



**Dr. S. Prabhu Kumar**  
Zonal Project Director

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH**  
**ZONAL PROJECT DIRECTORATE – ZONE VIII**

MRS, H.A.FARM POST, HEBBAL, BANGALORE – 560 024  
Tel.: 080-23510616, 23410614, FAX: 91-80-23410615,  
Email: [icartot8@yahoo.com](mailto:icartot8@yahoo.com)

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**To:**  
**The Vice Chancellors of SAUs / Directors of ICAR Institutes/  
Head of NGO Host Organisations /Director of Extensions of SAUs  
of Zone VIII**

**Sir,**

***Sub: - Conducting Scientific Advisory Committee Meetings of KVKs - reg.***

Hereby I wish to bring it to your kind notice that the Scientific Advisory Committee Meetings of KVKs in Zone VIII are to be conducted regularly for providing necessary guidance especially on technological backstopping and administrative procedures for all the KVK staff under SAUs, NGOs, State Department of Agriculture, and Deemed Universities.

SAC meetings also provide a chance to the officials of SAUs as well as ZPDs for understanding the ground realities of the KVK activities and their level of functioning in coordination with the other line Departments, for meeting their assigned mandate. The decisions made by the SAC are to be strictly adhered by the KVK for reorienting their future activities. In this process, the role of Chairman of the SAC, the respective Director of Extension, the Zonal Project Director and the Programme Coordinator who is also the Member Secretary of the meeting is crucial for taking some vital decisions regarding the activities and functioning of KVKs.

**SAC meeting date may be fixed by the Member Secretary in consultation with the Chairman and communicated to all other members atleast 15 days in advance along with the Agenda and Action Taken Report of the previous SAC meeting. This is mandatory for conducting the SAC meeting.**

**In case the Chairman is unable to attend the meeting, the senior most official of the Organization need to chair the meeting**

**Role of the Director of Extension for providing technological backstopping is very crucial and his / her participation in the SAC meeting of all KVKs is mandatory. In case he /she are unable to attend the meeting, the senior most official from the Directorate may be deputed.**

The common agenda for the SAC meeting to be observed by all KVKs is detailed below.

(The period of reporting for the SAC meeting is from the date of previous SAC meeting to the date of present SAC meeting)

- I. Welcome by Programme Coordinator
- II. Introductory remarks by the Chairman
- III. Presentation of Action Taken Report by the Programme Coordinator
- IV. Overview of KVK w.r.t. staff position, infrastructure, Revolving Fund Status, SWTL, e-connectivity, Rainwater Harvesting etc. by the Programme Coordinator
- V. Presentation of salient achievements by the individual SMS covering the topics such as Technology Assessment and Refinement, major achievements in Front Line Demonstration, Major training topics covered, involvement in production and supply of technology products and Extension Programmes
- VI. Review, remarks and suggestions by Honourable members
- VII. Concluding remarks by the Chairman
- VIII. Vote of thanks by the senior most SMS of the KVK

Thanking you,

Yours faithfully  
Sd/-

ZONAL PROJECT DIRECTOR

Copy to : Programme Coordinators of KVKs of Zone VIII