

PROJECT MONITORING COORDINATION & EVALUATION DIVISION

SCIENTISTS

- 1. Dr. Dipesh Pandit, Scientist-D**
- 2. Dr. Manjunatha, G.R., Scientist-B**

TECHNICAL STAFF

1. Sri Sanjib Roy
2. Sri Pradeep Banerjee
3. Sri Akhil Kr. Roy
4. Sri Subrata Sarkar
5. Smt. S. Karmakar (Mustafi)

MANDATE OF THE DIVISION

- Monitoring, coordination and Evaluation of ongoing, concluded and new Research Projects/ Prog. / Pilot studies of Main Institute and nested RSRs and RECs.
- Preparation and monitoring of Result Framework Document (RFD) of the main Institute & its nested 3 RSRs & 13 RECs along with the RFDs of all Scientists, Officers, Technical and Administrative staff.
- Submission of Quarterly RFD progress of this Institute to the Central Office, Bangalore.
- Organisation and compilation of Scientific/ Technical reports (eg. Agenda Explanatory note, Progress of on going, Concluded Research Projects/ Programmes/ Pilot studies and follow up actions) of the following meetings.
 - a) Research Council Meeting (2 times per annum)
 - b) Research Advisory Committee (2 times per annum)
 - c) Regional Research Advisory committee meeting (2times per annum)
 - d) Video conferences meeting with RSRs/ RECs (2 times per annum)
- Preparation and compilation of Annual Action Plan of the Institute and its nested units.
- Preparation and compilation of Annual Research and Administrative Report of the Institute and its nested units. Preparation of Annual Report of the Institute for inclusion in CSB Annual Report.

- Preparation and compilation of Monthly, Quarterly and Annual Reports on progress of Research projects, Programmes & Pilot Studies of Main Institutes and RSRs in addition to the correspondences and co-ordination with Central Office on scientific & technical matters.
- Preparation of follow up action of RCC, RRAC, Race Authorization Programme etc. for presentation in the meetings.
- Correspondences and coordination with Universities/ Institutes/ Other organizations for collaborative Research Projects/ Programmes etc.
- Coordination and correspondences with DOT (Seri.) DOSs of different states and other organizations.
- Correspondences with other organizations regarding "Patenting" and 'Commercialization of Evolved Technologies, Products and Processes'.
- Updating information relating to Right to Information Act 2005. Processing of RTI requests followed by submission of reports to the Central Office.
- Preparation/ Compilation of Research/Extension information for regular releasing of Institute Bi-annual Bulletin "NEWS & VIEWS".
- Maintenance and correspondence of files and registers relating to Publication, Consultancy, Store articles, Dead Stock articles etc.
- Preparation and Compilation of various reports of the Institute and its nested units as and when required.