



## 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 organizes 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 Committee (RAC) and Quinquennial Review Team (QRT) Consultancy Processing Cell (CPC), Institute Technology Management Committee (ITMC), Institute Technology Management Unit (ITMU) and Planning Monitoring and Evaluation (PME) Cell. The unit is also responsible for correspondence with ICAR, ICAR Institutes, SAUs and other organizations 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), 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 2007–08
- IASRI Newsletters (published quarterly)
- Monitoring Progress Reports: Half-yearly summary of progress of on-going research projects ending 31 March 2008 and 30 September 2008.



## Communication of Research Material to

### (i) Indian Council of Agricultural Research

- Material for preparation of DARE/ICAR Annual Report for the year 2008-09
- Half yearly information regarding programme of Conferences, Seminars, Symposia, Workshops, Meetings, etc. in Agricultural and Allied Sciences proposed to be held during July-December 2008 and January-June 2009
- Material for quarterly publications, 'ICAR Newsletter' and 'ICAR Reporter'
- Material for International Training Programme - 2009 for International Training Calendar
- Information for the meeting of Directors and Project Coordinators of Agricultural Engineering Division (SMD) held on 22 December 2008
- Proposal from CARP, Sri Lanka for organizing short-term training on 'Public Private Partnership in Extension' for a Senior Advisory Officer of the Tea Research Institute (TRI), Sri Lanka
- Information for organization of Summer School/Winter School/Short Course at the Institute during 2009-10
- Financial and Research Achievements for the year 2008-09 and Financial and Research Targets for the year 2009-10 of the Institute
- Information for the project 'Consultancy Services for Business Planning and Development (BPD) Units

- Monitorable targets Annual/Five yearly in respect of various programmes being implemented at the Institute
- Quarterly/Half-yearly Performance Review (QPR/HPR) of Central Schemes by Planning Commission
- Plan budget estimate (B.E. and R.E.) for the Years 2008-09 and 2009-10
- Monthly targets and progress of the Institute
- Half-yearly scientific and financial targets and achievements
- Monthly progress of identified thrust areas required by Planning Commission

### (ii) Department of Personnel and Training, Ministry of Personnel, Grievances and Pensions, New Delhi

- Information for 'Compendium of training programmes for the year 2008-09 and 2009-10'

### (iii) Information Supplied to CSO

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

### (iv) Ministry of Statistics and Programme Implementation, New Delhi

- Information for 'Statistical System in India - 2007'
- Information for report of 'Directory of Sample Survey in India for the Year 2005 and 2006'

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

- Information on technologies developed during 2006-07 and 2007-08 and agenda for XX Meeting of the ICAR Regional Committee No. V held at NASC, New Delhi during 19-20 December 2008

### (vi) Indian Association of Social Science Institutions, New Delhi

- Information for Survey of On-going and Recently Completed Research Projects for the year 2007-08

### Organisation of Meetings

- Two meetings of Institute Research Committee (IRC) during 07-08 August 2008 and 18-21 February 2009.
- 10<sup>th</sup> meeting of RAC of IASRI and 2<sup>nd</sup> meeting of the Joint Research Advisory Committee (RAC) of IASRI and NCAP held on 04 December 2008 at



Chief Guest releasing the Annual Report of the Institute during the Annual Day Function

the Institute under the Chairmanship of Dr. P.V. Shenoi, former Special Secretary, Ministry of Agriculture and Co-operation, New Delhi.

- Six meetings of Consultancy Processing Cell on 09 April, 06 June, 17 June, 14 July, 04 October 2008 and 03 March 2009 were held for finalizing the proposals of 4 consultancy trainings/ 1 study tour and 2 consultancy advisory services as per ICAR Guidelines and getting approval of the Director.
- Thirteen Senior Officers Meetings (SOM) of the Institute to discuss the 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 19 April, 13 May, 07 June, 07 July, 04 August, 01 September, 13 October, 10 November, 08 December, 2008; 01 and 12 January, 09 February and 09 March, 2009. The meetings were chaired by the Director, IASRI.
- A Meeting of Institute Technology Management Committee (ITMC) was held on 21 February 2009 to discuss 'The Protection and Utilization of Public Funded Intellectual Property Bill 2008'.

#### 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. 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 E studio 352, Panasonic DP 4510 and two Godrej G 2238 photocopy machines and a colour photocopier Canon iRC 3170i. About 4 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. A Toshiba E studio 252 photocopier has also been installed recently in the unit.

#### Miscellaneous Activities

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

- 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
- 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.
- 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

**IASRI**

**GOLDEN  
JUBILEE**

**1959-2009**