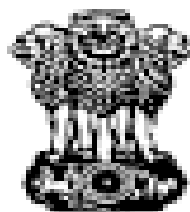


PROCEEDINGS OF THE 18th EEI MANAGEMENT COMMITTEE MEETING

**VENUE : VICE-CHANCELLOR'S CONFERENCE ROOM
ASSAM AGRICULTURAL UNIVERSITY,
KHANAPARA, GUWAHATI-22**

DATE 20th November, 2010



**Extension Education Institute (NER)
Govt of India
Ministry of Agriculture
Assam Agricultural University
JORHAT – 785 013**

Proceedings of the 18th EEI Management Committee Meeting held on 20th November, 2010

The meeting was held under the Chairmanship of Dr. K. M. Bujarbaruah, Vice-Chancellor, Assam Agricultural University in the V.C''s conference room of AAU Khanapara Campus, Guwahati on 20/11/2010. The agenda of the meeting is given in Appendix-I.

The list of members present in the meeting is given in Appendix-II.

Agenda Item No I : Welcome Address

At the outset of the meeting, Dr. B. C. Bhowmick, Director of Extension Education, Assam Agricultural University, (AAU), Jorhat, welcomed the Hon'ble Chairman and members of the meeting. He commended on the performance of EEI, Jorhat during last few years. He also mentioned about the Physical-progress in terms of quantity and quality of the training programmes of the institute. Dr Bhowmick also informed the committee that the performance of the institute was appreciated in the last EEIs review committee meeting held at Krishi Bhavan, New Delhi on **03-05-2010**.

Agenda item No.II : Opening Remarks of the Chairman

The Chairman, Dr K. M. Bujarboruah, Vice Chancellor, Assam Agricultural University, Jorhat welcomed the members and gave the following comments and suggestions.

- Although Physical-progress of the institute is good but financial progress not much encouraging. All concerned need to take appropriate action to expedite utilization of fund.
- The role of EEI has expanded as ICAR stopped implementing the Training of Trainers' programme. However, there should not be duplication of training input from different organizations and training institutes.

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- Action is to be taken to identify the training needs of NE States thoroughly so that pertinent topics relating to agricultural development in the region are addressed.
- It is necessary to be flexible in organizing training programmes. Urgent issues need to be addressed whenever necessary. Climate change and its implications in agriculture is an issue to be addressed with priority.
- EEI needs to evaluate impact of its training programmes in order to answer to what extent the participants are applying the learnings, and with what effects.
- A programme is to be conducted to deliberate on over all planning for agricultural development in the north eastern region.
- ICT mode of training is to be implement by EEI
- The decision of shifting EEI from Jorhat campus to Khanapara campus of AAU has been taken considering the geographical location of Guwahati and its connectivity with all the 8 north eastern states, and West Bengal.

Agenda Item No III: Confirmation of the last Proceedings

The Principal, EEI, Dr D. K. Gogoi informed the committee members that copies of the proceedings of last EEI Management Committee meeting were circulated among all the members vide later no. AAU/EEI/2010-11/168-182 dtd. 18-5-2010. No comments or feedback received from any member.

The Chairman invited the members to comment, if any. Dr R. K. Talukdar, Professor & Head, Department of Extension Education, Faculty of Agriculture, AAU, Jorhat reported that there might be a mistake in recording of required qualification of one of the 3 posts that were approved by the last Management Committee Meeting which was duly noted for correction

The Principal, EEI assured the member to review the matter, and to recast it accordingly.

No other member made any comment. Hence, the proceedings of the last meeting were confirmed.

Agenda Item No. 4 : Action Taken Report :

The Principal, EEI, Dr D. K. Gogoi, appraised the members regarding action taken on the decisions/recommendations of the last meeting held on 28th April, 2010. The Action Taken Report is enclosed as Appendix III.

Actions were taken on all the decisions/recommendations, excepting on conducting trainings in ICT mode. The Chairman and the members found the report satisfactory.

