

Proceeding of the 21st Meeting of EEI Management Committee

At AAU Khanapara Campus, Guwahati on 3rd May, 2013



EXTENSION EDUCATION INSTITUTE (NE Region)

Ministry of Agriculture, Govt. of India

Assam Agricultural University, Jorhat-785013

Proceedings of the 21st Meeting of EEI Management Committee held on 3rd May, 2013

The meeting was held under the Chairmanship of Dr. K. M. Bujarbaruah, Hon'ble Vice Chancellor, Assam Agricultural University (AAU) in the VC's Conference Hall of AAU, Khanapara Campus, Guwahati on, 3rd May, 2013.

The Agenda note of the meeting is placed in Annexure-I.

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

Agenda Item No. 1: Welcome Address

Dr. Pradip K. Neog, Director, EEI welcomed the esteemed members of the committee, and expressed gratitude to them for participating in the meeting. He also gave a brief introduction of EEI (NE Region).

Agenda Item No. 2: Opening remarks of the Chairman

2.1 The Hon'ble Chairman welcomed the members of the committee at the outset, and then remarked that as per report, the previous year's performance of EEI was satisfactory in terms of number of programmes, total participants and percentage of seat utilization. However, he expressed his concern regarding less number of participants from 4 of the states namely, West Bengal, Tripura, Sikkim and Meghalaya, and advocated the members from the development departments and SAMETIs to provide support to EEI in getting nominations for its On-campus programmes. He was happy to note that as expected maximum numbers of participants in the training programmes were from ATMA/SAMETIs.

With the above mentioned remarks, the Hon'ble Chairman requested the members to express their expectations from EEI and to comments on its functioning. The comments and suggestions put forward by the members were recorded as hereunder:

2.2. Dr. C. Lalzarliana, Director of Agriculture, Mizoram commented that as reported by officers who attended EEI training programmes, the quality of EEI's training programmes were of high standard. Dr. Lalzarliana requested the Chairman to increase the number of Off-campus programmes for Mizoram as Jorhat is quite far from the state.

2.3. Dr. R. N. Deka, Director, SAMETI, Assam expressed his satisfaction regarding support obtained by SAMETI, Assam from EEI in conducting SAMETI's training programmes, and for implementing PGDAEM programme as study centre.

2.4. Mrs. Rose Marry, the farmer representative proposed that due attention is to be given on training related to women empowerment.

2.5. Shri Arun Phukan, MLA proposed that if EEI is established at Guwahati, some programmes may be conducted at Jorhat too.

2.6. Mr. Ahovi Sema, Director, SAMETI, Govt of Nagaland, acknowledged the support of EEI through Off-campus programmes, and for implementing PGDAEM for the state of Nagaland.

2.7. Mrs. Neeraj Suneja, Director (Administration), DOE, MOA, GOI expressed her concern regarding delay in establishing EEI at Guwahati, and requested Hon'ble Chairman's intervention so that EEI can function at Guwahati within the current financial year. However, after the meeting, she visited the Doctor's Hostel, AAU at which EEI is to be established. After the visit, she met the Hon'ble Chairman and requested to consider for establishing EEI either in a plot of land with new construction or in a different building. She brought to the notice of the Hon'ble Chairman the point that the Doctor's Hostel is very near to the highway, and present condition of the building is not so suitable to establish the institute there. The Hon'ble Chairman agreed to explore suitable alternative.

2.8. Mrs. Neeraj Suneja, Director (Administration), DOE, MOA, GOI suggested to include the following programmes in EEI's proposed programmes for 2013-14.

1. Brainstorming session on Specialty Agriculture of NE states

2. Workshop on implementation of Public Private Partnership mode in NE states.

3. Sensitization programme for SAMETIs and ATMA functionaries on central sector schemes, programmes and Support to Agriculture, MOA GOI.

2.9. The Hon'ble Chairman suggested Director, EEI to prepare a booklet on the central sector Schemes, Programmes and Support to Agriculture, MOA GOI for extension functionaries.

