

**INDIAN INSTITUTE OF SPICES RESEARCH
CALICUT**

Proceedings of the Pmt section committee meeting held in
director's chamber on 10th April 2006.

PMT/IISR/125(01)04/

The monthly meeting of the PMT Cell for the month of April was held at Director's chamber between 3 pm to 3.30 pm. The following members were attended the meeting.

1. Dr. VA Parthasarathy, Chairman
2. Sri. B Krishnamoorthy, Vice Chairman
3. Dr. A Ishwara Bhat, Member
4. Dr. A Kumar, Member
5. Dr. T. E. Sheeja, Member
6. Dr. Utpala Parthasarathy, Member Secretary

The decision taken are

1. Heads of the division must exercise great care in forwarding the RPF to the Director for signature. It is a very important document. RPF I and RPF III may be submitted anytime of the year after the project is initiated or completed as per the SRC decisions. But RPF II must be submitted by the 3rd week of April. Everyone must maintain separate field/lab note books besides registers for each project separately. These must be put upto the Head every year along with RPF II for verification by HOD. While submitting the RPF III these notebooks, registers and the material (varieties , cultures etc.) must be deposited in the division and its where about mentioned in the RPF II. Signature of all the investigators must be in place in the RPF. This must be scrupulously followed from now on and the NOC from PMT will be issued based on the submission of RPFs.

2. Along with the RPF-III the following materials are also have to be submitted:

- ❖ Reprints of all the papers published from the project.
- ❖ All the registers have to be handed over to the Heads of Divisions. After that HD should forward the RPF-III. to the PMT.
- ❖ After the correction by Director the final report have to be given with spiral binding along with soft copy. (Action –All investigators)

3. Project under National Fund details are to be given to Dr. T. E. Sheeja on or before 17th April 2006. (Action-All Heads).
4. The Annual Report committee has been constituted with following members;

Dr. A. K umar
Dr. A.I.Bhat
Dr.R.Dinesh
Dr. P.Utpala
Dr. T.E.Seeja


(Utpala Parthasarathy)

Member Secretary