INDIAN COUNCIL OF AGRICULTURAL RESEARCH

KRISHI BHAVAN, NEW DELHI- 110001

To F. No. 25(6)/82-PI&M

Dated the 15th Nov., 1983

1. The Vice-Chancellors of all the Agricultural Universities
2. The Directors of all the Research Institutes
3. The Project Directors/ Project Coordinators of the AICRP.

Subject: General guidelines for functioning of All India Coordinated Research Project.

Sir,

I am directed to forward herewith a copy of the general guidelines developed by the Council for functioning of All India Coordinated Research Projects for your information and guidance.

Yours faithfully,

Sd/-

(G.L. Kaul)

Assistant Director General (PI&M)

Copy to:-

1. All DDG’s.
2. Director (F)/ (P&I)/(P)
3. All Additional Secretaries / Dy.PC Administration
4. All ADG’
5. Dy. Director (A&A)
6. US (Fin. VI)
7. All Under Secretaries
8. Scientists at the ICAR, Head Quarter
9. All Section
10. PS to DG and PS to Secretary, ICAR.

Sd/-

(G.L. Kaul)

Assistant Director General (PI&M)

INDIAN COUNCIL OF AGRICULTURAL RESEARCH

GENERAL GUIDELINES FOR FUNCTIONING OF ALL INDIA COORDINATED RESEARCH PROJECTS.

The Council had invited suggestions from ICAR Institutes, and officers of the ICAR Headquarters for improving the functioning of the All India Coordinated Research Projects. The suggestions received from various quarters were subsequently examine by the Senior Officers of the Council. The following revised guidelines have been suggested to improve the functioning of these projects.

1. **Organization and Appointments:**
2. The Project Coordinators shall be under the direct administrative control of the Directors of the Institutes/ Vice-Chancellors of the Agricultural Universities, while the technical control will be that of the concerned Deputy Director General (DDG) at the headquarters of the Council.

The Directors of the Institutes would be the “Reporting Officers” for the purpose of annual/ Five-yearly assessment reports of the Project Coordinators located in ICAR Institute, while for those located in Agricultural Universities the ADG concerned would discharge this function. The DDG concerned would function as the “Reviewing Officer” for all the Coordinators.