Agenda Item No. 3 : Confirmation of the Proceedings of the last meeting

The Proceeding of the last meeting held on 13th March, 2012 was confirmed by the Committee. None of the members raised any issue.

Agenda item No. 4 : Action taken report

Dr. Pradip K. Neog, Director, EEI presented the action taken report. The following comments and recommendations were put forwarded by the committee.

4.1. Mrs. Suneja, Director (Administration), DOE, MOA, GOI showed concern on keeping the post of Assistant Professor of EEI vacant, and requested the Hon'ble Chairman to fill up the post. The Hon'ble Chairman asked Director, EEI to put up the proposal at the earliest.

Agenda item No. 5 : Annual Report

5.1. The Hon'ble Chairman and the members expressed satisfaction on performance of EEI relating to programmes conducted during 2012-13 but stressed on the issue that Rs. 42.15 lakh of the EEI budget 2012-13 remained unutilized. Elucidating importance of fund utilization he commented that full utilization of received fund is an essential condition to get adequate fund flow from the sponsoring organization. The Hon'ble Chairman directed the Director, EEI to bring such issue to his notice timely and urgently.

Agenda Item No. 6 : Proposed Programmes , 2012-13

Director, EEI presented the proposed calendar of the programmes, 2013-14 along with the steps followed in preparing the same. The Hon'ble Chairman put forth the following 3 suggestions:

6.1 Programmes on "Farm Mechanization" and "Artificial Insemination Techniques" to be included, and the following 3 programmes to be deleted from the proposed list because, quite a good number of such programmes have already organized by various institutes and organizations: i) "Integrated Farming System for NE Region" ii) "Seminar on Jhum Cultivation in NE Region" and iii) "Advances in Animal Husbandry and Disease Management in Livestock".

6.2. Experts from different institutes and organizations should be invited as resource persons in order to enhance effectiveness of the programmes.

6.3. One or two technological programmes should also be conducted as On-campus programme in relevant institute of the region.

6.4. Mrs. Suneja, Director (Administration), DOE, MOA, GOI proposed that EEI needs to recast the proposed Calendar of Programme by incorporating suggestions put forth in the meeting, and to resubmit it to DOE, MOA, GOI at the earliest as time is too short. She also proposed to include a programme on 'Training Planning and Preparation of Training Modules.'

6.5. Mrs. Suneja Director (Administration), DOE, MOA, GOI proposed that the meeting of EEI Management Committee should be held every year in different NE states. The Hon'ble Chairman agreed to the proposal, and decided to hold the next meeting at Imphal, Manipur.

Agenda item No. 9: Chairman's concluding remarks

The Hon'ble Chairman thanked all the members for their valuable deliberations and cooperation, and remarked that EEI is functioning well, and will improve further.

Submitted for kind perusal of Hon'ble Chairman EEI Management Committee

*Pradip K. Neog
Member Secretary, EEI Management Committee
Dated: Jorhat the 8th May, 2013*

AGENDA OF THE 21st MEETING OF EEI MANAGEMENT COMMITTEE

Venue : Vice-Chancellor's Conference Room,
Assam Agricultural University,
Khanapara, Guwahati

Date : 3rd May, 2013

Time : 10.30 am

1.	Welcome Address	:	Dr. Pradip K. Neog Director, EEI(NE Region)
2.	Opening Remarks	:	Dr. K. M. Bujarbaruah Vice-Chancellor, AAU & Chairman,EEI Management
3.	Confirmation of the proceedings of last meeting	:	-do-
4.	Action Taken Report	:	Director, EEI(NE-Region)
5.	Annual Progress Report (2012-13)	:	-do-
6.	Proposed Programmes	:	-do-
7.	Proposals for Discussion	:	-do-
8.	Comments & Suggestions from Members	:	
9.	Chairman's concluding Remarks	:	Dr. K. M. Bujarbaruah
10.	Vote of Thanks	:	Dr. A. K. Bhattacharyya, Professor, EEI

AGENDA ITEM NO 1

Welcome Address: Dr. Pradip K. Neog, Director EEI (NE Region), AAU, Jorhat.

