



## 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 IRC 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; 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 2005–06
- Proceedings of XIV National Conference of Agricultural Research Statisticians held at JNKVV, Jabalpur (Madhya Pradesh) during 17–19 November 2004
- IASRI Newsletters
- Monitoring Progress Reports: Half-yearly summary of progress of on-going research projects ending 31 March 2006 and 30 September 2006



Releasing the Annual Report of the Institute during the Annual Day Function

- Background material of the Institute for QRT 2001–05

#### Communication of Research Material to

##### (i) Indian Council of Agricultural Research

- Material for preparation of DARE/ICAR Annual Report for the year 2006–07
- Copies of Annual Report of the Institute, for review of Annual Report 2005–06 for getting 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 2007–08
- Correspondence regarding IV Regional Committees of the ICAR
- Information in respect of organisation of II International Rice Research Congress 2006 organised in Delhi during 09–13 October 2006
- Other miscellaneous correspondence with respect to Institute
- Material for quarterly publication, 'ICAR Newsletter' and 'ICAR Reporter'
- Material for 'Monthly Progress Report' for the Cabinet Secretariat
- Monitorable targets Annual/Five yearly 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/Half-yearly Progress Report (QPR/ HPR)
- Monthly progress of identified thrust areas required by Planning Commission
- Various drafts for revised Perspective Plan: Vision 2025 of the Institute

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

- Brief report on achievements of the Institutes and Action Taken Report on the recommendation made at the XVII Meeting for presentation at the XVIII Meeting of the ICAR Regional Committee No. IV held at ICAR Research Complex for NE Region, WALMI Complex, Patna (Bihar) during 01–02 September 2006.

##### (iii) Information Supplied to CSO

- 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 IPRCD Version 2.0

#### Organisation of Meetings

The Unit organised

- Two meetings of Institute Research Committee (IRC) earlier known as Staff Research Council (SRC) on 22–23 August 2006 and 23 February 2007 under the Chairmanship of Director of the Institute.
- One meeting of Dr. PV Shenoy, Chairman, Common Research Advisory Committee (RAC) with Director and all Heads of Divisions on 22 February 2006.
- Six meetings of QRT on IASRI for the period 2001–05 on 12 April, 11 December 2006, 12 January, 14 February, 06 March, 12 March 2007.

- Two meetings of Consultancy Processing Cell (CPC) on 26 May and 05 September 2006 for finalizing the consultancy training proposals as per ICAR Guidelines.
- 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 10 April, 05 May, 12 June, 04 July, 05 August, 06 September, 04 October, 07 November, 04 December, 2006; 01 and 06 January, 03 February and 03 March 2007. 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. A Sony Handy Cam DCR PC 350E and a Digital Still Camera of Sony Model No. MVC-CD 500 are available for covering important events organised at the Institute. More than 1000 photographs and video films of important occasions of research and extension activities of the Institute were undertaken and also some slides were prepared. The photocopy need of the Institute was fulfilled by 7 photocopy machines installed at the Reprographic Lab working under the Unit. Unit has Gestetner Copy Printer 5327, Rex Rotary Copy Printer 1560, Toshiba Estudio 352, Panasonic DP 4510 and two Godrej G 2238 photocopy machines and a colour photocopier Canon iRC 3170i and about 4.9 lakhs black and white and 4357 coloured copies were multi-copied and supplied to various users of the Institute. A HP Scanjet 4070 Photosmart Scanner is

also available. A lab of Senior Artist for Graphic Designing with Macintosh Computer system is also maintained.

### Miscellaneous Activities

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

- Miscellaneous correspondence for the International Conference on Statistics and Informatics in Agricultural Research on the occasion of 60<sup>th</sup> Conference of Indian Society of Agricultural Statistics 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 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
- Making availability of Annual Report, Newsletters, Perspective Plan Vision and other important material on the website of the Institute
- 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

