1st Session of XIV National Conference at JNKVV, Jabalpur (M.P.)

Communication of Research Material to:

(i) Indian Council of Agricultural Research

- Material for preparation of DARE-ICAR Annual Report for the year 2004-2005
- Action taken report on the proceedings of the Conference of the Directors of ICAR Institutes held at NASC, New Delhi during 14-16 July, 2004
- Action taken report on the proceedings of the Sixteenth Meeting of the ICAR Regional Committee No. IV held at PAU, Ludhiana during 13-14 August, 2002
- Copies of Annual Report of the Institute, for review of Annual Report 2003-2004 for giving the Trophy to the Best Annual Report
- Half yearly information regarding programme of Conferences, Seminars, Symposia, Workshops, Meetings, etc. in Agricultural and Allied Sciences proposed to be held during July - December, 2004 and January – June, 2005
- Information for organization of Summer School/Winter School/Short Course – regarding proposal etc. during 2005
- Suggestions to introduce new reforms and innovations that aims at changing the NARS into an internationally competitiveness, state of the art, merit based, "Quality First" organization in view of six core goals
- Institutes views regarding RAC functioning and linkages between RAC-SRC-IMC
- Information on present status of research and future directions in the area of Agricultural Statistics and Computer Applications for inclusion in the Revised Perspective Plan: Vision 2020 of the Institute
- Copies of Revised Perspective Plan: Vision 2020 of the Institute for discussion at SMD level
- Material for quarterly publication, 'ICAR Newsletter' and 'ICAR Reporter'
- Material for 'Monthly Progress Report' for the Cabinet Secretariat
- Monitorable targets Annual/Five years in respect of various programmes being implemented at the Institute
- Revised X Five Year SFC Memo for the Institute
- Mid Term X Plan Appraisal for the Institute
- Information of different Research Project Files (RPF I, II, III) of various Divisions of the Institute

- Quarterly Performance Review (QPR) of Central Schemes by Planning Commission
- Monthly targets and progress of the Institute
- Half yearly Scientific targets and achievement twice in a year
- Quarterly Progress Report (QPR)
- Monthly progress of Identified thrust areas required by Planning Commission
- Other miscellaneous correspondence with respect to the Institute

(ii) CSO

- Quarterly information for CSO Newsletter
- Miscellaneous correspondence with respect to the Institute

(iii) Indian Veterinary Research Institute, Izatnagar, Bareilly (U.P.)

- Status report of the Institute for presentation at the Seventeenth Meeting of the ICAR Regional Committee No. IV held at IISR, Lucknow (U.P.) during 28-29 December, 2004

(iv) National Social Science Documentation Centre, (ICSSR), (Ministry of Human Resource Development), New Delhi

- Information for Directory of Social Science Research Institutions as per their questionnaire

(v) National Research Development Corporation (A Govt. of India Enterprise)

- Miscellaneous correspondence for supply of IPR CD Version 2.0 regarding

(vi) SAARC Agricultural Information Centre (SAIC), Bangladesh

- Information for promotion of Livestock and Fisheries on Poverty Alleviation in the SAARC countries

(vii) Gales Research Centre, Michigan, USA

- Verification form for the 19th edition for International Research Centers Directory

Organisation of Meetings

- The Unit organised meetings of Staff Research Council (SRC).
- Thirteen Senior Officers Meetings (SOM) of the Institute to discuss the monthly achievements,

- shortfalls, if any, and obstacles in achievements in terms of various activities of the Institute including research, teaching, training, projects, publications, library, administrative, financial and others were organized on 15 April 2004, 13 May 2004, 03 June 2004, 08 July 2004, 06 August 2004, 06 September 2004, 12 October 2004, 10 November 2004, 08 December 2004; 01 and 07 January 2005, 08 February 2005 and 09 March 2005. The meetings were chaired by the Director.
- The Brain Storming Session for revision in the Perspective Plan - Vision 2020 of the Institute was organised at the Institute on 02 September, 2004.