AGENDA ITEM NO 2

Chairman's Opening Remarks: Dr K. M. Bujarbaruah, Hon'ble Vice Chancellor, AAU.

AGENDA ITEM NO 3

Confirmation of the proceedings of last Meeting

The Proceedings of the 20th Meeting of EEI-Management Committee held on 13th March, 2012 was circulated to the members vide letter No. AAU/EEI/Mgt.-20/2012-13/65-90. Dtd. 12/04/2012. No comment/feedback received from any of the members.

The proceedings may be confirmed.

AGENDA ITEM NO 4

Action Taken Report on the Recommendations of the last meeting held on 13th March, 2012.

A) Actions taken on recommendations on agenda item No. 2: Chairman's Opening remarks

S.N	Decision / Recommendation	Action Taken Status
1	EEI to be established at Guwahati by constructing one additional floor at Staff Training Hostel, AAU, Khanapara Campus.	1) It was proposed to allocate Rs.96.00 lakhs in the EEI, budget 2012-13, and the Directorate of Extension, Ministry of Agriculture, GOI has kindly allocated the amount for the purpose. 2) The Executive Engineer, DPP, AAU, Khanapara was requested to prepare estimate for execution of the work. 3) The AAU authority allocated 2 nd and 3 rd floors of the Doctor's Hostel, AAU, Khanapara Campus which has total 4 floors. The Executive Engineer, DPP, AAU, Khanapara has prepared the estimate. The work is going to be executed by DPP, AAU.
2	EEI may conduct programmes both in Jorhat Campus and Guwahati campus of AAU considering the convenience of travel by intended participants and other relevant aspects.	1) As per approved Training calendar 2 (two) programmes were conducted at Guwahati. In addition to that 2 (two) programmes of SAMETI, Assam were conducted in collaborative mode by providing technical support from EEI. 2) It is proposed to conduct 3 programmes at Guwahati during 2013-14.

B) Action taken report on recommendations on Agenda item No.5: Annual Progress Report, 2011-12

S.N	Decision / Recommendation	Action Taken Status
1	Suggestion to fill up the post of Asst. Professor, EEI at the earliest.	Shri Sajib Boruah, Asstt. Professor, Dept. of Extension Education, College of Agriculture, AAU has been attached to EEI.
2	All items approved in the last meeting to be purchased within financial year 2011-12	All the approved items purchased

C) Action taken report on recommendations on Agenda item No.7: Proposal and issues

S.N	Decision / Recommendation	Action Taken Status
1	Approval of the proposal of appointing one Assistant Comptroller and one additional Research Associate in the institute on contractual basis.	Executed the approved proposals.

D) Action taken report on recommendations on Agenda item No.8: Comments and suggestions

S.N	Decision / Recommendation	Action Taken Status
1	Sessions on 'Gender Mainstreaming' and 'Market-led Extension' to be included in training programmes.	Both the topics addressed in 7 training programmes.
2	Training Programmes on "Specialty Agriculture' to be organized in each state.	The recommendation was referred in the 'Regional Workshop on Review of Central Sector Schemes and Training Planning for NE states for 2013-14' held at Guwahati, during Jan. 10-11, 2013; and also in the Annual Training Planning Workshop for MANAGE, EEIs and SAMETIs held at MANAGE during Feb.12-13, 2013 so that training programme on the topic included in the SAMETIs' Training Calendar.

