

KAMDHENU UNIVERSITY GANDHINAGAR



PROACTIVE DISCLOSURE {As on 01.05.2020 position}

The following disclosures relating to the Kamdhenu
University
Is made with reference
To

Section 4(1) (b) of Right to Information Act, 2005

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Section	Particular
4(1) (b) (i)	The particulars of its organization, functions and duties.
4(1)(b)(ii)	The powers and duties of its officers and employees.
4(1)(b)(iii)	The Procedure followed in the decision-making process, including channels of supervision and accountability.
4(1)(b)(iv)	The norms set by it for the discharge of its functions.
4(1)(b)(v)	The rules, regulations, instructions manuals and records, held by it or under its control or used by its employees for discharging its functions.
4(1)(b)(vi)	A statement of the categories of documents that are held by it or under its control.
4(1)(b)(vii)	The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof.
4(1)(b)(viii)	A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards; councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.
4(1)(b)(ix)	A directory of its officers and employees.

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Section	Particular
4(1)(b)(x)	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.
4(1)(b)(xi)	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.
4(1)(b)(xii)	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.
4(1)(b)(xiii)	Particulars of recipients of concessions, permits or authorizations granted by it.
4(1)(b)(xiv)	Details in respect of the information, available to or held by it, reduced in an electronic form.
4(1)(b)(xv)	The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.
4(1)(b)(xvi)	The names, designations and other particulars of the Public Information Officers.
4(1)(b)(xvii)	Such other information as may be prescribed.

The particulars of its organization, functions and duties.

Section 4(1) (b) (i)

The Kamdhenu University is established and incorporated by the State Government as teaching and affiliated University for the development of Veterinary and Animal Sciences and for furthering the advancement of learning, conducting of research, allied sciences and dissemination of findings of research and other technical information in Veterinary and Animal Sciences including Dairy, Fisheries and allied sciences in the State of Gujarat.

In 2009, a bill was introduced in the State legislative Assembly to establish a university in Veterinary Science. The Kamdhenu University Act, 2009 (Gujarat Act No. 9 of 2009) was passed by the State legislative Assembly and was assented by Hon'ble Governorshri on July 7, 2009.

Vice-Chancellor

The Government of Gujarat by Notification No. KPY-2012-VIP-392008-P1, Dated 13/08/2014 notified the 8th July, 2009 to be the date on which remaining provisions of the Act came in to force. Subsequent to that Prof. M. C. Varshneya, former Vice-Chancellor of Anand Agricultural University was appointed as Founder Vice-Chancellor of the Kamdhenu University vide GR No. GHK-71-2014-KPY-2012-VIP-292008-P-1 Dated 16th August, 2014. Prof M. C. Varshneya assumed the office of Vice-Chancellor with effect from 19th August, 2014. Prof. M. C. Varshneya tenure was for three years which ended on 16th August 2017 and before leaving, Prof. M. C. Varshneya handover the

charge of Vice-Chancellor to Director of Research & Dean PG studies, Dr. D.B. Patil.

The Government of Gujarat by Order No. KPY-2012-VIP-392008-P1, Dated 22/08/2017, handover the charge of Kamdhenu University's Vice-Chancellor to Dr. P.H. Vataliya and asked him to continue till the appointment of regular Vice-Chancellor of the Kamdhenu University.

Dr. N. H. Kelawala, Principal & Dean, College of Veterinary Science & Animal Husbandry, Navsari Agriculture University was appointed as regular Vice-Chancellor of the Kamdhenu University vide Government of Gujarat Notification No. GHKH/ 122/ 2018/ KPY/ 2012/ VIP/ 392008 /P1, Dated 25/10/2018. Dr. N. H. Kelawala, takeover the charge as Vice-Chancellor of Kamdhenu University on 26th October 2018.

Head Quarter & Jurisdiction

The Head Quarter of the University was to be fixed by the Government. Accordingly, the Government vide Notification No. GHK-72-2014-KPY-2012-VIP-292008-P-1 dated 26th August, 2014 declared Gandhinagar as the Head Quarter of the University. The territorial jurisdiction and privilege of the University have been extended to the entire state of Gujarat in respect of all constituent colleges, research and experimental stations as well as affiliated institutes.

The Act envisages that no educational institutions imparting education, conducting and guiding research or conducting extension education programme in Veterinary and Allied science and situated in the jurisdiction of

the University shall be associated in any way with any other University established by law.