Agenda Item No. 5 : Mid term report on Physical and Financial Progress

The Principal, EEI presented the mid term report on Physical and Financial Progress of the institute for a period of 7 months (April to Oct. 2010) . The report presented is placed at Appendix IV. The comments and suggestions on the report are given hereunder:

1. The Chairperson expressed concern regarding less number of participants from few states, Tripura, West Bengal, Sikkim and Manipur. He also suggested to take appropriate action to increase participations from the departments of Fisheries and Horticulture.
2. Dr P. Chandrasekhar recommended that as NGOs and entrepreneurs are increasingly playing vital role in agricultural development, EEI, Jorhat may conduct training programmes for extension functionaries of NGOs and also for agri -entrepreneurs.

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3. Shri A. Deuri, Director of Agriculture, Govt. of Assam expressed that quite a good number of officers of the department participated in the training programmes organized by the EEI, and a study is to be conducted to know how they are utilizing the learning. He also supported the decision of shifting EEI to Guwahati. He expressed a hope that the department of Agriculture will be able to work more closely with the institute after relocation.
4. The Chairman requested Dr. K. K. Arora , Director (Administration), Directorate of Extension, Ministry of Agriculture , Govt. of India to release the remaining slot of the fund allocated to EEI, Jorhat for 2010-11. Dr. Arora, assured to do the needful for early release of the fund.

Agenda Item No 6 : Issues for discussion

The Principal, EEI, presented the issues for discussion under the following three heads:

1. GOI, decisions on restructuring of EEIs
2. Manpower support to EEI
3. Proposal of Infrastructure development in Khanapara, Guwahati for shifting the institute

The details of the presentation placed at Appendix IV . The following suggestions/recommendations were made in the meeting.

Regarding future campus development plan of EEI

1. The chairperson commented that it might not be possible to allot extra plot of land for any expansion of the institute in future. The infrastructure development plan should be such that the needed facilities are created in the building allotted to EEI at Khanapara, Guwahati.
2. Dr. R. N. Goswami, Dean, Faculty of Veterinary Science , AAU informed the members that the land available to AAU at the location is very much important from the point of strategic development of AAU.

3. Regarding the recommendation to designate the post of Principal, EEIs as Director, EEI, the Chairperson suggested that a formal circular from the competent authority of the Department of Agriculture & Co-operation, Ministry of Agriculture, GOI would be necessary to execute the recommendation/decision of the meeting.
4. The Chairman informed the house that there would be a master plan for infrastructure development in the Khanapara, Campus, AAU so that different units and institutes avail the facilities in an integrated and shared manner.
5. Dr M. Das, Assoc. Director of Extension Education (Vety.), AAU, Khanapara expressed his concern for lack of alternative arrangement of training facilities for conducting training programmes of his Directorate. He requested to spare facilities of EEI whenever necessary.
6. The Chairman commented that as the number of training programmes of the Directorate of Extension Education (Vety.) are few, it might not be difficult for EEI to spare the facilities to the Directorate of Extension Education
7. Dr. K. K. Arora, Director (Administration), DOE, Ministry of Agriculture, Govt. of India stated that the EEI should be an independent institute from all dimensions. It is to be developed as a full-fledged regional institute of the Ministry of Agriculture. Dr Arora added that decision has been taken to strengthen manpower of the institute as per CORD-M report. The new faculties to be recruited should be from different N.E. States.
8. The Registrar, AAU, Mrs. K. Gohain requested Dr. Arora to spell out the independence aspect with more clarity. Mrs. Gohain questioned whether the administrative control of the institute would be with AAU.

In response, the Chairperson clearly stated that the administrative control of the institute would continue to remain with AAU. He also expressed that there is a master plan to develop infrastructure in Khanapara Campus of AAU. The various units of the campus would avail all the facilities mutually as like that in NASC complex, New Delhi

9. Dr. P. Chandrashkhar, Director, MANAGE, Hyderabad stated that EEI at Guwahati should grow as a premier institute of N.E. Region with faculty , staff and excellent manpower. He emphasized that the hostel room should be single seated with all amenities including clean and safe water, hot water, TV, Air-conditioned and internet connections. He also added that there should be provision of generator for uninterrupted current supply in the institute. Dr. Chandrashekhar added that there should be plan within plan for sharing of resources within various units of AAU including of EEI.

The Chairman and Dr. Arora supported the views of Dr. Chandrashkhar.