AGENDA ITEM NO 5
Annual Progress Report, 2012-13

A copy of the annual report is circulated to all members. A summary of the annual report is presented hereunder:

5.1: An overview of programmes conducted during 2012-13

During 2012-13 the Institute conducted 24 capacity building programmes in which 723 extension functionaries participated. The percentage of seat utilization was 93 percent. The average participation per programme was 31 participants which is higher than last year. One of the scheduled programmes i.e. "Review Meeting of EEI and SAMETIs of NE states" has been clubbed with the "Regional Workshop on Review of Central Sector schemes and Training Planning Workshop" in which Directors of SAMETIs of seven NE states participated in addition to Deputy Directors of SAMETIs of a few NE states. The workshop was held at Guwahati on Jan. 10-11, 2013. Further, EEIs and SAMETIs could interact in the

“Annual Training Planning Workshop of MANAGE, EEIs and SAMETIs, held at MANAGE during Feb. 12-13, 2013. The decision on clubbing the “Review Meeting of EEI and SAMETIs of NE states” with the Regional workshop has taken because, the meeting scheduled on Dec. 4, 2012 has to be postponed due to band declared by several organizations before and after the scheduled date.

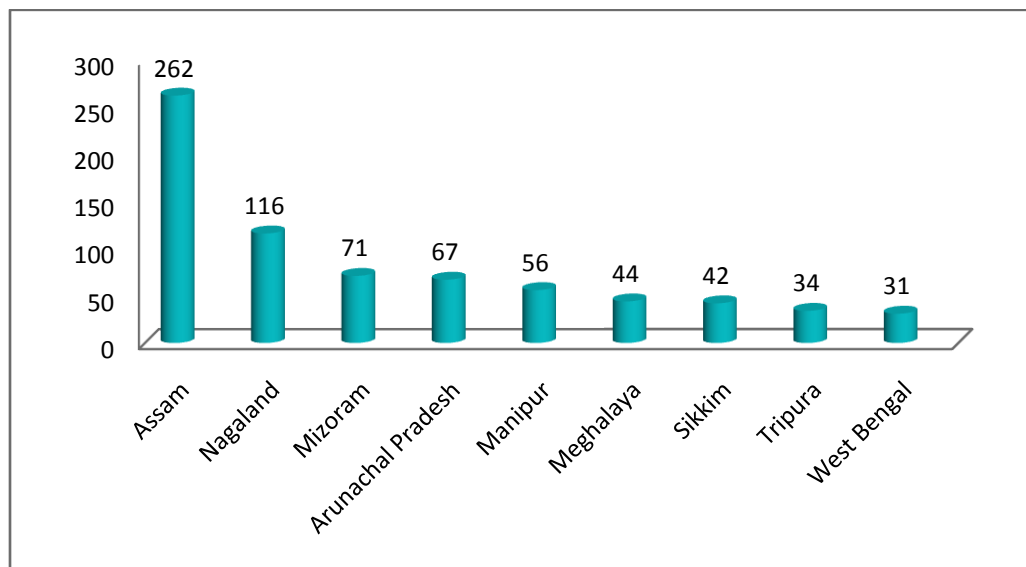
TABLE 1: Programmes conducted during 2012-13.

S.N	Programmes	Targeted number	Achievement	Target participants	Total participants	Av. Participants per programme	Percentage of seat utilization
1.	On-campus	16	15	550	447	30	81
2.	Off-campus	9	9	225	276	31	122
	Total	25	24	775	723	31	93

5.2: State-wise distribution of participants in the programmes during 2012-13

The state-wise distribution of participants in the programmes of institute is shown with a Fig.1. As shown in the figure, the maximum number of participants were from Assam (262) being the biggest state with more number of extension functionaries – of course next to West Bengal. Among the other states the number of extension functionaries participated in was highest in case of Nagaland (116) followed by Mizoram (71), Arunachal Pradesh (67), Manipur (56), Meghalaya (44), Sikkim (42), Tripura (34) and West Bengal(31). The distribution pattern remained by and large similar to that of the previous year. Of course, the number of participants from Tripura and West Bengal increased from 10 to 34 and 31 respectively.