Head of office and Head of Unit as mentioned below:

1. Head of Unit:-

- Officers of the University defined under Section 10 of the Act.
- Dean and Principal of the Colleges / Polytechnic
- University Librarian

2. Head of the Office:-

- Deputy Registrar
- Executive Engineer
- Assistant Registrar for the function of PF as per the rules
- All Accounts officers
- Associate Director of Research/ Extension Education
- Assistant Librarian for the function of library affairs
- Planning officer
- Head of Department of colleges / Polytechnic / Research Centre

The objects of the University shall be as follows, namely:

- (a) Making provision for imparting education in Veterinary and Allied Sciences;
- (b) Furthering the advancement of learning and conducting of research in Veterinary and Allied Sciences;
- (c) Undertaking the Extension Education through appropriate media in Veterinary and Allied Sciences;
- (d) Making provision for the study of basic sciences with a view to supporting other professional studies and thereby integrating such studies in the University curriculum;

- (e) Undertaking the integration of Teaching, Research and Extension Education in Veterinary and Allied Sciences with a view to promoting the productivity of animals and livestock;
- (f) Conferring such Degrees, Diplomas, Certificates and other academic distinctions as the University may deem fit; and
- (g) Such other purposes, not inconsistent with the provisions of this Act which the State Government may, on the application by the University, by notification in the Official Gazette, specify in this behalf.

Following are the powers and functions of the University:

1. To provide for education and instructions for undergraduate and post-graduate in Veterinary and Allied sciences and other branches of learning.
2. To provide for conduct of research in Veterinary and Allied sciences and other branches of learning.
3. To provide for dissemination of the findings of research, technology and technical information through extension education programmes.
4. To lay down courses of instruction for the various examinations.
5. To hold examinations and to confer degrees, diplomas and other academic distinctions on persons who have pursued the approved courses of studies or have done research work in the University or in affiliated colleges or recognized institutions.
6. To confer honorary degrees, diplomas and other academic distinctions as may be prescribed.
7. To withdraw or cancel any degree, diploma and the academic distinctions conferred or granted by the University in the manner as may be prescribed.
8. To provide for lectures, instruction and training to field workers, village leaders and other persons not enrolled as regular students of the University and to grant certificates to them as may be prescribed.