1. The Coordinating Unit/ Cell of the Project would be under the direct control of the Project Coordinator, while the Research Centre of the Coordinated Project, hereinafter referred to as “Coordinated Centre”, assigned to the Institute/ University/ would be under the direct control of the host Institute/ University.
2. The Coordinating units would function like any other division in an Institute or a Department in a University, and would have a separate Plan and Non-Plan budget allocations to be indicated in the annual budget proposals of the Institute/ University. The budget proposals for these units would be developed by the Institute/ University in consultation with the concerned ADG/ DDG. The host Institute/ University would provide sanctioned staff to the Coordinating unit on priority basis.
3. The Coordinated Research Centre of the Project located in an Institute/ University shall implement t the technical programme strictly as per the recommendations of the workshop. The host Institute shall not make any modification in the experimental programme of the Centre, without prior clearance from the Project Coordinator.
4. The Scientist (not less than S 2) Incharge of the Coordinated Centre would function under the overall guidance of the Head of the Department concerned but the Head of het Department shall not hold charge of the Coordinated Centre directly himself.
5. In the event of a vacancy in the post of Project Coordinator, interim arrangement for looking after the work should be made by the Institute/ University only after consulting ICAR, till a regular appointment is made.
6. The ASRB should invariable associate a representative of the ICAR Headquarters and not the Director of the Institute/ Vice-Chancellor of the University, unless nominated by the ICAR Headquarters, for the selection of a candidate for the post of Project Coordinator.
7. The Scientists working in the Coordinated Projects, particularly in the Agricultural Universities, should not be transferred out of the Project without consultation with the Project Coordinator/ Council.
8. The Council should review at the end of each Plan the need for continuing the individual coordinated projects during the next Plan, and at the same time find out as to how stability could be imparted to the selected coordinated projects for bringing them on a permanent footing in view of their continued importance. This review should also include definite recommendations for closing down of the non-performing centers under each project.
9. The primary function of the Project Coordinator is to coordinate the research work involved in the Coordinated Project, for which he should devote maximum time and provide effective leadership to the entire programme. However, the Coordinator and his staff can take up limited research which will ultimately help in generating materials promising research areas for future development of the project. The line of research could be decided in consultation with the concerned DDG and also discussed in the workshops.
10. The Project Coordinator/ ICAR representative should be associated with the selection of the candidate for the post of Scientist in-charge of each Centre located in a University.
11. **Monitoring and Evaluation**
12. Since timely monitoring is most crucial to the success of the Coordinated Research Projects, the major responsibility of the Project Coordinator is to monitor the progress of work at each centre regularly. The Project Coordinator should make fullest use of het team of scientists working with him for monitoring of the project work in a planned manner, particularly in the disciplines outside his field of specialization.
13. The Project Coordinator should prepare in advance a calendar of visits to ensure at least one visit in a year to each Centre. He should submit a report to the concerned ADG/DDG after each visit highlighting the progress of work, the position of staff, major bottlenecks, etc. and should follow it up with the ICAR as well as with the University/ Institute for taking suitable corrective measures. A brief report on the functioning of each Centre should also be included in the Annual Report of the Project.
14. In the case of Animal Science Projects, the Project Coordinator should work out the requirement of common items like diagnostic agents, prophylactic agents viz., vaccine, dipping/ spraying agents against ectoparasites for keeping the supplying agencies informed about the requirements well in advance.
15. The Council may appoint Mid-Term Review Teams to evaluate working of some of the projects. These teams are not expected to visit all the Centers, but should complete their work within a specified time as per approved itinerary/ programme on the basis of selective visits. Advance planning for the visit of such Teams is most essential and may be done by the Project Coordinator in consultation with the Chairman of the Committee and the respective DDGs.
16. In order to avoid overlapping of the research programmes between the single commodity Institute and the connected Coordinated Project, monitoring would be done at the concerned DDG’s level on a continued basis.
17. **Workshops:**
18. Workshops should be held once in a year or once in two years depending upon the nature of the crop/ commodity and the type of work undertaken. However, the Workshops may be held twice in a year in exceptional cases.
19. In the Workshops, maximum time should be devoted to discuss the work done and to formulate programmes for the next year. Inaugural functions have no place in the workshops and should be curtailed as an accepted principle.
20. The list of the delegates attending the workshop should be thoroughly screened to ensure participation of only those scientists who would make some significant contribution to the deliberations.
21. The salient recommendations of the workshop held in a year should be discussed in the Regional Committee meetings of the ICAR, regularly.
22. **Documentation and Transfer of Technology**
23. Research results of extension value should be properly documented and communicated to the developmental agencies. Similarly, results adding to the basic understanding of problems which are of a fundamental nature should also be properly documented and disseminated among the scientists.
24. An Annual Report should be published every years for each projects as per the format circulated by the Council.
25. For enabling the Coordinated Projects to transfer their technologies to the farmers, each Project should develop a system of cross communication with the National Demonstration/ ORP/Lab-to-Land/Experiments on Cultivators, field of Agronomic Research Project etc., located within the jurisdiction of the Centre. The transfer of technology work should be taken up by the scientists themselves through the above extension programmes.
26. The Coordinated Centre should carefully harmonize its technical programme with that for the Regional Research Station being established under the NARP (if the Coordinated Centre happens to be located at a Regional Research Station). The Project Coordinator also should encourage the Coordinated Centre to draw up their draft technical programme taking into consideration the specific research needs of the Service zone of the Coordinated Centre.
27. **Administration & Finance:**
28. The ICAR should insist on strict compliance with the terms laid down in the Memorandum of Understanding to make the grantee institution fully responsible for the implementation of the Coordinated programme. The Council should have some mechanism to draw the attention of the beneficiaries to their responsibilities. The Memorandum of Understanding will clearly provide for withholding of grants to any centre whose performance is unsatisfactory.
29. Release of funds for the project should be done only on the specific recommendations of the Project Coordinator and the concerned Scientist/ ADG serving the project at the ICAR Headquarters based n the half-yearly technical reports.
30. The Project Coordinator should receive identical treatment with their counterparts in the Institute/ University in respect of facilities like housing, medical, etc. They should also be eligible for a telephone facility in their office.