To
The Director/ Officer-in-Charge
CSR&TI Mysuru / Berhampore / Pampore
CTR&TI Ranchi / CMER&TI Ladoigarh /
CSTRI Bengaluru / CSGRC Hosur /
SBRL Kodathi / SSTL Kodathi / NSSO Bengaluru
BTSSO, Bilaspur / MSSO/ ESSO Guwahati

Madam/Sir,

Sub: Minutes of the first meeting of the Core Committee of CSB Directors held on 25th February 2020 – reg.

With reference to the above cited subject, please find herewith attached the minutes of the Core Committee of CSB Directors held on 25th February 2020 for perusal and needful action.

You are hereby requested to consider the said decisions while revising the Annual Action Plan for the year 2020-21. Further, Action Taken Report (ATR) on the decisions pertaining to your institute may be furnished latest by 30th April 2020 to appraise the Competent Authority.

Encl: as above

Yours faithfully,

(Dr R.K. Mishra)
Director (Tech)

Copy for information and needful to:

1. Director (Finance), CSB, Bengaluru
2. Scientist-D, Seed Cell, CSB, Bengaluru
3. Scientist-D, CBT, CSB, Bengaluru
4. Deputy Director (Finance), CSB, Bengaluru
5. Deputy Secretary [Tech.], Technical Cell, CSB, Bengaluru
6. Assistant Director (Publicity), CSB, Bengaluru
Minutes of the First meeting of the Core Committee of CSB Directors held on 25th February, 2020 at CSB, Bengaluru.

In compliance to the decision taken in the 59th RCC meeting held on 1st and 2nd March, 2017 at Bengaluru, a Core Committee of CSB Directors was constituted under the Chairmanship of the Member Secretary, CSB, Bengaluru vide CO, CSB Letter No.CSB-31/2 (RCC-GEN)/2019-20/RCS dated 31.01.2020 (Annexure-1). Accordingly, the first meeting of the Core Committee was convened on 25.02.2020 at CO, CSB, Bengaluru. The list of participants is appended at Annexure-2.

At the outset, Dr. R. K. Mishra, Director (Tech), welcomed all the members to the first meeting of the Core Committee of CSB Directors and explained the purpose of the Committee, besides the Terms of Reference. He requested for active participation of all the members on various agenda items.

Shri. Rajit Ranjan Okhandiar, IFS, Member Secretary, CSB, Bengaluru in his opening remarks stressed on the closure of redundant sections/divisions and opening divisions/sections in new and emerging areas; to mentor young scientists effectively for better utilization of young talent and also in identifying the field/industry problems, to meticulously follow the research management system in vogue, to establish common research infrastructure at few of CSB research institutes; to forge organic collaborations amongst the CSB institutes and other institutes of national and international repute with industry partnership besides devising effective systems for revenue generation through patents and also commercialization of technologies. While seeking active participation of the members, he informed that the Committee shall meet once in every six months, preferably with the other scheduled meetings viz., RCC, HAC/ MVAC, Annual Action Plan meeting etc. Later the Member Secretary took up the meeting as per agenda.

ITEM NO.1: REORIENTATION OF THE SECTIONS/DIVISIONS IN CSB RESEARCH INSTITUTES AND MENTORING OF YOUNG SCIENTISTS

It was observed during the recent technical/scientific audit conducted by RCS of C.O., at the R&D Institutes that in spite of similar functioning, different nomenclature of various divisions and sections were observed at different institutes.

1. Keeping in view the reducing manpower, the need to mentor the young generation of scientific fraternity of CSB and the need to relook into the existing divisional/sectional setup, it was decided by the Committee to follow the core divisions with major sections across all the R & D Institutes uniformly for better co-ordination, accountability and monitoring. After detailed deliberation, divisions/sections to be operated in CSB institutes was decided as at Annexure-3, to be followed w.e.f.1st April 2020.

2. While senior scientists shall head the divisions, they shall be responsible for overall output of the Division, periodical monitoring of the activities of the sections under the Division, with feedback to the Director/PMCE (Project Monitoring, Coordination & Evaluation).