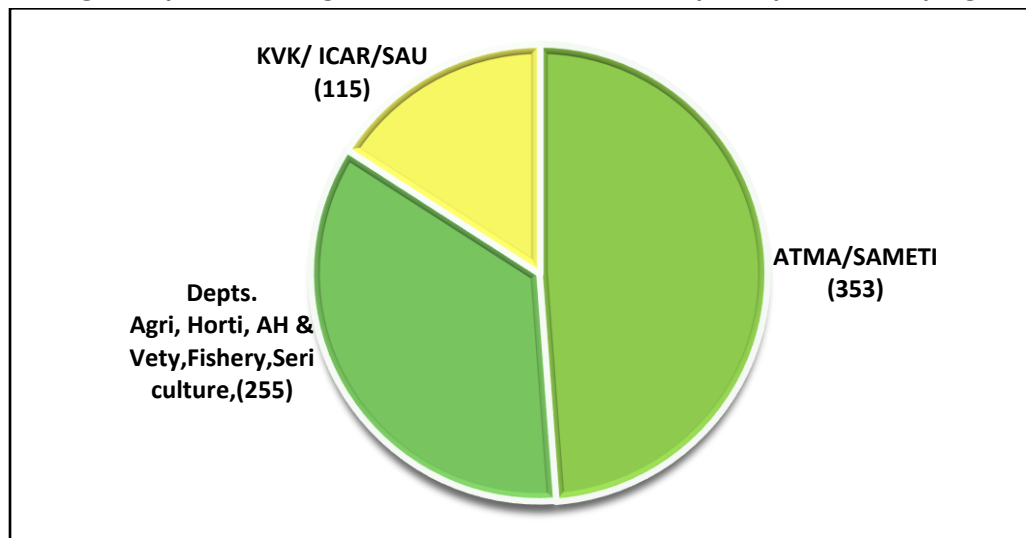
Fig.1: State-wise distribution of participants in the programmes during 2012-13



5.3: Departments / Organization wise distribution of participants

The distribution of participants across departments / organization is shown with a pie- diagram (Fig.2). It can be seen from the figure that the majority of the participants in the programmes of the year 2012-13 were from ATMA/SAMETI (353). There were 255 nos. of participants from Agriculture & allied departments, 115 nos. of participants from KVK/ICAR/SAU.

Fig.2: Department/Organization-wise distribution of participants in the programmes during 2012-13



B) BUDGET PERFORMANCE OF 2012-13:

A summary of the budget allocation and expenditures during 2012-13 is given hereunder:

(Rupees in lakh)

SN	Head of Expenditure	Budget allocated	Total Grant Received	Expenditure	Balance as on 31.03.2013
1	Pay & Allowances	50.00	140.24	42.49	42.15
2	Travelling Expenses	3.00		2.45	
3	Training Cost	26.00		26.69	
4	Recurring contingencies(including operating cost)	25.00		21.46	
Total recurring		104.00		93.09	
5	Non Recurring (Equipments including Civil Works)	100.00		5.00	
Grand Total		204.00	140.24	98.09	42.15

Opening balance on 1-4-2012(in lakhs)	: Rs 20.24
Fund received during 2012-13	: Rs 120.00
Total	: Rs 140.24
Expenditure	: Rs 98.09
Balance as on 31.03.2013	: Rs 42.15

AGENDA ITEM NO.6:

Proposed Programmes in 2013-14:

It is proposed to conduct 14 on-campus programme and 9 off-campus courses during 2013-14. The proposed programmes of the year is placed at appendix - I.

AGENDA ITEM NO.7:

Issue/Proposal for consideration

Issue 1: Low participation in On-campus programme from 4 states

Only a few nominations could be obtained from West Bengal (3), Tripura (4), Sikkim (12) ,and Meghalaya(14) for On-campus programmes. Support from the DOE might be helpful.