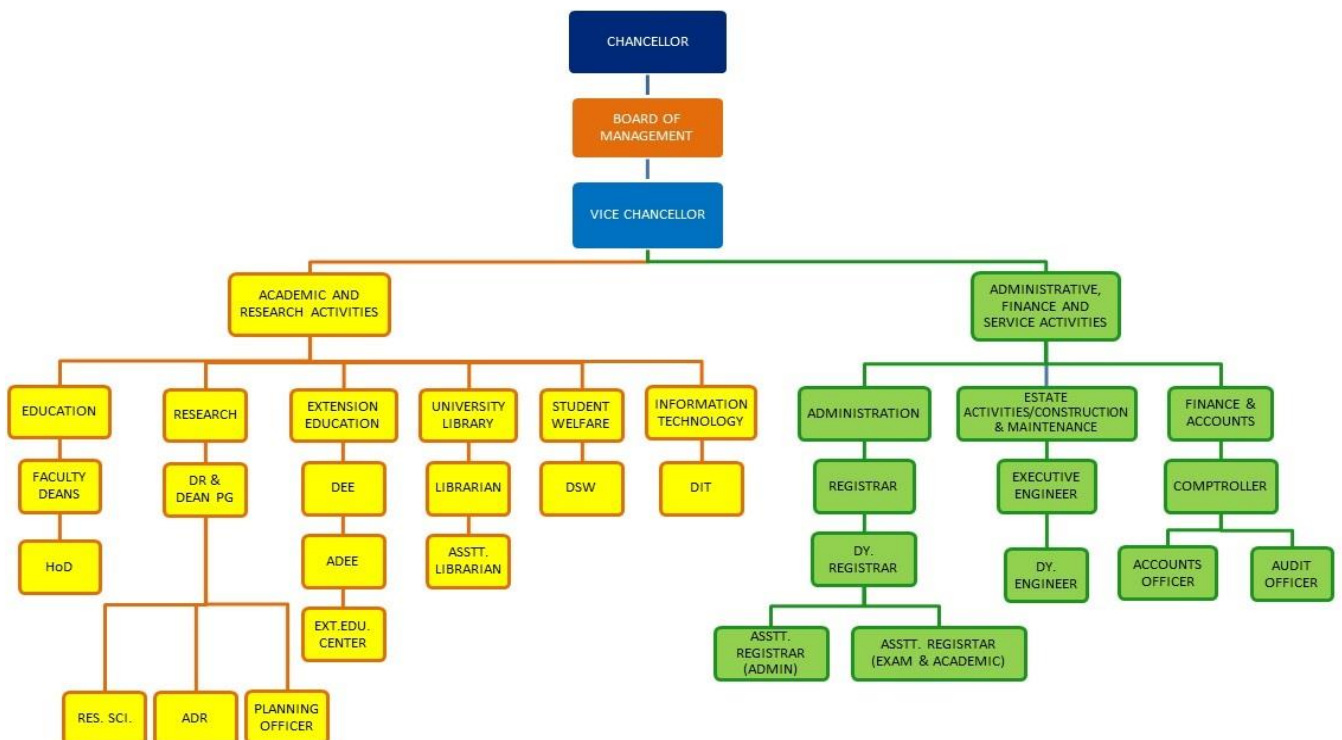
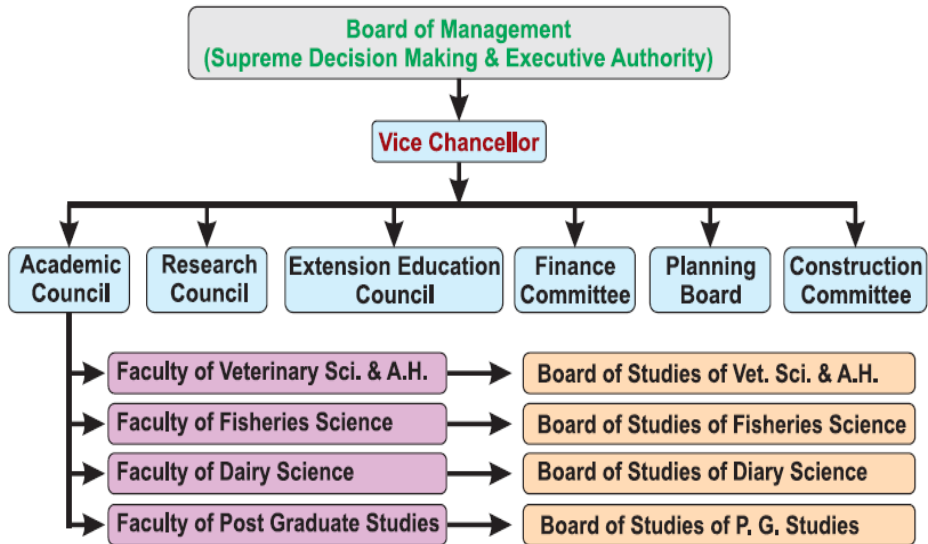
9. To collaborate and co-operate with other Universities, and institutions in such manner and for such purposes as the University may determine.
10. To establish and maintain colleges, schools, centers, Departments and Institutions relating to veterinary and allied sciences.
11. To establish and maintain laboratories, libraries, research stations, institutions and museums for teaching, research and extension education.
12. To create posts for teaching, research and extension education, administrative, ministerial and other purposes and to make appointment thereto.
13. To institute and award fellowship, scholarships, stipends, medals, prizes and other awards.
14. To establish, maintain and manage hostels and residential accommodations for students and staff of the University.
15. To fix, demand, receive and recover such fees and other charges, as may be prescribed.
16. To co-ordinate, supervise, regulate and control the residence, conduct and discipline of the students of the University, and to make arrangements for promoting their education, health and welfare.
17. To make special provision for research and extension education in veterinary and allied sciences in relation to arid areas and areas prone to scarcity in the State of Gujarat.
18. To institute and manage bureau of information and of employment for the benefit of students of the University.
19. To make arrangement for training for competitive examinations for recruitment to services under the Government of India and the State Governments.
20. To associate or admit educational institution with, or to the privileges of the University by way of affiliation, recognition or approval.
21. To withdraw or modify either in whole or in part, affiliation, recognition or approval of educational institutions.
22. To inspect colleges, recognized institutions and approved institutions and to take measures to ensure that proper standards of instruction, teaching

and training are maintained in them and that adequate library and laboratory provisions are made therein.

