

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 4 May 2012 at Pusa Campus

A meeting of the Apex Coordination Committee was held on 4 May 2012 at 11.30 am at the Pusa Campus. The following ACC members attended the meeting:

- | | | |
|----|-----------------|-------------|
| 1. | Director | Chairperson |
| 2. | Ms Deeksha Bist | |
| 3. | Mr Rajiv Mathur | |
| 4. | Mr Gauhar Raza | |
| 5. | Mr Ashok Chawla | |
| 6. | Ms V.V. Lakshmi | |

The following permanent invitees attended the meeting:

1. Mr R.P. Sharma, CoA
2. Dr G. Mishra, F&AO
3. Ms Simesh Verma, CoA
4. Mr V. Anand, F&AO
5. Mr Sunil Khanna, SO, S&P

Mr Hasan Jawaid Khan recorded the proceedings of the meeting.

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

1. **Projectisation of NISCAIR's activities:** Mr Rajiv Mathur informed that Projectisation had been approved by the Director. Subsequently, the assigning of numbers to the various projects of the Institute would be taken up soon. **(Action by Mr Rajiv Mathur)**
2. **No Smoking in NISCAIR:** Ms Simesh Verma informed that an OM dated 19 December 2011 had been issued with regard to 'No Smoking' in the campuses of NISCAIR. Mr Ashok Chawla informed that a section near the security room in the SV Marg campus had been designated a 'Smoking Zone'.
3. **Rationalizing printing procedure and costing:** Dr Mishra informed that the procedures and costing had been finalized and would be formalized soon after some fine-tuning. **(Action by Dr G. Mishra)**
4. **Rational utilization of EFC:** Dr G. Mishra informed that there were certain anomalies pertaining to credit balance and debit balance of the projects. Most of the projects are related to the erstwhile INSDOC. He informed that the matter was discussed with the Audit team, which advised writing off the amounts that could not be reconciled. In this regard, he requested that a committee may be constituted.

Subsequently, the ACC constituted a Committee with Mr Rajiv Mathur as Chairperson and Mr Ashok Chawla, Ms V.V. Lakshmi, and CoA as members and F&AO as member-convenor. The Committee was empowered to invite retired persons from the erstwhile INSDOC also for their inputs. The Committee would review the projects that could not be reconciled till now and formally recommend writing off of the outstanding amounts, wherever required. **(OM for Committee to be issued by CoA)**

5. **Recruitment of Group III personnel:** Ms Simesh Verma, CoA informed that with regard to Group III posts, 4 persons had been selected; in 1 post none was found suitable and 3 posts were being processed.

With regard to Group IV posts, CoA informed that applications received were being processed.

The ACC constituted a Committee with Mr Rajiv Mathur as Chairperson and Ms Deeksha Bist, Dr V.V. Lakshmi, Mr Pankaj Gupta as members and CoA as member-convenor to look into the requirements of Group III staff in NISCAIR. **(OM for Committee to be issued by CoA)**

6. **Review of status of NISCAIR Diamond Jubilee activities:** Regarding the issue of organising the closing ceremony of the NISCAIR Diamond Jubilee Celebrations, it was felt that Vigyan Bhawan may not be an appropriate venue. Instead NASC Complex, Mavlankar Hall or DRDO Bhawan may be explored as the possible venues.

It was decided that Ms Deeksha Bist would be Chairperson of the CSIR Foundation Day Celebrations-2012. **(To be notified by CoA)**

Since this is the Diamond Jubilee Year of NISCAIR, it was suggested that a memento may be given to all the employees. For this purpose, a Memento Committee was constituted as part of the CSIR Foundation Day Celebrations-2012 Committee to ensure speedy action on this front. The Committee would consist of Ms Deeksha Bist, Chairperson, Mr Gauhar Raza, Mr Ashok Chawla and Mr Sunil Khanna. **(OM for Committee to be issued by CoA)**

7. **Renovation of Periodicals Hall:** Mr Ashok Chawla, Mr Rajiv Mathur and Ms Deeksha Bist in consultation with Dr H.B. Singh were supposed to take a view on the matter of the renovation of Periodicals Hall and location of the Raw Materials & Herbarium Museum. Mr Ashok Chawla informed that in his interactions with all the stakeholders no decision could be reached so far.

Mr Gauhar Raza suggested that if the RHM had to be shifted, and since it had several valuable specimens collected painstakingly over several years, a structure could be built separately to house the museum. Since RHM holds great educational potential and is one of the major tools of science communication as well, it could become an important pivot in NISCAIR's outreach programme with school students, researchers and other stakeholders being invited to visit the facility all the year round.

8. **Suggestions for Improving IJMS Quality:** With regard to the note of Dr J.S. Pillai dated 21.3.2012 containing rejoinders to the observations of ACC vide Item no. 6 of minutes of ACC meeting held on 18 January 2012, the ACC decided to constitute a Committee with Dr Dinesh Abrol (NISTADS) as Chairperson and Ms Poonam Bhatt, Dr V.V. Agadi, Dr S.D. Panwar and Dr R.S. Beniwal as members. The Committee would go into the recommendations of Dr Rajiv Gupta's Committee and also suggest measures for the betterment of all the NISCAIR journals. **(OM for Committee to be issued by CoA)**

9. **Rationalisation of Human Resources of NISCAIR based on "CSIR Leadership Conference":** The Director informed that based on the deliberations at the "CSIR Leadership Conference" recently held at Chandigarh, he had formed a three-member committee consisting of Mr Gauhar Raza, Mr Rajiv Mathur and Mr Ashok Chawla to give recommendations regarding rationalization of human resources of NISCAIR. He wanted the Committee to finalise their recommendation soon. **(Action by Mr Gauhar Raza, Mr Rajiv Mathur and Mr Ashok Chawla)**

10. **Any other item.**

- i. Mr Ashok Chawla brought up the issue of revival of AMC of the telephone exchanges functioning in NISCAIR. He suggested that NISCAIR may go in for wireless telephone exchanges. Mr R.P. Sharma suggested that we may float a tender for the same.
- ii. Mr Ashok Chawla informed that the file covers of 2000 files in the Record Room at S.V. Marg had been changed and contents of these files had been computerized – the files that are in Excel format can now be easily searched.

- iii. Mr Ashok Chawla brought up the issue of file movement within the campus and also between the two campuses. Mr R.P. Sharma suggested that intra-campus movement of files need not be conducted through R&I, only files to be sent to the other campus may be sent through R&I. He informed that an OM in this regard would be issued. **(OM to be issued by CoA)**
- iv. NISCAIR staff is not being paid honorarium for articles published in the popular science magazines of NISCAIR and also for books published by NISCAIR. However, the ACC decided that as part of encouragement and motivation, Interns may be paid honorarium at approved rates for articles and write-ups published in the popular science magazines. **(OM to be issued by CoA)**