



College of Veterinary Science and AH, Kamdhenu University, Bhuj – 370 001 (KUTCH)



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I/c Principal

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Office Order

The activities of the Livestock Farm Complex are carried out under the control of the Professor & Head (LFC), functioning under the supervision of the Principal, College of Veterinary Science & Animal Husbandry, Kamdhenu University, Bhuj.

The teaching staff of the Departments of Animal Nutrition, Animal Genetics and Breeding, Livestock Production Management, Livestock Farm Complex, Veterinary Pathology and Veterinary Microbiology are allotted offices for seating arrangement at LFC, Bhuj, the following activities of LFC (other than the academic activities) shall be carried out by each department, in coordination with Professor & Head LFC.

Department wise work allocation of LFC, Bhuj

Department of Animal Nutrition

1. Calculation of feed, fodder and mineral mixture requirements and procurement process for concentrate, green fodder, dry fodder and mineral mixture.
2. Daily feeding management of animals and maintain the all registers related to feed and fodder.
3. Establishment and daily operation of the chaffing unit to ensure supply of chaffed fodder.
4. Maintenance of feed and fodder godown (including pest and rodent management).
5. Land preparation for fodder cultivation at Mankuva Fodder Farm:
6. Maintenance of internship students' duty schedules and reports.
7. Tree plantation and upkeep of farm premises.

Department of Animal Genetics and Breeding

1. Preparation and implementation of the breeding plan for LFC animals.
2. Maintenance of all animal records:
 - Animal performance register (milk production, reproduction, etc.)
 - Livestock register, birth & death register, livestock accession register, etc.
3. Maintenance of milk sale register and all related processes — from milk sale to cheque/money deposit to DDO and tendering.

4. Periodic culling of animals and maintenance of related records.
5. Data analysis of farm records and preparation of annual reports.
6. Work allocation to farm labour for milking.
7. Animal management at **Rakhal** (Grazing Land) and periodic transportation of animals as required.

C. Departments of Livestock Farm Complex (LFC) and Livestock Production Management (LPM)

1. Administrative activities of LFC.
2. Animal identification and tagging.
3. Create the facilities for milk testing
4. Maintenance of all building and land records.
5. Farm vehicle management — purchase of diesel, maintenance of deadstock and consumable registers and upkeep of logbooks for tractors and other machinery.
6. Farm classify work (repair and maintenance).
7. Budget planning and financial management of LFC.
8. Tax/Vera management for LFC buildings.
9. Work allotment to farm labour for cleaning and animal treatment.
10. Maintenance of muster rolls and processing of labour bills.
11. Calf Management: Feeding schedule, weaning and growth monitoring.
12. Calving Management: Pre- and post-calving care, record keeping and newborn tagging.
13. Animal Grouping: Classification based on lactation, age and physiological status.
14. Birth Weight Recording: Periodic weighing and record maintenance.
15. Animal Health & Biosecurity: Routine disinfection, vaccination and deworming schedules.
16. Farm Manure management and maintenance of manure sales register and all related processes — from manure sale to cheque/money deposit to DDO and tendering.
17. Emergency duty allocation
18. Security guard management.
19. Setup of all structures related to the Sheep and Goat Unit.
20. Maintenance of Poultry Unit at the college campus (all related activities).
21. Animal Shed Renovation (Equine & Calving Sheds): Supervision of civil and maintenance works.

D. Department of Veterinary Pathology and Microbiology

1. Animal disease testing — **Brucellosis, TB-JD.**
2. Maintenance of staff quarters.
3. Conducting post-mortem examinations of animals.
4. Installation and maintenance of CCTV systems at LFC.
5. Establishment and maintenance of internet facilities.
6. Fire Extinguisher Management: Monthly checking, refilling and report preparation.

7. Water Supply Management: Regular inspection to ensure water availability in office buildings, quarters and all animals sheds.

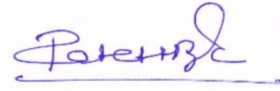
Note:

1. All departments shall execute the tasks allotted by the Head Office or higher authorities.
2. All Heads of Departments (HoDs) shall assign detailed work allocations to the staff under their respective departments.
3. All departments shall organize subject-related training programmes in collaboration with PVK, Mundra.

Date: 29/10/2025

Place: Bhuj

O/w No. KU/BVC/431/2025, 29/10/2025



Principal

Copy to (Through Email):

1. PS to Hon'ble Vice Chancellor, Kamdhenu University, Gandhinagar
2. Director of Research, Kamdhenu University, Gandhinagar
3. Director of Extension Education, Kamdhenu University, Gandhinagar
4. Director of Information Technology, Kamdhenu University, Gandhinagar
5. Registrar, Kamdhenu University, Gandhinagar
6. Executive Engineer, Kamdhenu University, Gandhinagar
7. All HoDs of concerned departments, COVSAH, Bhuj – for information and necessary action
8. Table A (Office Copy), COVSAH, Bhuj