10. Dr. Arora suggested to shift the institute from Jorhat to Guwahati at the earliest.

The Chairperson asked the Principal EEI to take necessary steps to shift the institute to Guwahati within the month of December, 2010.

11. Dr. (Mrs) M. Dutta Das, Head of the department of Extension Education, Faculty of Home Science, AAU proposed that EEI should organize a training programme on Nutrition.

The Chairman thanked all the members for their participation and useful suggestions.

The meeting ended with a formal vote of thanks given by Dr. P. K. Neog, Professor, EEI.

Appendix I.

AGENDA OF THE 18TH EEI MANAGEMENT COMMITTEE MEETING

- Venue : Vice-Chancellor's Conference Room
Assam Agricultural University
Khanapara, Guwahati-22
- Date : November 20, 2010
- Time : 10.00 a.m.
1. Welcome Address : Dr. B. C. Bhowmick,
Director of Extension Education,
Assam Agricultural University, Jorhat
2. Opening Remarks : Dr. K. M. Bujarbaruah
Vice-Chancellor, AAU
& Chairman, EEI, Management Committee
3. Conformation of the : - do -
Proceedings of last
meeting
4. Action Taken Report : Principal, EEI
5. Mid - Term Progress : - do -
Report
6. Issues for Discussions :
7. Comments and :
Suggestions from Members
7. Concluding Remarks : Chairman
8. Vote of Thanks : Dr. P. K. Neog,
Professor, EEI.

Appendix II
List of members present

Sl.No	Name	Designation
1	Dr. K. M. Bujarbaruah	Vice-Chancellor and Chairman
2	Mrs. K. Gohain	Registrar, AAU, Jorhat
3	Dr. B.C. Bhowmick	Director of Extension Education, AAU, Jorhat
4	Dr. D. K. Gogoi	Principal., EEI, AAU, Jorhat
5	Sri M.C. Saikia	Comptroller, AAU, Jorhat
6	Dr. K.K. Arora	Director, Administration, GOI,
7	Dr. P. Chandrashekhar	MANAGE, Hyderabad
8	Sri A. Deuri	Director of Agri., Govt. of Assam
9	Sri Moneswar Bora	Farmers' Representative
10	Sri Prasanta Bora	Farmers' Representative
11	Dr. R.N. Goswami	Dean, F.V. Sc. , AAU, Khanapara
12	Dr. A. Chakraborty	D.R., (Vety.), AAU, Khanapara
13	Dr. M. Das	ADEE, AAU, Khanapara
14	Dr. R. K. Talukdar	Professor & Head, Deptt. of Extn. Education, FA,AAU, Jorhat
15	Dr(Mrs.) M. Dutta Das	Prof. & Head, Deptt. of H.Sc., AAU, Jorhat
16	Dr. P. K. Neog	Professor, EEI, AAU, Jorhat

Appendix-III**Action Taken Report**

S.No	Item No	Decision/ recommendation	Action taken status
1	II(b)	<u>Reform on administrative set-up of EEI :</u> It was decided to reduce the number of administrative tiers	The AAU authority vide circular no. AAU/RG-1.3(9)/2010-11/5851-864 dtd. 2/9/10 reduced the administrative tier and allowed all correspondence between EEI and V.C. through Registrar for administrative matters and through Comptroller for financial matters.
2	II (b)	<u>Involvement of SMS(s) of KVKs in conducting Action Research Studies</u>	Action has been taken to conduct action research studies in collaboration with 9 KVKs under AAU. A preparatory workshop was conducted on November 2, 2010.
3		Bringing out a compendium on important programmes of Govt of India	Action has already been taken to published a booklet for extension functionaries and farmers.
4		<u>Few recommendations on training</u> i) Organising more off-campus courses	Already 4 courses organized - 2 in Meghalaya, 1 course each in Mizoram and Arunachal Pradesh. A course in Nagaland will be conducted during November 25-27, 2010

	ii)	<p>Few more additional courses to be conducted on the following topics</p> <ul style="list-style-type: none"> - Protection of Plant Varieties and Farmers' Rights - Impact of Climate Change in Agriculture - Training for Office Bearers of <u>PRI</u>s - ICT mode 	<p>Conducted during this month (<u>Nov. 15-18, 2010</u>)</p> <p>Organised an <u>off-campus course in Arunachal Pradesh</u></p> <p>To be conducted within the current financial year</p> <p>To be organized in future - one course organized on use of ICT</p>
5		<p>It was suggested to utilize the teachers/scientists of AAU in organization of courses.</p>	<p>Teachers of Extension Education, FA and F.H. Sc. are utilized regularly in conducting courses</p> <p>-The Teachers /Scientists of the discipline of Agronomy, Horticulture/Soil Science /Entomology were involved in conducting trainings of the current year</p> <p>-Three (3) courses were conducted with involvement of the teachers of the Faculty of Veterinary Science. The ADEE (Vety.) Coordinated the management of the courses.</p>