Appendix I
Proposed Programmes, 2013-14, EEI (NE Region)

SN	Programmes	Cadres of officers to be trained	Dates & Duration	Type of course	Venue/ state
1.	Social Skills and Behavioral Self-Management for Agricultural Extension	Senior Level Extension Functionaries + Middle Level Extension Functionaries	May 13-17, 2013 (5 days)	On-campus	EEI, Jorhat
2.	Formation and Promotion of CIG and Farm School	Middle Level Extension Functionaries	May 21-23, 2013 (3 days)	Off-Campus	SAMETI, Guwahati Assam
3.	Training Methods, Training Management and Presentation Skills	Middle Level Extension Functionaries	June 3-7, 2013 (5 days)	On-campus	EEI, Jorhat
4.	Farm Journalism and Mass Media Production in Agricultural Extension	Middle Level Extension Functionaries	June 17-21, 2013 (5 days)	On-campus	EEI, Jorhat
5.	Approaches, Methods and Tools for implementation of Extension Reform Scheme	Middle Level Extension Functionaries	July 8-12, 2013 (5 days)	On-campus	EEI, Jorhat
6.	Managerial Skills and Leadership Development	Senior Level Extension Functionaries + Middle Level Extension Functionaries	July 23-27, 2013 (5 days)	On-campus	EEI, Jorhat
7.	Interpersonal Competencies for Agricultural Extension	Senior Level Extension Functionaries + Middle Level Extension Functionaries	Aug 6-8, 2013 (3 days)	Off-Campus	T-SAMETI, Agartala, Tripura
8.	Integrated Farming Systems for NE Region	Middle Level Extension Functionaries	Aug 19-23, 2013 (5 days)	On-campus	EEI, Jorhat
9.	Mainstreaming Gender and Women Empowerment for Agricultural Development	Middle Level Extension Functionaries	Sept. 2-6, 2013 (5 days)	On-campus	EEI, Jorhat
10.	Formation and Promotion of CIG and Farm School	Senior Level Extension Functionaries + Middle Level Extension Functionaries	Sept. 11-13, 2013 (3 days)	Off-Campus	SAMETI, Imphal, Manipur
11.	Team work, Responsibility and Productivity for Agricultural Extension	Senior Level Extension Functionaries + Middle Level Extension Functionaries	Sept. 24-28, 2013 (5 days)	On-campus	EEI, Jorhat
12.	Seminar on Jhum Cultivation in NE Region: Status, effects, ITKs and scientific interventions.	Senior Level Extension Functionaries + Middle Level Extension Functionaries + Scientists/Intellectuals	Oct. 8-9, 2013 (2 days)	On-campus	EEI, Jorhat
13.	Advances in Animal Husbandry and Disease Management in Livestock	Middle Level Extension Functionaries	Oct. 21-25, 2013 (5 days)	On-campus	AAU, Guwahati
14.	Principles and Practices of Administrative and Personnel Management	Senior Level Extension Functionaries + Middle Level Extension Functionaries	Oct 29-31, 2013 (3 days)	Off-campus	SAMETI, Tadong, Sikkim
SN	Programmes	Cadres of officers to be trained	Dates & Duration	Type of course	Venue/ state
15.	Climate Resilient Agriculture: Approaches and Practices	Senior Level Extension Functionaries + Middle Level Extension	Nov 12-14, 2013 (3days)	Off-Campus	SAMETI, Medziphema, Nagaland