Joint Director, addressing the house during brain storming section for revision in the Perspective Plan-Vision 2020

- The meeting with Subject Matter Specialists, Principal Scientists and PME Cell members for revision in the Perspective Plan - Vision 2020 of the Institute was organised at the Institute on 04 September, 2004.



Meeting with experts during brain storming section for revision in the Perspective Plan-Vision 2020

- Organised a Meeting of Director with all the Technical Officers/ Technical Staff (T-4 and above) for getting feedback to improve the work culture) at the Institute on 10 September, 2004.

- Organized six meetings on 27 April 2004, 21 May 2004, 02 June 2004, 21 October 2004; 14 January 2005 and 15 March 2005 for finalizing the Consultancy/Contract proposals received at Consultancy Processing Cell as per Johl Committee Guidelines and subsequently getting approval of the Director.
- Organized a meeting of PME Cell on 14 July, 2004 for finalizing the draft for sending the suggestions to ICAR to introduce new reforms and innovations that aims at changing the NARS into an internationally competitiveness, State of the art, merit based, "Quality First" organisation in view of six core goals.

Organisation of Conferences

- Organised the XIV National Conference of Agricultural Research Statisticians of the ICAR Institutes, Project Directorates, State Agricultural Universities and Central State Departments of Agriculture, Animal Husbandry, Forestry and Fisheries at Jawahar Lal Nehru Krishi Vishwa Vidyalaya (JNKVV), Jabalpur (Madhya Pradesh) from 17-19 November 2004.

Art, Photography and Reprography

RCM Unit assisted the scientists in preparing and updating diagrams, charts, histograms and maps, photographs for research publications and also visual display of research findings in the exhibition room. It also caters the need of reprography of the Institute. It assisted in transcribing the lectures write-ups on transparencies. More than 600 photographs of important occasions of research and extension activities of the Institute were undertaken and also some slides were prepared. A Digital Still Camera of Sony Model No. MVC-CD 500 is available for covering important events organised at the Institute. A Sony Handy Cam DCR PC 350E camera and HP Scanjet 4070 Photosmart Scanner were also procured. On Gestetner Copy Printer 5327 and Rex Rotary Copy Printer 1560 machines about 4.53 lacs copies of 7477 pages for 387 jobs were multi-copied and supplied to various users of the Institute. This photocopy need of the Institute was fulfilled by 5 photocopy machines installed at the Reprographic Lab working under the Unit. A Lab for Senior Artist (T-9) for Graphic Designing with Macintosh Computer system was also maintained.

Miscellaneous Activities

In addition to the above, the Unit is involved in the following items:

- Miscellaneous correspondence with other organizations of ICAR/SAUs for the XIV National Conference of Agricultural Research Statisticians to be organized at JNKVV, Jabalpur (M.P.) during 17-19 November 2004
- Supplying the information about training programmes/research activities received from ICAR and various organisations from time to time among the HDs and Principal Scientists of the Institute
- Proposals for deputation of scientists of the Institute for various conferences/ symposia/ workshops etc.
- Various drafts for revised Perspective Plan: Vision 2020 of the Institute
- Slides material for presentation of revised Perspective Plan: Vision 2020 of the Institute at several level
- Gant Charts for SFC of X Plan presentation.
- Correspondence/ Initiation for procuring various useful Software and other equipments at the Institute
- In view of request received from Scientists/ Divisions the procedure of procurement of various statistical software packages was finalised
- Arrangement of demonstration of procured and other software packages
- Installation of video projector in the Committee Room of the Institute
- Reply of various Audit para raised by External Audit Party
- Reply of various Parliament Questions raised from time to time
- Captured important moments of various functions organized at the Institute/ NASC/ NCAP in the Digital Still Camera/ Video Camera and also make arrangements for inclusion of these moments at the web site of the Institute