

KrishiVigyan Kendra
(Indian Institute of Spices Research)
Peruvannamuzhi P O, Kozhikode – 673 528, Kerala

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

Dt. 02.01.14

Proceedings of KVK review meeting held on 30.12.13 at Silver Jubilee Hall, IISR, Kozhikode

The KVK Review meeting was held on 30.12.2013 at IISR, Kozhikode and was chaired by Dr. M. Anandaraj, Director. The chairman reviewed the actions taken on the decisions of last KVK Review meeting. The programmes undertaken during December 2013 and proposed to be undertaken during January 2014 were also presented and discussed.

The following items were discussed and decisions taken:

Sl.No.	Decisions	Persons identified
1.	Shifting of processing equipments from farm to KVK will be finalized after Director's visit to KVK.	Programme Coordinator(i/c), KVK
2.	Remittance of income generated through RF should be made on same day as per rules and sales of major items like layer chicks should not be kept on non-remittance day or preceding a bank holiday.	Programme Coordinator(i/c), KVK Dr. S Shanmugavel, SMS
3.	Extra phone connection other than sanctioned limit of KVK should be surrendered. Administrative Officer may intimate Programme Coordinator, KVK about the eligibility details.	Programme Coordinator(i/c), KVK AO, IISR
4.	Quotations for maintenance of KVK demonstration units should be invited only as per institute procedure.	Programme Coordinator(i/c), KVK
5.	Reply to email enquiries should be given promptly.	Programme Coordinator(i/c), KVK All SMS, Programme Assistant (Computer), Mr. Faisal
6.	Animals at KVK demonstration units should not be let free in order to protect the farm, experimental plots and crop demonstration units.	Dr. S Shanmugavel, SMS

(Programme Coordinator i/c)
KVK