23. To lay down and regulate the scales of salaries and allowances and other conditions or service of the members of the teaching, other academic and non-teaching staff of the University. The scales of salaries and allowances shall be implemented with the approval of the State Government.
24. To provide for the recognition of students' Unions or associations of teachers, academic staff or other employees of the University, affiliated colleges and recognized institutions.
25. To hold and manage trusts and endowments.
26. To do all such other acts and things incidental to the powers aforesaid as may be required in furtherance of the objects of the University.

Organization Setup

Organizational Chart and Decision Channel



The powers and duties of its officers and employees.

Section 4(1) (b) (ii)

Powers and duties given in Act & Statute are given below;

Chancellor:

- (1) The governor of the State of Gujarat shall by virtue of his office be the Chancellor of the University.
- (2) The Chancellor shall be the Head of the University and shall, when present preside at the Convocation of the University.
- (3) Every proposal to confer an honorary degree shall be subject to the confirmation of the Chancellor.
- (4) The Chancellor shall exercise such other powers and perform such other duties as are conferred on him by or under this Act.

Vice Chancellor:

- (1) The Vice Chancellor shall be the principal executive and academic officer of the University and Chairman of the Board, Academic Council and other authorities. He shall in the absence of the Chancellor preside at any convocation of the University. He shall be entitled to be present with the right to speak at any meeting of any other authority or body of the University, but shall not be entitled to vote thereat unless he is a member of that authority or body.
- (2) The Vice Chancellor shall exercise general control over the affairs of the University and shall be responsible for the maintenance of discipline in the University.
- (3) The Vice Chancellor shall have power to convene meetings of the Board and Academic Council.

- (4) The Vice Chancellor shall ensure the faithful observance of the provisions of the Act and the Statutes and Regulations and he shall possess all powers necessary for this purpose.
- (5) The Vice Chancellor shall be responsible for the presentation of the annual financial estimates and the annual accounts and balance sheet of the University to the Board.
- (6) In any emergency which, in the opinion of the Vice Chancellor, requires that immediate action should be taken, he shall take such action as he deems necessary and shall at the earliest opportunity thereafter report his action to such officer, authority or body as would have in ordinary course dealt with the matter.
- (7) The Vice Chancellor shall give effect to the decisions or orders of the Board regarding the appointment, dismissal, suspension and punishment of Officers, teachers and other employees of the University.
- (8) The Vice Chancellor shall be responsible for the proper administration of the affairs of the University and for a close co-ordination and integration of teaching, research and extension education.
- (9) The Vice Chancellor shall exercise such other powers and perform such other duties as may be prescribed for carrying out the purposes and provisions of the Act and the Statutes.

Deans of Faculty:

- (1) As a Dean of Faculty, he shall be the chief academic officer of the faculty, responsible for the due observance of the Statutes and Regulations and shall be Ex-officio Chairman of the faculty. He shall be responsible for the organization and conduct of teaching, research and extension education activities of the departments included in the Faculty, preparing the academic programme as regard to the academic calendar, courses offered, curricula, educational tour programme of the students as per the existing policies of the University and for that purpose shall pass such orders as may be necessary in consultation with other university officers and the Vice-Chancellor.
- (2) Formulate and present policies pertaining to his faculty to the Academic Council for its consideration.
- (3) Supervise the registration and progress of the students in the colleges of the Faculty.
- (4) Be responsible to the Vice-Chancellor for proper use of buildings and land assigned to the Colleges / Polytechnics.
- (5) Prepare the budgets of the faculty in consultation with the University officers and Heads of the Departments.
- (6) Organize examinations in consultation with the Registrar.
- (7) Sign Memorandum of Understanding in connection with the Educational and training Projects to be undertaken in the faculty as approved by the Board of Management.
- (8) Have the administrative control over the teaching load of the members of the Faculty in consultation with the Principal of the College and Heads of Departments.
- (9) Be responsible for the proper scrutiny of research work of Heads of Departments, Professors, Associate Professors, Assistant Professors, Senior Research Assistants and Junior Research Assistants through the concerned Principals and Heads of Departments and approve the same. He shall evaluate and supervise the work done by them, from time to time, and keep the concerned Directors and the Vice-Chancellor informed about it.
- (10) Be responsible for proper utilization of laboratory equipment, teaching aids, lands at the disposal of his Faculty and upkeep of the same through the Principal, Heads of Departments and other academic staff members concerned and keep the University authorities informed about the same from time to time.

