



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 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 of the Institute for the year 2004-05
- IASRI Newsletters
- Monitoring Progress Reports: Half-yearly summary of progress of on-going research projects ending 31 March 2005 and 30 September 2005

Communication of Research Material to

(i) Indian Council of Agricultural Research

- Material for preparation of DARE-ICAR Annual Report for the year 2005-06



Dr. Mangala Rai, Secretary, DARE and DG, ICAR releasing the Annual Report of the Institute during the Annual Day Function

- Copies of Annual Report of the Institute, for review of Annual Report 2004-05 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
- Information for organization of Summer School/ Winter School/Short Course – regarding proposal etc. during 2005-06
- A special one page pull out giving achievements made including the information relating to all the new technology developed, highlights and future thrust areas during the year 2005 for the Annual General Meeting of the ICAR
- Information regarding Good Management Practice (GMP) for receiving visitors to the Institute
- Correspondence regarding V and VII Regional Committees of the ICAR
- Particulars of training (short-term/ long-term) imparted by the Centres of CGIAR, exchange of germplasm, release of the new varieties and collaborative projects under taken between ICAR and CGIAR centres for preparation of database - quarterly return for the period ending March 2005 and June 2005 and annual interim return for the year 2004
- Information for the last three years in respect of total number of research papers published/

accepted in refereed national/international journals

- Information regarding commercialization of IPRs and segregation of ICAR technologies for transfer to public/farmers directly and to private sectors
 - Information for Creation of Chair on Official Statistics in Universities under the Plan Scheme entitled 'Award and fellowships for outstanding and meritorious research work in statistics - regarding for onwards transmission to CSO
 - Review of position of patent application of ICAR as on 31st December 2004
 - Information in respect of organisation of 11 international Rice Research Congress 2006 to be organised at Delhi in 09-13 October 2006
 - 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
 - Information of different Research Project Files (RPF I, II, III) of various Divisions of the Institute
 - Quarterly/Half yearly Performance Review (QPR/HPR) of Central Schemes by Planning Commission
 - Monthly targets and progress of the Institute
 - Half yearly Scientific targets and achievement
 - Quarterly Progress Report (QPR)
 - Monthly progress of identified thrust areas required by Planning Commission
 - Other miscellaneous correspondence with respect to the Institute
- (ii) **National Centre for Agricultural Economics and Policy Research (NCAP), New Delhi**
- Information required for the project 'Agricultural Science and Technology Indicators (ASTI) for India', jointly implementing by ICAR, New Delhi and IFPRI, Washington
- (iii) **Information Supplied to CSO**
- Information for publication 'Statistical System in India - 2005
 - Quarterly information for CSO Newsletter
 - Miscellaneous correspondence with respect to the Institute

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

- Miscellaneous correspondence for supply of IPR CD Version 2.0 regarding

(v) Department of Personnel, and Training, Ministry of Personnel, Public Grievances & Pension, Govt. of India, New Delhi

- Information for Compendium of Training Programme for the year 2006-2007

(vi) National Academy of Agricultural Research Management, Hyderabad

- Filled in questionnaire in respect of Scientists and Technical Officers (T-5) and above for the Survey on Organizational Climate in ICAR

(vii) Others

- Information for sixth edition of Dairy India Year Book 2005, New Delhi

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 06 April 2005, 06 May 2005, 13 June 2005, 08 July 2005, 09 August 2005, 13 September 2005, 10 October 2005, 07 November 2005, 06 December 2005 & 01, 07 January 2006, 04 February 2006 and 04 March 2006. The meetings were chaired by the Director

