

National Institute of Science Communication And Information Resources

Dr K S Krishnan Marg, New Delhi-110012 & S V Marg, New Delhi-110067

Minutes of the Meeting of the Apex Coordination Committee held on 24 February 2012 at SV Marg Campus

A meeting of the Apex Coordination Committee was held on 24 February 2012 at 1.45 pm at the SV Marg Campus. The following attended the meeting:

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| 1. | Director | Chairperson |
| 2. | Ms Deeksha Bist | |
| 3. | Mr Rajiv Mathur | |
| 4. | Mr Gauhar Raza | |
| 5. | Mr Ashok Chawla | |
| 6. | Ms VV Lakshmi | |
| 7. | Mr Hasan Jawaid Khan | |
| 8. | Mr Yogesh Kumar Sharma | |
| 9. | Mr Sunil Khanna | |

Dr G. Mishra, F&AO could not attend the meeting and was represented by Mr V. Anand (FA). Ms Simesh Verma, CoA also could not attend the meeting.

The following deliberations were held during the course of the meeting:

- 1. Projectisation of NISCAIR's activities.** Projectisation of NISCAIR's activities has become a necessary requirement for administrative and accounting purposes. Mr Rajiv Mathur, Convenor, Projectisation Committee, informed that a meeting of the Projectisation Committee was held on 10 February 2012. The Committee invited inputs from members. Subsequently, the projectisation has been finalized and approved by the Director. This will be followed by assigning of numbers to the various projects of the Institute. **(Action: Mr Rajiv Mathur)**
- 2. Enforcing discipline in NISCAIR.** The ACC had decided that the Administration should issue an office memorandum regarding the need to enforce discipline in the Institute with regard to punctuality of attendance, indiscipline, insubordination, non-performance, smoking etc. clearly outlining acts that constitute indiscipline and against which administrative action could be taken, if the need so arises. In this context, Mr Yogesh Kumar Sharma, CoA informed that two OMs have been brought out by the Administration Section—one regarding punctuality in office and the other related to non-smoking in office premises. However, it was felt that there was need for wider circulation of the OMs.

It was also suggested that 'No Smoking' banners be put up in the office premises at various locations. **(Action: Mr Yogesh Sharma, CoA)**

Director also asked Mr Ashok Chawla to look into the matter of designating an open area as a 'Smoking Zone'. **(Action: Mr Ashok Chawla and Mr Yogesh Sharma, CoA)**
- 3. Rationalizing printing procedure and costing.** To rationalize the printing procedure and costing methodology of the Institute with regard to printing jobs, a Committee consisting of Ms Deeksha Bist as Chairperson and Mr Hasan Jawaid Khan, Mr Yogesh Kumar Sharma (CoA), Dr G. Mishra and Mr Ashwani Brahmi as members was constituted. Ms Deeksha Bist informed that a preliminary meeting of the Committee had been held where a draft of the various procedures to be formalized had been worked out. This would be finalized in the next meeting, she informed. **(Action: Ms Deeksha Bist)**
- 4. Rational utilization of EFC.** For the purpose of rational utilization of the Institute's ECF, a Committee consisting of Mr Rajiv Mathur as Chairperson and Dr G. Mishra and Mr Yogesh Kumar Sharma as members was constituted. Mr Rajiv Mathur informed that due to certain reasons a meeting of the Committee could not be held. However, he assured

5. **Management Council meeting:** In an earlier meeting, Mr Rajiv Mathur had suggested that the matter of rational utilization of the ECF may be taken up in the MC before the financial year closing itself. Subsequently, Mr Yogesh Kumar Sharma, CoA, was requested to convene a meeting of the NISCAIR MC soon. CoA informed that the new MC had been constituted and efforts would be made to convene the MC meeting in April. **(Action: Mr Yogesh Sharma, CoA)**
6. **Recruitment of Group III personnel.** Mr Yogesh Kumar Sharma informed that the process of recruitment of Group III personnel had already begun. He also informed that the process of recruitment of Group IV personnel had also begun and an advertisement for 17 posts had already been put out, which would be appearing in various newspapers soon. The detailed advertisement had also been hosted on the NISCAIR website. He also informed that consequent to approval of 5 more posts by the RC in its meeting held on 23 February 2012, these posts would also be taken up for further action. Mr Sharma also informed that applications for Research Intern had been received and were being screened.
7. **Review of status of NISCAIR Diamond Jubilee activities:** Mr Ashok Chawla, Chairperson of the NISCAIR Diamond Jubilee Celebrations Committee, informed that he was in touch with several experts who would be invited for delivering Diamond Jubilee lectures.

He also informed that his Committee would deliberate on the scale at which the closing ceremony of the NISCAIR Diamond Jubilee Celebrations was proposed to be held depending on which a decision would be made regarding holding of the function in Vigyan Bhawan. Director suggested that in case the function is not held in Vigyan Bhawan, it could be organized at the SV Marg campus this time. It was also suggested that efforts could be made to invite Vice President of India as the Chief Guest in the function.

In an earlier meeting, Dr G. Mishra had requested that activities to be held as part of the NISCAIR Diamond Jubilee Celebrations be finalized and informed as soon as possible so that budget requirements for the next financial year could be immediately put up. Mr Ashok Chawla informed that a budget had been submitted earlier, but a realistic budget would be submitted after a reevaluation of the proposed activities to be carried out as part of the Diamond Jubilee Celebrations. **(Action: Mr Ashok Chawla)**

8. **Renovation of Periodicals Hall.** Mr Rajiv Mathur had requested in the last ACC meeting that the work of renovation of the Periodicals Hall be taken up expeditiously since outsourced personnel had already joined the Periodicals Division. Research Interns would also be joining soon. Besides, an advertisement for Group IV posts had also been put out. Finding seating arrangements for all such new recruits would be a daunting task if plans are not finalized and the Periodicals Division renovated soon.

In this context, Mr Ashok Chawla submitted that a view needed to be taken regarding the location of the Raw Materials & Herbarium Museum. It was suggested that the RHM could be moved to the SV Marg Campus so that the entire Periodicals Division could be redesigned so as to ensure comfortable seating arrangements for the present staff as well as new recruits who would be joining in due course of time.

Director wanted Mr Ashok Chawla to take a view on the matter along with Mr Rajiv Mathur and Ms Deeksha Bist in consultation with Dr H.B. Singh. **(Action: Mr Ashok Chawla, Mr Rajiv Mathur, Ms Deeksha Bist)**