

National Institute of Science Communication and Information Resources
Dr K S Krishnan Marg, New Delhi-110 012

No.ACC/FM/10/03-2-Min

26 March 2010

The second meeting of the Apex Coordination Committee (ACC) was held today at 10.00 A. M. in the Committee Room, Pusa Campus, chaired by the Director. Issues discussed and the decisions arrived at this meeting are as follows:-

Action taken on the approved items of the previous meeting.

While the role of Advisors has been recommended to be advisory, the Advisor (PPD) was additionally made as overall head of PPD for smooth functioning of different sections under the division. An OM to that effect was issued with the approval of the competent authority. On filling of 29 posts, the Advisor (HR) Dr Kakkar appraised the committee that it is in the process. A committee has been constituted to finalize the issues therein and the advertisement will be issued in a week's time.

For flagship project on Biodiversity/Bioresources, the respective Advisor Dr Garg suggested to make a proposal based on Wealth of India, in the form of Wikipedia, possibly in network mode. Dr TKM suggested to revive the NISCAIR's earlier attempt, CBDL (comprehensive biodiversity digital library) including Wealth of India, in collaborative mode with BSI, ZSI, and other relevant institutes/departments. Overall view of the committee was that NISCAIR should submit a viable 'sureshot' flagship project, unique for its content and reach, and not duplicate what is available already. The flagship project(s) (the idea and theme) will be crystallized shortly and highlights of such proposal will be made ready before April 02, 2010 for presentation in the forthcoming Directors' conference at Jorhat.

Diamond jubilee celebration

The core committee under the chairmanship of Shri. A K Chawla discussed various points in its meeting held yesterday, and its minutes placed on notice boards. The Diamond Jubilee year shall be 2011-12, and the year-long celebration will start on the CSIR Foundation day of 2011 at Pusa Campus and will conclude on the CSIR Foundation day 2012 at SVM campus. Eminent scholars/researchers will be invited to deliver DJ lectures every month in the diamond jubilee year, apart from the various activities being planned by the core committee.

About interns, the process of recruitment is bifurcated, and each campus will do it independently. Pusa campus will have 15 positions and SVM 10, and 5 will be kept in reserve and allotted as per requirement by the competent authority.

On Innovative ideas, Advisor (Knowledge management) Dr K Y Kavathekar said there were some inputs received afresh. It was decided to nominate a separate committee (with representatives from sister labs) which will analyze such proposals, discuss with the respective persons/teams if required, and decide further course of action with the approval of D/NISCAIR.

On starting of TV channel, Shri Chawla said that it is in the process. Director suggested to explore the scope for Youtube model as it may stay in future.

Regarding publishing of Annual reports, it was agreed to club the two annual reports (2008-09 and 2009-10) and bring out as a biannual report by June 2010. Existing committees will work together. It was told that individual inputs on the lectures/participation in conferences/recognitions have still not been received, and the data what is available with the T & N Committee will be used. Individuals may provide inputs as early as possible, and no fresh request will be issued on this. Finance has to provide budget data.

Fresh agenda items

Monthly leave statements-strengthening **attendance monitoring** mechanism reg. Attendance monitoring for Groups I to III and all other support staff to come into act from 01st April 2010 and a separate OM/circular will be issued shortly on this. Group IV, sectional heads, and heads of support staff (admin/finance/purchase) are expected to maintain punctuality and play as role model. Possibility of flexitime (as in the Ministry of Home Affairs) and the biometric system will be explored.

Smoking prohibition

Smoking in public is strictly prohibited. There will be marked area for smoking. Two committees will be constituted (one for each campus) to monitor. Sign boards viz. 'SMOKING PROHIBITED', 'NO SMOKING', 'THANK YOU FOR NOT SMOKING' will be displayed prominently. Consumption of alcohol is strictly prohibited. Any violation of the above will invite action as per rule. A circular will be issued by the COA on this, including spitting.

In the **additional agenda** the following were taken up.

- (i) *Works and Services*: Advisor (Infra) will maintain and monitor a diary for all AMCs for proper renewal well in advance.
- (ii) *Drinking water*: Canteen has a Filter. Similar filter will be fixed in every floor. Advisor (Infra) ensured that it will be done shortly.
- (iii) All indents for computers/equipments will be processed through *prioritization committee only*.
- (iv) *Energy saving*: COA to issue a circular to save electricity by using it optimally.

This has been issued with the approval of the competent authority.

(RS Jayasomu)
Director Office

Copies to:

1. NISCAIR notice boards