

Project Monitoring, Co-ordination and Evaluation Cell

Scientists:

1. DR. U. K. BANDYOPADHYAY, Scientist-D

Major Activities:

Monitoring, co-ordination and evaluation of ongoing, concluded and new research projects / programmes/ pilot studies of Main Institute and RSRs.

Organisation and compilation of scientific/ technical reports (e.g. agenda explanatory note, progress of ongoing and 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 Meeting [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 Reports of the Institute and its nested units and also Annual Report of the Institute for inclusion in CSB Annual Report.

Preparation and compilation of Monthly, Quarterly and Yearly Reports on progress of Research Projects, Programmes and Pilot Studies of Main Institute and RSRs besides 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.

Co-ordination and correspondences to DOSs of different states and other organizations.

Correspondences with other organizations regarding 'Patenting' and Commercialization of evolved technologies, products and processes.

Updating of different information relating to Right-to-Information Act.

Maintenance and correspondences of subject related files and registers.

Preparation and compilation of all different kinds of miscellaneous reports of the Institute and its nested units as and when required.

Organizing other regular internal and external meetings as well and ensuring proper follow up.

Besides above activities, Scientists of this section are also associated with different projects as Principal Investigators / Co-Investigators.