Art, Photography and Reprography

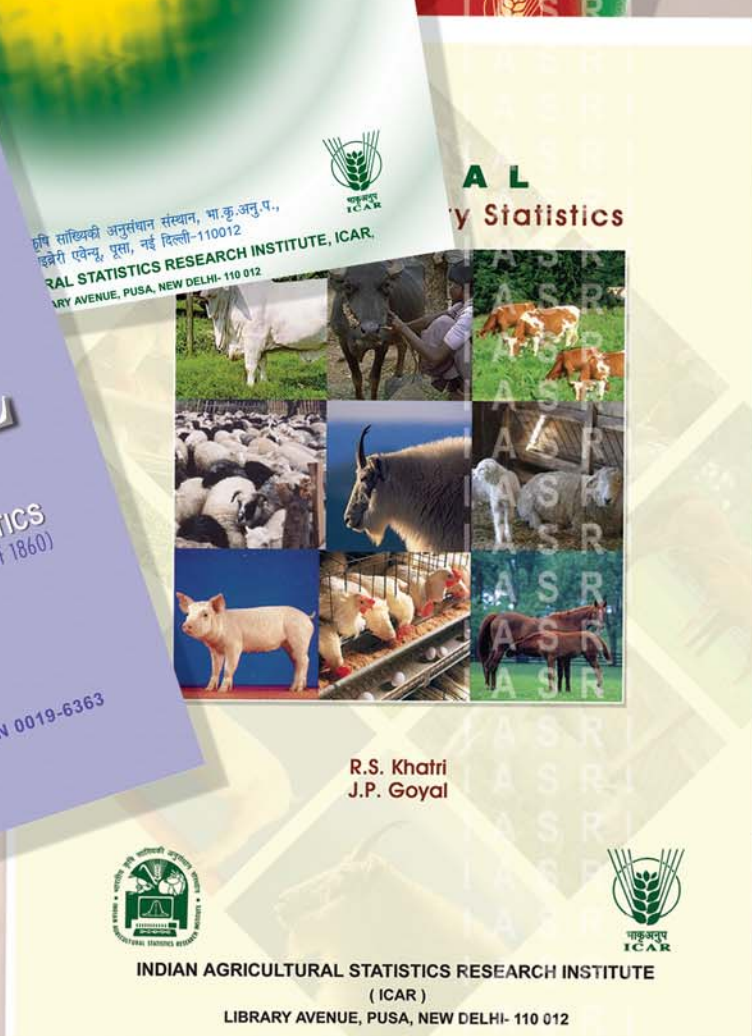
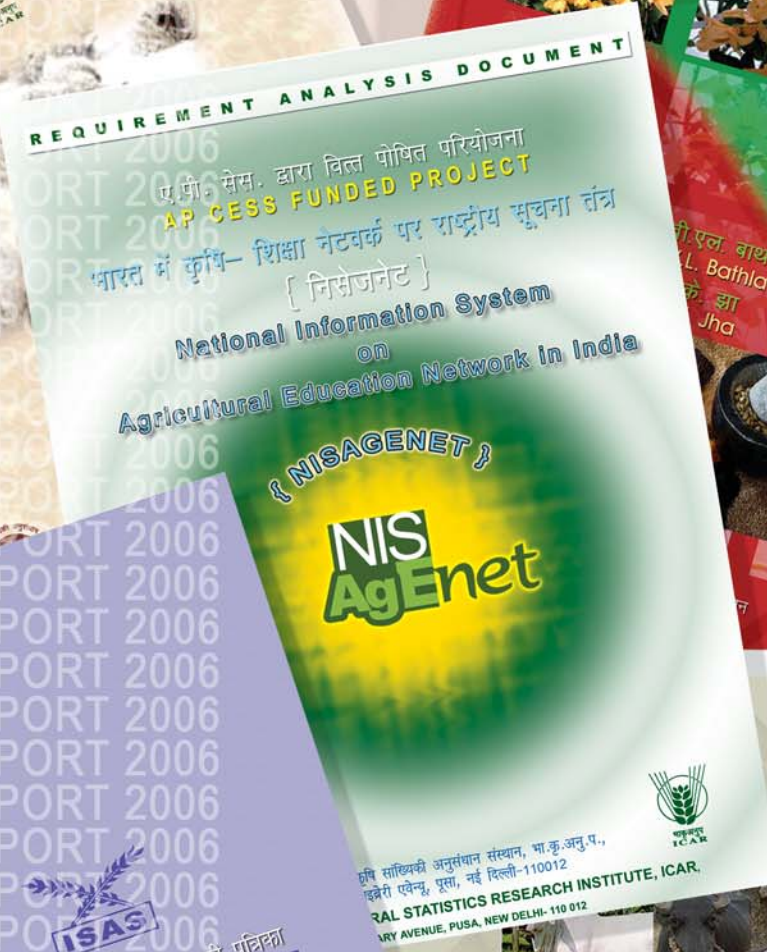
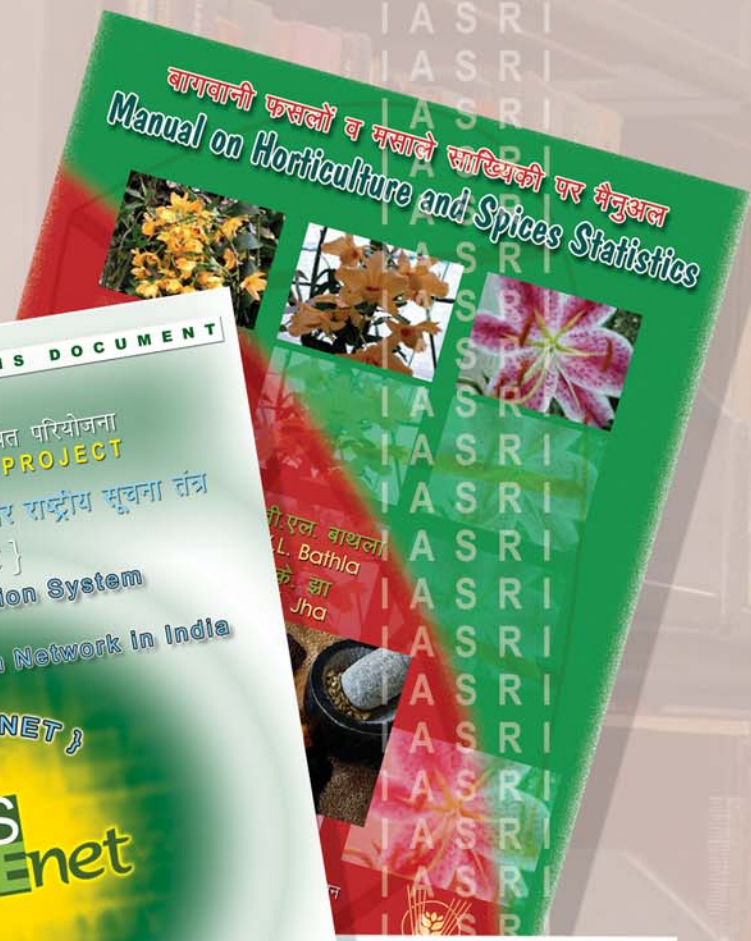
RCM Unit assisted the scientists in preparing and updating diagrams, charts, histograms and maps, photographs for research publications and also visual display of research findings in the exhibition room. It also caters the need of reprography of the Institute. It assisted in transcribing the lectures write-ups on transparencies. More than 800 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 3.27 lakhs copies of 4554 pages for 252 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 colour photocopier was also added to Reprographic Lab. 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 work:

- Miscellaneous correspondence for the forthcoming International Conference on Statistics and Informatics in Agricultural Research on the occasion of 60th Diamond Jubilee Conference of Indian Society of Agricultural Statistics proposed to be held during 27-30 December 2006
- 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.
- Correspondence/ Initiation for procuring various useful softwares 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 website of the Institute



R.S. Khatri
J.P. Goyal



INDIAN AGRICULTURAL STATISTICS RESEARCH INSTITUTE
(ICAR)
LIBRARY AVENUE, PUSA, NEW DELHI- 110 012