- (11) Make arrangements for ensuring impartial assessment of the students in different examinations by prescribing external evaluations and appointing examiners in accordance with the regulations made in this behalf.
- (12) Make arrangements with the approval of the Vice-Chancellor for holding Conferences, Symposia, Seminars and such other meetings or lectures as may be deemed essential and / or desirable.
- (13) Exercise such other powers and perform such other duties as may be required in order to further the objectives of the University.

Directors:

Director of Research and Dean of Post Graduate Studies

- (1) Be responsible for the due observance of the Statutes and Regulations.
- (2) Be responsible for the conduct of Post Graduate teaching as well as research activities and preparing the academic programme as regard to the academic calendar, courses offered and curricula of the students as per the existing policies of the University and for that purpose shall pass such orders as may be necessary in consultation with Deans of Faculties and concurrence of the Vice-Chancellor.
- (3) Be responsible for initiation, organization, co-ordination and conduct of research programmes inclusive of post-graduate research in the University, in consultation with the Deans, other Directors and the Heads of the Department concerned.
- (4) Exercise broad administrative control over funds allotted for research, research staff and all properties, facilities, physical verification of properties and materials assigned by the University for the Pursuit of research programmes.
- (5) Prepare the budget estimates for all activities connected with research, research institutions, programmes, publications etc. in consultation with the Deans, Heads of Department and Research Scientists.
- (6) Act as a liaison officer for research activities of the University under the guidance of the Vice-Chancellor for dealing with all aid-granting agencies, such as the Indian Council of Agriculture Research, Department of Science and Technology and other Central and State Governments or private, national, international, autonomous institutions or trusts or Co-operative institutions and any other cooperating institutions and agencies.

- (7) Formulate research policies and programmes of the University in consultation with the concerned Boards of Studies, Faculties, Academic Council and the Research and Extension Council and after obtaining the approval of the Vice-Chancellor, present the same to the Board of Management for its perusal.
- (8) Ensure timely publication of research bulletins, circulars, articles in Scientific Journals and popular magazines, issue press releases summarizing practical research findings on important problems.
- (9) Prepare the development plans of research of the University in consultation with the concerned officers of the University under the guidance of the Vice-Chancellor.
- (10) Supervise and ensure efficient working of the Research Stations of the University.
- (11) Sign Memorandum of Understanding in connection with the Research Projects to be undertaken in the University as approved by the Board of Management.
- (12) Be responsible for annual physical verification of stocks and stores of Research Stations / Schemes under his control.
- (13) Make arrangements with the approval of the Vice-Chancellor for holding Conferences, Symposia, Seminars and such other meetings or lectures as may be deemed essential and / or desirable for.
- (15) Exercise such other powers and perform such other duties as may be required in order to further the objectives of the University.

Director of Extension Education

- (1) Be responsible for initiation, organization, coordination and conduct of extension education programmes in consultation with Deans, other Directors and the Heads of the Department of concerned subject with concurrence of the Vice-Chancellor.
- (2) Exercise broad administrative control over extension education staff, funds allotted for extension education; all properties, facilities and materials assigned by the University for the Pursuit of extension education programmes.

- (3) Supervise and exercise control over the extension education activities of all categories of academic staff members.
- (4) Be responsible for ensuring close co-operation and co-ordination of the extension education activities of the University among its constituent colleges, affiliated colleges, research centers and recognized institutions, on one hand and among the concerned Departments of the State Government and Institutions on the other.
- (5) Formulate budget estimates for extension education programmes and activities for all the concerned departments of the University in consultation with the Deans and the Heads of Departments.
- (6) Guide and supervise the working of the Information and Publicity Section dealing with publicity, publications, audio-visual aids, radio and electronic media etc., for the successful implementation of the extension education programmes and other activities.
- (7) Organize extension education units at each of the constituent and affiliated colleges for undertaking and conducting extension education programmes and shall supervise their working.
- (8) To Initiate and organize, in consultation with concerned officers of the State Government, Director of Research, Deans and Heads of other institutions; seminars, training classes, camps etc, of farmers and farm women.
- (9) Act a liaison officer for extension education activities of the University under the guidance of the Vice-Chancellor for dealing with all aid-granting agencies, such as the Indian Council of Agricultural Research, Department of Science and Technology and other Central and State Governments and autonomous Institutions or trusts or Co-operative institutions and any other cooperating institutions and agencies.
- (10) Initiate, plan and organize extension training programmes for professional extension workers including those serving under the constituent and affiliated colleges, research centers, other recognized institutions, Central and State Governments and autonomous institutions.
- (11) Issue certificate under his signature of various extension training programmes conducted by the university.
- (12) Sign Memorandum of Understanding in connection with the Extension Projects to be undertaken in the University as approved by the Board of Management.
- (13) Be responsible for annual verification of stocks and stores of the schemes / centers under his control.