Appendix IV

Mid Term Report on Physical and Financial Progress

For appraisal of the committee members, a brief mid term Progress report for a period of 7 months (April – October, 2010) is given hereunder

(A) Physical Progress :

The physical progress i.e. training performance of the institute is given under the following sub-heads

- 1) Overview of Training performance
- 2) Statewise distribution of participants in different type of courses.
- 3) Organization-wise participants

A brief summary and tables are given hereunder

1. Overview of the Training Performance

An overview of training performance is given on 7 performance indicators items in the following table. The performance of the last year is also given to make a comparison.

Overview of Training Performance during April – Oct. 2010

S.No	Indicator/Item	Target for the Reporting period	Performance
i	No. of on-campus courses	11	11
ii	No. of off-campus courses	2	3
iii	No. of additional courses	-	2
iv	Total courses	13	16
v	No. of participants	468	476
vi	Average participants per course	-	30
vii	Percentage of attendance	-	101.00%

The training performance of the institute may be stated as “satisfactory”.

- The institute organized all the targeted on-campus courses and 2 additional courses.
- During the period, all the 3 off-campus courses could be conducted.
- 2 additional off-campus courses conducted.

- A total of 476 extension functionaries could be trained.
- The percentages of attendance was 101.00 percent.
- The average participants per course was 30 which is higher than last year (25 Nos.).
- The course-wise participation is given in appendix-I

2. State-wise participation in training courses :

The distribution of participants across the states in different categories of trainings is given in appendix-II.

The state-wise distribution is given hereunder.

S.No	State	No. of participants	Host and other states participations
i	Assam	210	Host States-210(44%)
ii	Arunachal Pradesh	46	<u>Other state -266(56%)</u>
iii	Manipur	7	Total = 476 (100%)
iv	Meghalaya	87	
v	Mizoram	94	
vi	Nagaland	26	
vii	Sikkim	3	
viii	Tripura	Nil	
ix	West Bengal	3	
	Total	476	

A large majority of the participants (56%) were from other states and 46% were from the host state of the institute. There were no participants from Tripura during last year. Initiative was taken to organize an off-campus training in the

state. But, because of some local problem it is deferred. The participation from other 2 states – Sikkim and West Bengal were negligible, only 3 from each state.

3. Organization - wise distribution of participations in 16 training courses

The number of participants across organizations are given hereunder.

Sl.No	Organization	No. of participants (percentage)
i	Agriculture	283 (59.45)
ii	Horticulture & Soil Conservation	14 (2.94)
iii	Animal Husbandry & Veterinary	52 (10.92)
iv	Fishery	3 (0.63)
v	K.V.K.	83 (17.43)
vi	SAU / ICAR & Others	41 (8.61)
	Total	476

The highest majority of participants (283) were from the department of Agriculture. It indicates that the training input of the institute has gone mostly to the departments of agriculture of 5 N. E. State. (Assam, Arunachal Pradesh, Meghalaya, Mizoram and Nagaland). The distribution participants in other organizations were KVK (83), the departments of Animal Husbandry & Veterinary (52) and SAU / ICAR (41). There were negligible number of participants from the departments of Horticulture and Fisheries .

The organization - wise distribution of participants in each of the 16 courses is given in appendix-III.

(B) Financial Progress :

The Govt. of India has given an approval of **Rs. 1.67 cores budget allocation** during the current financial year. The head-wise budget allocation and expenditures are given at appendix-IV. The receipt and expenditure status of the budget is given hereunder.