(Action: All CSB institutes)
3. It was decided that all the biotechnology related projects of the R & D institutes will be in collaboration with SBRL only and required basic research work viz., breeding, pathology etc., shall include in the work plan of other collaborating R & D institutes so as to have better field relevance of the projects in the field of biotechnology. Also, project should address the issues in both mulberry and vanya sectors together when working towards common field issues. SBRL shall work out a strategy (including addressing RCGM related issues) within 30.04.2020 towards CSB becoming a leader in the field of seri-biotechnology research, so that the projects from 2020 onwards can be taken up following this strategy.

(Action: SBRL, Kodathi & other CSB institutes concerned)

4. Similarly, both SSTL and seed organizations concerned should work in collaboration mode and take up research projects in the area of seed technology and CSTRI should be collaborated with respect to projects on Post Cocoon Technology. CSTRI should also collaborate with the concerned vanya institutes for research projects in PCT areas of vanya sector.

(Action: CSB institutes concerned)

5. After threadbare discussions, it was decided to hire services of the retired CSB Scientists/ Experts for guiding young scientists in the required disciplines of research projects with sitting fee of Rs.3000/- per day, against specific provisions under ‘Manpower’ component of the project proposal and minimum travel expenditure (by empanelling zone-wise Experts). All such proposals would be placed before the Competent Authority for approval. A panel of retired CSB scientists/ Experts in various field of sericulture (zone-wise, specialisation-wise with contact particulars & their due consent) shall be forwarded by the CSB institutes to CO, CSB latest by 30th April, 2020 for further necessary action. Simultaneously, training of young scientists in frontier areas as per the need, request of the scientists and recommendations of the Directors concerned will be considered on priority, by C.O.

(Action: All CSB institutes & RCS)

ITEM NO. 2: DEVISING FORMAL SYSTEMS FOR IDENTIFICATION OF FIELD PROBLEMS AS RESEARCH IDEAS TO FORMULATE CONCEPT NOTES

While formulating the new research project proposals, scientists should consider the work done earlier at the Institute and elsewhere with focused outcome by effective utilization of library at CSB institutes and access to National Knowledge Network facilities.

6. It was also decided to take up pilot studies (to be decided by the Director concerned under intimation to CO) to arrive at concepts with better clarity on anticipated project outcome. However, such studies should not be more than six months duration. No pilot study conducted at one institute would be repeated elsewhere. For the purpose, all the CSB institutes shall upload the list of such pilot studies on the institute’s website, which need to be referred to by all other institutes.
All the scientists working in the research Institutes should have field interface to have better exposure and propose projects addressing field problems, besides formal and periodical interaction with the personnel of DOSs and NGOs in the sector concerned.

7. Brainstorming Workshops with specific themes focusing on various thrust areas should be conducted by CSB institutes separately and/or together for better exchange of ideas amongst the scientists in specific disciplines so as to formulate the projects in required areas to address field problems. Retired Directors/ Senior Officers of both CSB & DOS besides progressive farmers, Community/ Producer Organizations etc. may also be involved.

8. Scientist working in different institutes should meet once in three years in a “Scientist meet” for example i. Silkworm Scientists’ Meet, ii. Host Plant Scientists’ Meet, iii. Post Cocoon Scientists’ Meet etc., hosted on rotation basis and coordinated by the RCS, CO, CSB. The R & D institute hosting the event may show case/ exhibit the technologies developed like silkworm breeds, Host Plant Variety plantations, Prototypes, Chemical formulations, Products, best practices adopted in technology transfer, front line demonstration of technologies etc.

9. Specific formats should be devised by institutes to seek feedback of stakeholders attending various Extension Communication Programmes viz., Farmers Field Days, Workshops, Seminars etc., which need to be compiled for utilizing the outcome to conceive research concepts by the institutes. Research Council of the CSB institutes shall invariably record the efforts made under the above areas, in their meetings and share with CO, CSB for record purpose.

(Action: All CSB institutes)

ITEM No.3: STRENGTHENING OF RESEARCH MANAGEMENT AND INFORMATION SYSTEM

It was appreciated that most of the institutes are adhering to the recently circulated revised formats from C.O., for submission of concept notes/final project proposals, and other formats for submission of the monthly/quarterly/final reports.

10. As a step towards better coordination w.e.f. 1st April 2020, every concept note received at CO, CSB from different CSB institute will be assigned a reference number (viz., CSB/MYS/RCN 001), which shall be quoted by the institutes during its revision, till approval and coding of the project. It was also decided that no institute coded and ToT projects will be taken up or reported by the CSB institutes.