- (14) Make arrangements, with the approval of the Vice-Chancellor, for holding conferences, symposia, seminars and such of the meetings and lectures as may be deemed essential and / or desirable.
- (15) Exercise such other powers and perform such other duties as may be required in order to further the objectives of the University.

Registrar

- (1) To manage the property and investments of the University including the trust and endowed property in accordance with the decision of the Finance Committee and the Board.
- (2) To act as chief custodian of the records, common seal and such other properties of the University as the Board shall commit to its charge.
- (3) Act as Secretary to the Board of Management, Academic Council and such other committees as may be specified and to attend all meetings of the Board of Management and Academic Council and to depute any of his assistants to the Committees constituted under the Statute and write minutes thereof.
- (4) Conduct the official correspondence of the Board of Management and Academic Council and all Selection Committees and examination of the students as well as correspondence of administrative and personnel matters of the employees of the University.
- (5) Issue notices convening meetings of the Faculties, Boards of Studies and other Committees.
- (6) To deal with establishment matters and general administration in the University.
- (7) To invite and receive applications for admission to the University and admit the students.
- (8) To maintain permanent records of all courses, curriculum and the academic performance of students of the University including the courses taken, grades obtained, degrees, diplomas, awarded, prizes or other distinctions earned and any other items pertinent to the academic performance and the discipline of the students and other information as may be necessary.

- (9) To make arrangement for the conduct of the examinations including the appointment of examiners and for the due execution of all processes connected therewith.
- (10) Sign, after obtaining the necessary approval of the competent authority; all contracts and Deeds in connection with the administrative and service matters of the University, all bonds, agreements, lease deeds or any other legal documents entered into with the Central Government, State Government or any other duly constituted body, written statement or any such similar documents while filing or defending any civil, criminal, labor or industrial proceedings.
- (11) To act as the principal liaison officer of the University with the State Government Central Government, Indian Veterinary Council, Indian Council for Agricultural Research, other Universities and other Bodies.
- (12) In all suits and legal proceedings by or against the University, the pleadings shall be signed and verified by the Registrar and all processes in such suits and proceedings shall be issued to, and served on, the Registrar.
- (13) Assist and advise the Vice-Chancellor in all administrative matters of the University.
- (14) Initiate proposal for holding the Convocation with the prior approval of Vice-Chancellor and other competent authorities and to take further arrangements thereof.
- (15) Ensure strict enforcement of the various Service Rules laid down by Statute for the employees of the University.
- (16) Maintain or cause to be maintained service records of all categories of staff.
- (17) Carry out annual physical verification of stocks and stores in Vice-Chancellor's office.
- (18) Arrange for the security of the main campus of the University and its sub-centers.
- (19) Arrange for the conduct of all examinations of all courses and to ensure timely declaration of results.

- (20) Ensure uniform standards of teaching and evaluation in all constituent and affiliated colleges / Institutions / Polytechnics/ Agricultural schools / Agricultural Training Institutes and recognized institutions of the University.
- (21) Exercise general administrative control over affiliated colleges / institutions, academic staff members, students and funds allotted for education and all physical properties, facilities and materials assigned by the University for the pursuit of educational programmes.
- (22) Be responsible for the due observance of the provisions of Statutes, Rules and Regulations of the University by different faculties of the University.
- (23) To be responsible for reporting to Government about any decision or action taken by any authority of the University, which is in contravention of the provisions of the Act, Statutes, Rules and Regulations.
- (24) The registrar shall exercise such powers and perform such other functions and discharge such other duties as may be prescribed or assigned to him by the Board and the Vice-Chancellor.