		Functionaries			
16.	Managerial Skills for Extension Personnel	Senior Level Extension Functionaries + Middle Level Extension Functionaries	Nov 19-21, 2013 (3 days)	Off-Campus	MAMETI, Aizawl, Mizoram
17.	Advanced Technologies of Protected Horticulture for NE Region.	Middle Level Extension Functionaries	Nov. 25-29, 2013 (5 days)	On-Campus	EEl, Jorhat
18.	Training Methods and low-cost instructional aids	Senior Level Extension Functionaries + Middle Level Extension Functionaries	Dec 10-12, 2013 (3 days)	Off-Campus	SAMETI, Pasighat, Arunachal Pradesh
19.	Seminar on Prospect of Small Scale Agri-Enterprises in NE-Region.	Senior Level Extension Functionaries + Middle Level Extension Functionaries	Dec. 19 -20, 2013 (2 day)	On-Campus	EEl, Jorhat
20.	Regional Workshop on Review of Central Sector Schemes and Training Planning for EEl and SAMETIs of NE States.	Officers of Dept. of Agri & Cooperation, MoA, GOI + Senior Level Officers of relevant departments and organizations	Jan. 9-10, 2014 (2 days)	On-Campus	AAU, Guwahati, Assam Or **Dimapur, Nagaland
21.	Methods and Tools of Monitoring and Evaluation of Projects	Senior Level Extension Functionaries + Middle Level Extension Functionaries	Jan 20-22, 2014 (3 days)	Off-Campus	SAMETI, Medziphema, Nagaland
22.	Extension Methods and Innovative Approaches for Agricultural Extension	Senior Level Extension Functionaries + Middle Level Extension Functionaries	Feb 11-13, 2014 (3 days)	Off-Campus	MAMETI, Shillong, Meghalaya
23.	Workshop on Market Chain Management of important Horticultural products of NE states	Senior Level Extension Functionaries + Middle Level Extension Functionaries + Scientists/Intellectuals	Feb. 26-27, 2014 (2 days)	On-Campus	EEl, Jorhat

N. B:

1. Senior Level Extension Functionaries :

- i. Project Director and Dy. Project Director –ATMA
- ii. District and Sub Divisional Level Officers of Agri, Horti, A.H & Vety, Fishery and Sericulture departments
- iii. Programme Coordinator-KVK

2. Middle Level Extension Functionaries:

- i. ADO Level Officers of Agri., Hort., A.H & Vety., Fishery and Seri departments
- ii. BTM and SMS of ATMA
- iii. BTT member, BTT Convener
- iv. SMS and Programme Assistant of KVK

3. A programme may be rescheduled by the institute if situation arises.

** As per recommendation of last sitting of Regional Workshop, Jan.10-11, 2013, it may be organized at Dimapur, Nagaland if the proposal is convenient for Directorate of Extension, Ministry of Agriculture, GOI and approved accordingly.

List of Members during the 21st Meeting of EEI Management Committee held at AAU, Khanapara, Guwahati on 3rd May, 2013

Sl. No.	Name & Designation
1	Dr. K. M. Bujarbaruah Vice-Chancellor & Chairman Assam Agriculture University, Jorhat – 785013
2	Shri. Arun Phukan Hon'ble Member of Legislative Assembly (MLA), Assam
3	Smt. N. Suneja Director (Administration) Govt. of India, Ministry of Agriculture Directorate of Extension, Krishi Vistar Bhavan, New Delhi- 12
4	Mrs. Rose Marry Bhairambong District – Ri – Bhoi Barapani, Meghalaya
5	Sri Bipul Hazarika, Phalengi Chuck, Titabar, Jorhat, Assam
6	Dr. K. Borkakati Director of Agriculture, Govt. of Assam Krishi Bhavan, Khanapara, Guwahati -22
7	Dr. J. S. Jyrwa Director of Animal Husbandry & Veterinary, Govt. of Meghalaya G. S. Road, Lumdiengri, Shillong- 793002 Meghalaya
8	Dr. R. N. Deka Director SAMETI , Assam Krishi Bhavan Campus Khanapara, Guwahati- 781022
9	Shri B Singh Director, SAMETI, Manipur Directorate of Agriculture Govt of Manipur, Imphal

Sl. No.	Name & Designation
10	Dr. C. Lalzarliana Director, MAMETI Directorate of Agriculture, Govt. of Mizoram
11	Mr. Ahovi Sema Director, SAMETI Govt. of Nagaland Medziphema, IETC, Nagaland
12	Dr. Pradip K. Neog Director EEI, NE Region Assam Agricultural University Jorhat – 785 013
13	Dr. A K Bhattacharyya Professor EEI, NE Region Assam Agricultural University Jorhat – 785 013
14	Mr. Sajib Borua Assist. Professor EEI, NE Region Assam Agricultural University Jorhat – 785 013