

**Indian Institute of Spices Research
(Indian Council of Agricultural Research)
Marikunnu P.O., Calicut- 673012, Kerala**

14.2.2005

Circular

With reference to D.O. No. 19-1/2004 Cdn. Tech. dt. 23/9/04, Annual report for 2004-05 has to be prepared in thematic mode (Circular enclosed) based on mandated areas (Mega project wise). Therefore I request you, on behalf of PMT, to provide the following information regarding annual report preparation.

1. Title of the project with name, and institute code.
2. Achievements with good quality photographs / most relevant tables including figures, after statistical analysis.
3. Research publications in peer reviewed journal only.
4. Technology developed and recommended.
5. Seminars, Symposium attended / conducted.
6. Lectures delivered.
7. Awards / Recognitions.
8. Training attended / conducted.
9. Membership in committee.
10. Students guided with details


The mega project leaders are requested to collect and compile the details from the concerned project leaders including externally funded projects. The material after compilation may be send to PMT before 10th May 2005.

Thanking you.

Yours Sincerely


A. Kumar
Secretary (SRC)

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15/02



INDIAN COUNCIL OF AGRICULTURAL RESEARCH

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Dr. R. C. Maheshwari
Asstt. Director General (TC)

D.O. No.: 19-1/2004 Cdn. Tech.

Dated : 13.09.2004

Dear Colleagues,

The Hon'ble Agriculture Minister, Govt. of India, while approving the Best Annual Report Awards to ICAR Institutes for 2001-02 and 2002-03, has expressed scope of further improvement in the quality and contents of Annual Reports of the ICAR Institutes. Following an extended discussion on this issue guidelines are being prepared by a committee in the Council. Meanwhile, I would like to suggest the following points which emerged in a recent SOC meeting under the Chairmanship of the DG, ICAR, for preparation of the Annual Report of your Institute for 2004-05.

- The Annual Report should be prepared in thematic mode in the over all context of mandated areas of the institute and not project-wise. The list of the projects along with the names of PIs and Co-PIs be given in the Annexure of one to two pages.
- Efforts should be made for maintaining the continuity in the presentation of findings and the message about the achievements should flow automatically while going through the Report.
- After compiling the details for the Report, the concerned institute may take the help of professional editors for shaping the Report.
- The Report should be written from the standpoint of the clientele readers.
- As regards listing publications in the Annual Reports, only those papers which have been published in refereed journals during the current year should be included.
- Details of the projects should be presented in Annexure, again in concise form in a page or two.
- Photographs should be in "action" mode and should be such as to reflect the characteristics prominently and should add to the value of research/exhibit.

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- Experimental details/methodologies should not be presented.
- Entire data need not be given in the Report; only such data as may indicate increase or decrease in the intensity of the desired effect/direction of the research may be given.
- A boundary line be considered for the publication of inventions in the Annual Report so as to protect the IPRs. The details of research work which is in pipeline and is in the process of development need not be given.
- As for official language, entire material need not be translated into Hindi, but only Executive Summary may be provided in the Reports.

It has been noticed that only 42 and 56 Institutes submitted their Annual Reports for the year 2001-02 and 2002-03, respectively for the Best Annual Report Award. It shows that quite a few Institutes are not bringing out their Annual Reports on time. I hope, the Institutes have already brought out their Annual Reports for 2003-04 so that they are made available to the Council by 31st October, 2004 and become eligible to be considered for the Best Annual Report Award.

Yours sincerely,



(R.C. MAHESHWARI)

Distribution:

The Director(s) of all ICAR Research Institutes/Centres/Project Directorates