



## 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 Institute Research Committee (IRC) in respect of importance of problem, 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, 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 2006–07.
- IASRI Newsletters.
- Monitoring Progress Reports: Half-yearly summary of progress of on-going research projects ending 31 March 2007 and 30 September 2007.

### Communication of Research Material to

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

- Material for preparation of DARE/ICAR Annual Report for the year 2007–08.

- Copies of Annual Report of the Institute, for review of Annual Report 2006–07 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 to be held during July-December 2007 and January–June 2008.



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

- Action taken report on the proceedings of Annual Meeting of Directors of ICAR Institutes held from 03-04 November 2006 at New Delhi and Agenda notes for next Directors Meeting.
- Action taken report on the proceedings of the Annual Meeting of Directors of ICAR Institutes held from 16-18 July 2007 at New Delhi.
- Information for organization of Summer School/ Winter School/Short Course at the Institute during 2008-09.
- Financial and Research Achievements for the year 2007-08 and Financial and Research Targets for the year 2008-09 of the Institute.
- Filled-in questionnaire for baseline information of the Institute for Component-I of Monitoring and Evaluation System for NAIP, ICAR.
- Filled-in proforma for IP Data Base at ICAR Headquarter.
- Information for the project 'Consultancy Services for Business Planning and Development (BPD) Units.
- Regarding publishing the Circulars/Orders/ Instructions issued by Work Study Unit on ICAR

website.

- Regarding updating of list of contents of Institutes' website.
- Other miscellaneous correspondence with respect to Institute.
- Correspondence regarding IV Regional Committees of the ICAR.
- Material for quarterly publication, 'ICAR Newsletter' and 'ICAR Reporter'.
- 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) Department of Personnel and Training, Ministry of Personnel, Grievances and Pensions, New Delhi**

Information for 'Compendium of training programme for the year 2007'.

**(iii) Information Supplied to CSO**

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

**(iv) Department of Science and Technology (DST), New Delhi**

Filled-in questionnaire on 'National Survey on Resources Devoted to Scientific and Technological (S&T) Activities - 2005-06.

**(v) Central Soil Salinity Research Institute, Karnal**

Follow up Action Taken Report on the recommendation made 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.

### Organisation of Conferences

RCM Unit organised XV National Conference of Agricultural Research Statisticians of the ICAR Institutes, Project Directorates, State Agricultural Universities and Central/State Departments of Agriculture, Animal Husbandry and Fisheries was organised by the Institute at Birsa Agricultural University (BAU), Ranchi (Jharkhand) from 03-04 December 2007. The theme of the Conference was "National Priorities in Agricultural Statistics and Computer Application".



A view of Inaugural Function of XV National Conference of Agricultural Research Statisticians at BAU, Ranchi

### Organisation of Meetings

The Unit organised:

- Two meetings of Institute Research Committee (IRC) on 17-18 August 2007 and 22-23 February 2008 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 26 November 2007.
- Three meetings of QRT on IASRI for the period 2001-05 on 12-13 April 2007, 17 May 2007 and 27 July 2007.
- Six meetings of Consultancy Processing Cell (CPC) on 17 April, 18 May, 04 June, 09 October and 17 October 2007 were held for finalizing the consultancy and training proposals. A meeting was also held on 08 January 2008 to finalize the honorarium for the Scientists and Technical Officers associated with the consultancy project 'Study for

assessment of Survey Capabilities of Private Sector.

- 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 09 April, 08 May, 08 June, 09 July, 07 August, 12 September, 05 October, 03 November, 11 December, 2007; 01 and 08 January, 14 February and 07 March, 2008. The meetings were chaired by the Director, IASRI.

### 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 needs of the Institute were fulfilled by 07 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 4.3 lakhs black and white and 6482 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 15<sup>th</sup> National Conference of Agricultural Research Statisticians held at BAU, Kanke, Ranchi (Jharkhand) during 03-04 December 2007.

- 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.