

ICAR - Krishi Vigyan Kendra
(ICAR-Indian Institute of Spices Research)
Peruvannamuzhi P O, Kozhikode – 673 528, Kerala

F.No.KVK/IISR/51 (4)10

Dt. 05.10.2021

Proceedings of KVK review meeting held on 04.10.21

The KVK Review meeting was held on 4-10-21 and chaired by Dr. J. Rema, Director, ICAR-IISR, Kozhikode. The chairman reviewed the activities reported during September and activities proposed for October, 21.

The following items were discussed and suggested for action in due course of time:

Sl.No.	Decisions	Persons identified
1.	Stock verification process may be completed as soon as possible and report may be submitted to HQ	PC, E.S.Sujeesh, K. Faisal, C.K. Jayakumar, Hareesh B.T
2.	Month wise plan of action for approved OFT, FLD, FFS, EDP may be prepared by all SMS for easy monitoring through review meetings. This may be submitted for expert comments and suggestions for improvement through PME	PC & All SMS PME
3.	As a measure of effective training, on campus trainings may be started after following COVID guidelines. Scheduling of such training may be carried on scattered days with limited number of participants	All SMS
4.	Since no administrative staff available at KVK, Mr. K. Faisal is permitted for drafting and processing (for the time being) of staff allowance bills and contact service bills by taking files to Exp Farm. Verification signature may be carried by a person identified / nominated for this purpose from KVK.	K. Faisal
5.	KVK may accept RAWE programme request from Agriculture University students with minimum duration. Students attending the programme have to be charged for food, accommodation, transport or any other similar activities as per the norms fixed by the Institute. Request of such requirement may be considered on case by case basis through HRD.	PC OIC, HRD, IISR

This is issued as per approval of Director, IISR

Programme Coordinator KVK