Summarized Financial Status :

1. Opening balance on 1.04.10	= Rs. 53.47 lakhs
2. Grant Received (Ist installment)	= <u>Rs. 27.78 lakhs</u>
	Total = Rs. 81.25 lakhs
3. Progressive expenditure total (April - October, 10)	= Rs. 40.01 lakhs
4. <u>Balance amount on 1.11.2010</u>	= <u>Rs. 41.24 lakhs</u>

Appendix V

Issues for Discussions

1. GOI decisions on restructuring of EEIs:

The Ministry of Agriculture, Govt. of India, held a meeting with the Vice-Chancellors of 4 SAUs on Restructuring of EEIs on **October 9, 2010**. The important decisions are given hereunder for kind appraisal of committee members and to take appropriate policy decisions.

- i) The EEI, Jorhat will be shifted to Guwahati to enhance participation from different N.E. States and West Bengal. The university may identify the buildings to accommodate office, hostel and guest house. A team of DAC/DOE officials will visit Guwahati for inspection of the buildings and facilities before taking a final decision.
- ii) Three EEIs - Anand, Hyderabad and Jorhat will continue to function under SAUs. The EEI, Nilokheri will function as a regional centre of MANAGE.
- iii) It was decided to give functional and financial autonomy in day-to-day management of EEIs.
- iv) The Post of Principal in the EEIs (other than Nilokheri) shall be redesignated as Director, EEI with all the powers and authority of a Director in respective SAUs.

The committee may consider to take an appropriate decision and suggest action to be taken by Principal, EEI.

- v) EEI will strengthen their linkages with MANAGE, SAMETIs and State Departments.

2. Manpower Support to EEI :

The Govt. of India has decided to review manpower structure of the 4 EEIs in the meeting on restructuring. The Director, Extension

Management has been requested to take appropriate action to strengthen the faculty of EEI, Jorhat and administrative -cum-supportive staff.

Presently, the EEI is functioning with the office staff provided by the Director of Extension Education, AAU. If the EEI is shifted to AAU Khanapara Campus, and to function with financial autonomy, the manpower support needs to be continued till Govt. of India provides the additional manpower.

The following manpower support will required immediately after shifting to the Veterinary campus.

S.No	Post	Remarks
1	Asstt. Comptroller (Drawing & disbursing officer)	May be given additional charge of EEI and help Principal, EEI in financial matters.
2	Junior Accountant (1)	May be given additional duty from any establishment of Veterinary campus
3	UDA/LDA (1)	A full-time employee. The same person may be allowed to continue in EEI.
4	Typist (1)	A full time employee. The same person may be allowed to continue in EEI.

3. Proposal of infrastructure development in Khanapara, Guwahati for shifting of the institute

To facilitate shifting of the institute to Guwahati the AAU authority has allocated the following buildings.

1. The building of Staff Training Hostel
2. Seven Staff Quarters :

With an aim to develop the institute as a full fledged Regional Training Centre in the new location, it is proposed to develop the infrastructure in 2 phases viz. **Phase - I: Prior to shifting and Phase-II : After shifting.** The

proposed work items in each phase are given hereunder. A detail project proposal will be prepared for submission to Govt. of India.

Phase -I : Prior to Shifting (March, 2011) :

It is proposed to complete the following works before shifting of the institute. It is envisaged that if approvals obtained from Govt. of India, the work will be completed within the current financial year.

- i) Repairing works of the hostel building
- ii) Repairing of quarters
- iii) Construction of a conference hall and few office rooms on the 2nd floor.
- iv) Earth filling and constructing drainage system.
- v) Improvement of Water Supply System
- vi) Construction of the approach road to the hostel building
- vii) Furnishing the hostel rooms and office-rooms.
- viii) Phone and Internet connection.

Phase 2 : After shifting (2011-12) :

In this phase, the vision is to develop EEI, Guwahati into a full fledged **Regional Training Centre** with Excellent infrastructure facilities and competent faculty and staff. The important work items are given below -

- i) Construction of an academic block by the side of the hostel building.
- ii) Renovation of the hostel building - air conditioning of the rooms, fitting of tiles and marbles.
- iii) Construction of Staff Quarters.
- iv) Recreation facilities.
- v) Campus Development.
- vi) Upgradation of equipments, furnitures, etc.
- vii) Faculty Upgradation.

Appendix IV

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