(Action: RCS, CO, CSB)

11. Respective Directors, Divisional Heads, PMCE and Research Council of the institute concerned should periodically monitor the progress made under the ongoing research projects, verify project registers (including budget utilization) and check whether the progress is as per milestones indicated in the approved project. Besides placing the progress before RAC for discussion, the scientists should ensure timely publication of project outcome in reputed journals.
12. In case of transfer or retirement/superannuation of the Principle Investigator, Co-Investigator shall be responsible for project implementation and technology transfer. In case of retirement/transfer of both PI and CI, Divisional Head shall be responsible for taking the project ahead through suitable substitution of PI/CI. On transfer of PI/CI, proper care should be taken by the Divisional Head/PMCE to handover the project with the project register, equipment, output/material/product/photos/videos etc., besides the data (both hard & soft copies) on progress made. On transfer/superannuation, the PI/CI should submit a technical report indicating the handing over details/future lines of works/pending work etc., which should be approved by the Divisional Head. This document would form the basis for according clearance by Establishment Section.

(Action: All CSB institutes)

13. The project outcome and output should be documented properly and the technology developed should be validated through ToTs (OST/OFT) besides popularizing the same for the benefit of the farming community and DoSs through ECPs and mass media. Wherever, the PI desires to take up OST (especially in silkworm breeding projects) as part of the project, it should invariably mention in the project document along with specific period for OST. For smooth reporting & execution of various R&D, ToTs, ECP, Training programmes etc. under CSB institutes, requisite formats for Research Management & Information System (RMIS-1 to RMIS-10) are being attached in Annexure-4.1 to 4.16.

(Action: All CSB institutes)

ITEM No. 4: IDENTIFICATION & PROMOTION OF RESEARCH IN CORE/NEW AREAS WITH INDUSTRY PARTICIPATION

14. Collaborative projects with the national and international institutions of repute with required expertise and infrastructure (high end equipments) will be encouraged to address the issues in new and frontier areas viz., by-product utilization, biomaterial research, non-textile uses etc. To encourage industry participation, it was observed that there is a need to establish incubation centers CSB institutes. As an immediate action, an incubation centre needs to be established at CSR&T, Mysuru. Director, CSR&T, Mysuru may submit the detailed proposal latest by 30th April 2020. To scale up the participation of entrepreneurs/industry, proper mechanism should be in place for funding such projects and benefit/credit sharing. Draft MoU template for such collaborations is furnished at Annexure-5. However, depending on the area of projects, suitable decisions will be taken by CO, CSB on case to case basis. MoU of all the collaborative projects shall be cleared by RCS/Law section for initiating such projects.

(Action: All CSB institutes)

ITEM No.5: PROMOTING EFFECTIVE INTER-INSTITUTIONAL COLLABORATION AMONGST THE CSB R&D INSTITUTES (INCLUDING SEED ORGANIZATIONS) AND SHARING OF INFRASTRUCTURE FACILITIES

15. While it was decided to follow the decisions at Item No.1 with respect to inter-institutional collaboration amongst the CSB institutes, it was decided to procure high end essential
scientific equipment costing more than Rs.10.00 lakhs at the select CSB Institutes based on the area of research work carried out, which can be shared by the other R & D institutes by collaborating with them so as to avoid repetition and duplicating of resources. Till such arrangements are made it was decided that the all CSB institutes will share the details of major scientific equipment in working condition with CO and remaining CSB institutes so as to effectively share the infrastructure facilities besides certifying accordingly while proposing equipment in the research projects starting 2020-21.

(*Action*: All CSB institutes)

16. As per the observations of the Technical Audit Team from CO, accumulation of unserviceable scientific machinery / equipment at all the Institutes is creating hurdles in procurement of the new and needy scientific equipments for the ongoing research programmes and new proposals. The matter was discussed at length and it was reiterated that the GFR guidelines should invariably to be followed for disposal of the unserviceable equipment/ machinery. The institutes to follow the guidelines already circulated by C.O. and store section of C.O. would take timely and speedy action for disposal of condemned items.

