



INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAWAN, NEW DELHI

No. 30(8)/2010/PME Cells/NAIP/O&M/

Dated: 27th December, 2011

OFFICE ORDER

Research priority setting, monitoring and evaluation (PME) is an effective tool to assist research managers for priority focused research resource allocations, relevance, monitoring and evaluation of research projects and accountability in the system. This management tool is also being used by several international research organizations. Through NATP and NAIP, ICAR also attempted to institutionalize this mechanism on a pilot level in few institutes. The matter has been deliberated and presented at several fora. Though the mechanism is appreciated in the meetings and discussions, it has not been fully institutionalized in ICAR. Realizing the benefits of such a mechanism it has been decided to set up PME cells at every institution of ICAR merging all present mechanisms/arrangements into it.

Functions of PME Cell

- i) To coordinate and synthesize the recommendations of QRT, RAC, IRC, Vision documents of institute and ICAR to recommend research priorities of the institution for shortlisting priority researchable problems across crop(s)/divisions/programmes, commodity/livestock etc. at institution level. (Priority setting)
- ii) Annual updating and presenting the report to the Director of the institution for assigning research projects.
- iii) To coordinate and arrange for annual monitoring of each on-going project and evaluation of completed projects through internal and external experts.
- iv) To coordinate and arrange for technology validation and/or impact assessment of successful technology claimed by scientist(s) through internal and external experts.
- v) Regularly sensitizing and capacity building of research managers and scientists through training programmes.
- vi) Maintaining a database on all publications, technologies developed, IPRs, consultancies, projects undertaken in the past 10 years and on-going projects.

Constitution of PME Cell

- i) One Principal Scientist Incharge
- ii) One to three Technical Officers (depending on institute size)
- iii) Required secretarial assistance

Project Monitoring and Evaluation Committee (PMC)

Director
All Heads of Divisions
I/c PME Cell

Chairman
Members
Member Secretary

Handwritten signature/initials

Functions of PMC

- i) To deliberate on PME Cell reports and decide on institute research priorities across crops/divisions/programmes/commodities/livestock etc. (the scientists would be required to take up projects from the list of priority research problems).
- ii) To constitute a committee of 2 experts (one internal i.e. from the institute and one external) to evaluate the progress of research projects and submit report to PME Cell in a prescribed format. This exercise need to be done every year.
- iii) To constitute a committee of 2 experts (one internal i.e. from the institute and one external) to submit a report in a prescribed proforma technology validation of completed projects.
- iv) Prepare annual plan and identify scientists for capacity building in PME activities.
- v) To approve updating institute database on half yearly basis.

The committee shall meet twice in a year i.e. i) before IRC (Feb-March) ii) Sept-Oct

Schedule of PME Activities

1. Institute Research Committee (IRC): Feb-March (Annual – It nearly coincides with financial year end, and HPR of scientists)
2. Project Monitoring & Evaluation Committee (PMC): Aug.-Sep. (Annual – It nearly coincides with HPR of scientists and Half Yearly reports of projects)
3. Research Advisory Committee: Jan.-Feb. (Annual 1-2 months before IRC)

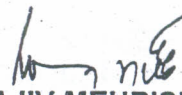
Definitions of related words

Please see annexure-1(attached). Also available at <http://www.naip.icar.org.in>

The guidelines need to be followed and PME Cell set up at every institution (Institutes/Bureaus/Directorates/NRCs) of ICAR by Dec. 31, 2011 under intimation to ND, NAIP.

I am also enclosing the proforma for evaluation of projects (Annexure II).

This issues with the approval of D.G., ICAR.


(RAJIV MEHRISHI)
Addl. Secretary (DARE) & Secretary (ICAR)

Encl: As above

- Distribution:
1. Directors of all Institutes/Directorates/Bureaus/NRCs
 2. All Dy. Directors General for kind information
 3. ADG (PIM)/ADG (Cdn.)
 4. Director, DKMA with a request to place the order on ICAR website
 5. The Director General, ICAR for kind information
 6. National Director, NAIP, KAB-II, New Delhi-12