



"Say YES to LIFE/ Say NO to DRUGS"

**C.S.K. HIMACHAL PRADESH KRISHI VISHVAVIDYALAYA,
"VICE-CHANCELLOR'S SECRETARIAT"**



No.QSD. 1-4/SVC/CSKHPKV/- 3186-3270

Dated: Palampur, the,

10 DEC 2020

To

1. All the Statutory Officers,
CSK HPKV, Palampur.
2. All the Heads of Departments/offices,
CSKHPKV, Palampur.
3. All the Associate Directors/ Scientists Incharge/ Programme
Coordinators, RRS/RSS/ KVKs.
4. The Medical Officer, University Health Centre, CSKHPKV, Palampur.

Subject:- Strengthening of teaching, research and extension education activities of the CSK HPKV.

Sir,

I am directed to refer to the subject cited above and to inform you that the issue regarding strengthening the teaching, research and extension education activities of the CSKHPKV was engaging the attention of the University administration for sometime past. Now after careful consideration, the Hon'ble Vice-Chancellor has been pleased to decide as under:-

- 1) All the Heads of Departments/ Associate Directors/ Scientist Incharges/ Programme Coordinators will send on every Monday **'two' significant achievements** of their department/station/ KVK in bullet form of one line each of the preceding week to the concerned Dean, Dean PGS, Director of Research and Director Extension Education through Whatsapp. These significant achievements may include publication of Practical Manuals, Books, Brochures, papers published with NAAS rating of ≥ 7.00 , projects sanctioned, projects submitted with budget outlay of \geq Rs. 25.00 lakh, Radio Talks/ T.V. Talks delivered, any innovation in teaching, research & extension, awards/recognition etc. Routine teaching, research and extension activities will not form the part of significant achievements.
- 2) The Deans and Directors may convene a weekly meeting of the Heads of Departments, Associate Directors, Scientist Incharges, Programme Coordinators working under their control for monitoring and review the progress of respective department/station/unit/KVK but they will mandatorily convene a monthly meeting of the HODs/ADs/SIs/PCs working under their control in the first week of every month for the said purpose, before the monthly meeting of the Statutory Officers. The other Statutory Officers will also convene such meetings with the

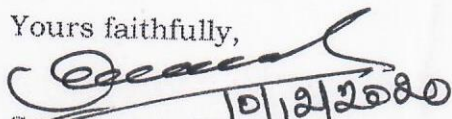
staff/ wings under their control for extracting significant achievements during the week for further presentation before the Hon'ble Vice-Chancellor in the monthly meeting.

- 3) The monthly meeting of all the Statutory Officers under the chairmanship of Hon'ble Vice-Chancellor will be held in the first week of every month from January, 2021 onwards. The Statutory Officers will make power point presentation in the meeting in respect of significant achievements of the preceding month out of the significant achievements received from the Heads of Departments/Associate Directors/ Scientist Incharges/ Programme Coordinators etc. or any such achievement of their own office. Each Statutory Officer will present such achievements in **Two** slides only and each slide should contain not more than **Five** lines in bullet forms. The Medical Officer, University Health Centre will also attend the monthly meetings and present the significant achievements of University Health Centre on the similar lines as above.
- 4) During the monthly meeting of the Statutory Officers, if any clarification on any significant achievement is required, the concerned Head of Department may be instantaneously called upon to clarify the position in the meeting. In case the regular Head happens to be on unavoidable leave or tour, the next seniormost faculty member looking after the work of HOD, will clarify the position in the meeting.
- 5) Besides above, every teacher/scientist of the University will make presentation of his/her performance to the Hon'ble Vice-Chancellor in the presence of Statutory Officers on a given date in **Three** slides, the format of which will be intimated separately to the Heads of Departments/ Associate Directors/ Scientist Incharges/ Programme Coordinators for further intimation to each faculty member.
- 6) All research articles/papers to be submitted for publication in different journals will be sent **only** using email Id of the CSKHPKV i.e. hillagric.ac.in

The above decisions may be brought to the notice of all concerned for compliance.

Receipt of this letter may be acknowledged.

Yours faithfully,


10/12/2020
Secretary to Vice-Chancellor,
CSK HPKV, Palampur.

CC:

1. PS to Vice-Chancellor, CSKHPKV, Palampur.
2. Incharge, UNS, CSKHPKV, Palampur for uploading it on the University website.