(*Action*: All CSB institutes)

17. However, in view of the large accrual of unserviceable items at CSB institutes, Finance Section was requested to expedite process of conveying approval for declaring/ disposal of unserviceable dead stock items including scientific equipment, latest by 30th April 2020 so that institutes can go ahead with procurement during 2020-21.

(*Action*: Director [Finance])

**ITEM No. 6: IMPROVED DELIVERY MECHANISM OF RESEARCH OUTPUTS UNDER THE TRANSFER OF TECHNOLOGY FOR BETTER ADOPTION IN THE FIELD**

18. Based on the observation of Technical Audit Team, it was felt that CSB institutes should be more serious in proper transfer/ popularization of project outcome through Trial of Technology. It was decided to have a specific timeline for validation of project outcome in form of On Station Trials (OST) at CSB/ DOS field units with specified coverage per technology besides its popularization through On Farm Trials (OFT). The proposal on OST and OFT with number of farmers and extent to be covered should be included in the Annual Action Plan for 2020-21.

19. Also, PI should document the reach of the proven technologies in vogue even after commercialization to document the contribution of research in overall sericulture growth. It was also felt that the Sericulture Extension Division of CSB institutes should be very pro-active with proper coordination between Extension Division and PMCE, which is lacking in some of the institutes. Institutes were advised to submit the details of OST/OFTs taken up during the period 2010-20 and their impact for reporting purpose to MoT in the prescribed format as at *Annexure-6.*
20. As mandated, RSRSs should continue to take projects on adaptive research. RSRSs role in carrying out OSTs/ OFTs and posing the research problems based on field feedback to research institute, will be reviewed seriously by the institutes concerned. To promote field impact of research outcome, best practices in field extension and role of community institutions/ private extension, it was decided that the scientists working in RSRSs/RECs shall invariably contribute at least one popular article every six months per scientist to the in-house magazine ‘Indian Silk’ for its publicity, which also will be considered for in-situ promotions under FCS. SEEM Division of the institutes and Publicity Section shall follow it up and report the progress to PMCE and RCS, respectively.

(Action: All CSB institutes & Publicity Section)

21. With regard to patented, commercialized and licensed machinery, it was decided that the Director, CSTRI, Bengaluru should collect total number of machines manufactured and supplied to the beneficiaries / stakeholders list from the licensee/ manufacturer which can be showcased under Make in India (to be communicated to Ministry). Also, Director, CSTRI, Bengaluru should ensure registration of authorised manufacturers of machines, especially in Vanya sector in Government e-market place (GeM) portal so as to encourage competition amongst them for better service and value add-on after supply. Similarly, other Directors concerned shall facilitate uploading of other seri-input suppliers on GeM portal.

(Action: All CSB institutes)

22. Pending establishment of suggested IP & BP Cell at CO, CSB, the existing practice of filing the patents and commercialization aspects will be continued and apart from NRDC other alternate agency may be identified for patenting and commercialization of technologies.

(Action: All CSB institutes)

23. All the Institutes may contact the local KVKs in their zone and explore possibilities to collaborate with them, to the extent possible. Further, guidelines for organizing extension Communication Programmes (ECPs) along with budget provision for each programme as finalized are given in Annexure-7, for needful follow-up from 2020-21.

(Action: All CSB institutes)

In his concluding remarks, Member Secretary reiterating the decision during the VC held on 30th January 2020, advised to identify 50 model districts under Govt of India’s “One District One Product”, and to put concerted efforts to promote sericulture in these model districts involving State Departments of Sericulture, with support of District Administration dovetailing various schemes including Silk Samagra.

Besides, the Member Secretary had advised the CSB Directors to draft a workable and viable economic model of sericulture in mulberry and Vanya sectors and a PPT on the same to be submitted to RCS, CO latest by 30th April, 2020. It was also decided to confer the Best Scientist award from 2020 onwards for the best performing scientists as per the template/nomination process finalised at CO.
It was also suggested that CSRTI, Pampore will formulate Climate controlled rearing house project, with temporary collapsible rearing house of 50 to 100 DFLs capacity involving industry partner. It was also suggested that CSB R & D Institutes may feel free to take up international collaboration and come out with the proposals.

The meeting ended with vote of thanks to the Chair.

Date: 08.04.2020

(Rajit Ranjan Okhandiar)
Member Secretary & Chairman