

# National Institute of Science Communication And Information Resources

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## Minutes of the meeting of the Apex Coordination Committee held on 21 November 2011

The first meeting of the newly constituted Apex Coordination Committee was held on 21 November 2011 at 10.00 am at the Pusa Campus. The following attended the meeting:

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|-----|------------------------|-------------|
| 1.  | Director               | Chairperson |
| 2.  | Ms Deeksha Bist        |             |
| 3.  | Mr Rajiv Mathur        |             |
| 4.  | Mr Ashok Chawla        |             |
| 5.  | Ms VV Lakshmi          |             |
| 6.  | Mr Hasan Jawaid Khan   |             |
| 7.  | Dr G. Mishra           |             |
| 8.  | Mr Yogesh Kumar Sharma |             |
| 9.  | Ms Simesh Verma        |             |
| 10. | Mr Sunil Khanna        |             |

Mr Gauhar Raza could not attend the meeting as he was on leave.

### The proceedings of the meeting are as follows:

1. The Director welcomed the members of the newly constituted Apex Coordination Committee to the first meeting. He mentioned that as per CSIR requirement to projectise the activities of the Institute, NISCAIR also had to organize its activities into well-designated Projects to which Project Codes would be assigned by the PME for administrative purposes only.
2. Director further informed that a Committee had been constituted by the NISCAIR Management Council to look into this. He informed that in a preliminary discussion with Ms Deeksha Bist, Mr Rajiv Mathur and Dr G. Mishra (F&AO), the activities of NISCAIR had been grouped under seven (7) projects and their Coordinators identified.
3. The Apex Committee discussed the list of projects. It was decided to include the Book Publication activity under the Popular Science Project. The Apex Committee accorded in-principle approval to the proposed list of Projects. However, the Director wanted Ms Deeksha Bist, Chairperson of the Projectisation Committee, to discuss and finalise the projects with the members of the Committee so that the same could be formalised.
4. Dr G. Mishra observed that there was a need to regularly monitor and evaluate the projects of the Institute—there had to be an evaluation mechanism. It was therefore decided that all the R&D Programmes and Activities of NISCAIR would be evaluated in the Research Council while all the regular activities would be evaluated in the Management Council. However, until all projects get projectised they would be evaluated and monitored by the Management Council.
5. Mr Ashok Chawla mentioned that there was a need to reinforce discipline in the Institute with regard to punctuality of attendance, indiscipline, insubordination, non-performance, smoking etc. The Committee decided that the Administration should issue an office memorandum in this regard clearly outlining acts that constitute indiscipline and against which administrative action could be taken, if the need so arises.
6. Dr G. Mishra pointed out that there was a need to rationalize the printing procedure and costing. Therefore, it was decided that 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 be constituted for the purpose. The Committee may be notified by the Administration.

7. Dr G. Mishra also informed that as of now there was Rs 5 crore in the NISCAIR ECF, which had to be rationally utilized. Therefore, it was decided that a Committee consisting of Mr Rajiv Mathur as Chairperson and Dr G. Mishra and Mr Yogesh Kumar Sharma as members be constituted for the purpose. The Committee may be notified by the Administration.
8. Mr Ashok Chawla mentioned about the lecture series initiated as part of the Diamond Jubilee Celebrations of NISCAIR and wanted some suggestions from the Committee members. It was suggested that Dr RA Mashelkar could be approached for a lecture on innovation. Dr Nagesh Iyer and Mr Radhakrishnan could also be approached for lectures on works and infrastructure related issues.
9. Mr Rajiv Mathur brought up the issue of recruitment of Group III personnel for which advertisement had been put out earlier. Ms Simesh Verma informed that a meeting of the Screening Committee had to be held again in accordance with certain changed parameters.