

Priority setting, Monitoring and Evaluation (PME) efforts are critical issues in management of agricultural research and development. Proper logistic support for the management, maintenance and monitoring of institute's projects would help in effective, timely and successful implementation and completion of the mission and in turn would reflect in the growth of the institute. PME is formed to aid in the effective management of the institute's in-house, networked, grant-in-aid as well as collaborative R&D projects. Essentially the PME will function as a liaison between Principal investigators in the Institute-Finance Section-Purchase Section-and ICAR. PME of IARI primarily maintains and monitors the progress of in-house projects, externally funded projects, consultancy, and contract research and contract service projects. PME of IARI with scientific staff strength of 510 is also entrusted with the following activities:

1. Preparation and timely maintenance of databases for all in-house and externally funded research projects in IARI.
2. Maintenance and Scrutiny of Research project files/Research project proposals.
3. Conducting Research Council Meetings (IRCI and II). Compilation of proceedings and action taken report.
4. Conducting Quinquennial Review meetings and Research Advisory Committee meetings. Making schedules for QRT to financial matters (TA/DA, Honorarium, Conveyance etc.) logistics of the team, refreshment arrangements, bill adjustments are all processed by PME. Compilation of proceedings and action taken report. To coordinate and arrange for annual monitoring of each on-going project and evaluation of completed projects through internal and external experts is monitored by PME.
5. All processes related to material transfer agreement (MTA) is processed at PME.
6. Preparation of Vision documents of institute.
7. PME is involved in coordinating varietal identification/variety release after the proposals are received till they are identified and sent to concerned agency (DSSC, ACRIP, etc.) and makes all arrangements for IARI Variety Identification Committee.
8. Coordination with ICAR to recommend research priorities of the institution for short listing priority researchable problems across crop(s)/divisions/programmes at institution level (Priority setting).
9. Dissemination of information for Cabinet Report, Research Framework Document (RFD), eSamiksha, DARE Report, ICAR Reporter, ICAR News, and other technical information required by ICAR .
10. Development and Updating of database for Projects/ Publications/Awards/National Professor/National Fellow/Emeritus Scientist/INSA Senior Scientist etc.
11. Screening of applications for higher post/awards etc and ensuring the correct procedures are followed while forwarding the applications.
12. Compilation of information for Review/Retention/DPC of ARS Scientists.

13. Orientation training and professional attachment training (PAT) of newly appointed scientist.
14. Organising presentations on important aspects such as achievements of IARI, to dignitaries and visitors from India and abroad.
15. Responding to various parliament questions/ RTI/audit queries in relation to projects, ongoing and completed.
16. In addition to the above, participation in institute's annual plan and budget preparations
17. Preparing documents for custom duty exemption from DSIR for purchase of equipments
18. Preparing documents related to the ISO recognition
19. To coordinate and arrange for regular monitoring of various meetings like Regional Committee, Directors Conference, SOC meeting, Seed Committee, etc. To assist the authority/council in any other matter related to Institute.
20. Issuing NO DUE Certificate to all the retiring/VRS/Transferred Scientists w.r.t. their Research Projects.
21. Screening and forwarding of applications of PDF, WOS to funding agencies and processing all applications from time to time.
22. Issuing of NOC to SRF/RA working in IARI for registration to Ph.D. programme

The members of the PME cell are as follows:

Scientific Support	
Dr. M. Jayanthi	Principal Scientist and In Charge
Dr. Gunjeet Kumar	Principal Scientist
Mrs. Mukta Chakraborty	Senior Scientist
Dr. Mahinder Singh	Senior Scientist
Technical Support	
Ms. Asha Gaur	Chief Technical Officer
Ms. Asha Goel	Assistant Technical Officer
Mr. Mahesh Kumar	Senior Technical Officer
Administrative Support	
Mr. S. Kataria	Assistant Administrative Officer
Ms. Poonam Makhija	PS to Incharge PME
Ms. Kamlesh Monga	Assistant
Ms. Pushpa	Assistant
Ms. Santosh Gautam	Assistant
Ms. Ramya Menon	Assistant
Mr. Ramesh Rai	Skilled Supporting Staff

Mr. Rajesh Rai	Skilled Supporting Staff
Mr. Megh Raj Singh	Skilled Supporting Staff
Mr. Jagpal Chaudhary	Skilled Supporting Staff
Ms. Ansari Begum	Skilled Supporting Staff