

**ICAR - Krishi Vigyan Kendra
(ICAR-Indian Institute of Spices Research)
Peruvannamuzhi P O, Kozhikode – 673 528, Kerala**

F.No.KVK/IISR/51 (4)10

Dt. 17.08.2016

Proceedings of KVK review meeting held on 27.07.2016 at ICAR-IISR, Kozhikode

The KVK Review meeting was held on 27.07.2016 at IISR and was chaired by Dr.K Nirmal Babu, Director, ICAR-IISR, Kozhikode. The chairman reviewed the actions taken on the decisions of last KVK Review meeting. The programmes undertaken during July 2016 and proposed to be undertaken during August 2016 are also presented and discussed.

The following items were discussed and decisions taken:

Sl. No.	Decisions	Persons identified
1.	The label on “Kasturi soap and face pack” with “Technical support by KVK, Peruvannamuzhi” inscription is approved.	SMS, Home Science, KVK
2.	The staff deployed on duty may appraise the outcome/proceedings of their participated workshop/training/ meeting in the review meeting.	All SMS Programme Coordinator, KVK
3.	A fresh indent for purchase of eggs (especially Gramasree) may be submitted meanwhile chick feed purchase process may be speeded up.	SMS, Animal Science, KVK AAO(Stores), IISR
4	Permanent stocks may be issued to the concerned, accordingly entry in stock register may be carried. It may be followed for old stock also.	All staff, KVK
5	Along with the training for group booking, individual registered farmers may also be offered trainings on priority.	All SMS, KVK
6	Swatch Bharat activities may be carried strictly to upkeep the office premises neat and clean.	All staff, KVK

Programme Coordinator
KVK