Director of Students Welfare

- (1) To make arrangements and supervise of the housing and messing of students, in close coordination with the Deans of the respective colleges / institutions;
- (2) To arrange programmes of students' counseling.
- (3) To arrange for the placement and employment of students in accordance with the approved scheme.
- (4) To initiate, plan and organize students' extra - curricular activities such as sports, cultural, adventure and other recreational activities and to look after the general welfare of the students.
- (5) To assist in the placement of the graduates of the University.
- (6) To organize and maintain contact with the Alumni Association of the University.
- (7) To establish liaison between students and teachers in consultation with Deans, Directors of Colleges.

- (8) To ensure health and hygiene of the students and control medicinal and health services and other welfare activities of health center of the University.
- (9) To arrange for trainings to the students to improve their overall personality and communication skills for various competitive examinations.
- (10) To maintain discipline, law and order of the students in the constituent colleges / institutions, through the respective Principal / Deans and for the discharge of the duty may award suitable punishment to the students on the recommendation of the concerned Deans in accordance with the rules and regulations made in this behalf for acts of misdemeanor except that before he expels or rusticates a student, he shall get the prior approval of the Vice-Chancellor.
- (11) To make arrangement for award of Gold Medals and Prizes etc. to the students in consultation with the Registrar of the University.
- (12) To arrange educational tours and finalize the tour programmes of the students as per the existing policies of the University in consultation with the respective Deans.
- (13) To maintain Play-grounds / Sports facilities of Colleges / Institutions through Physical Instructor in coordination with the Principals;
- (14) To organize co-operative consumers' societies, canteens and cooperative societies for the welfare of students and the University employees in consultation with concerned officers.
- (15) To exercise such other powers and perform such other duties as may be required in order to further the objectives of the University.

Comptroller (The Finance and Accounts Officer)

- (1) Ensure that the University fund is established.
- (2) Ensure that all receipts by the University including its authorities, executives and other officers and academic and ministerial staff members working under it are promptly deposited into the University Fund and properly accounted.
- (3) Ensure that the University Fund is maintained and that a detailed and proper account of all credits into and withdrawals from the said Fund is kept.
- (4) Take action to create special fund and maintain a detailed and proper account thereof after obtaining the approval of the Vice-Chancellor and with the sanction of the State Government.

- (5) Ensure that the University Fund is deposited in the Bank with the approval of Vice-Chancellor.
- (6) Prepare the annual financial estimates of receipts and expenditure of the University.
- (7) Submit to the Board of Management annual financial estimates of receipts and expenditure of the University in time, preceding the financial year for which the estimates are prepared and ensure that the grants are received in time from the Government of India, State Government and other agencies.
- (8) Ensure that the annual financial estimates of receipts and expenditure of the University as finally approved by the Board of Management are forwarded to the State Government or any authority as the case may be.
- (9) Prepare the revised estimates of receipts and expenditure of the University in consultation with the concerned officers of the University and the Vice-Chancellor and forward to the State Government.
- (10) Prepare the annual accounts of the University under the guidance of the Vice-Chancellor and direction of the Board of Management and in accordance with the provisions.
- (11) Ensure submission of the annual accounts of the University to the Board of Management.
- (12) Render necessary assistance to the auditor appointed by the State Government for the audit of accounts of the University.
- (13) Get the audited accounts and audit report printed and present the same to the State Government with the approval of the Board of Management and take suitable action expeditiously on the audit report and report the action taken to the Board of Management.
- (14) Ensure that no expenditure, which is not authorized in the budget, is incurred by any authority, officer of the University without obtaining prior sanction of the competent authority.
- (15) Ensure that expenditure authorized in the budget is incurred by the concerned authority, officer of the University with due economy and prudence after following the prescribed procedure and after obtaining the sanction of the competent authority.
- (16) Ensure that all accounts of the University including those of the constituent colleges, research centers and institutions of the university are properly kept, adjusted and periodically internally audited.

- (17) Ensure that all income and fees etc., due to the University are collected promptly in time and accounted for and that the salaries and other amounts due to the University employees and others are paid promptly.
- (18) Act as financial adviser to the Vice-Chancellor regarding all financial matters of the University and keep the Vice-Chancellor informed from time to time about the financial position of the University.
- (19) Implement the pension rules applicable to the employees and ensure the timely disbursement of the pension and other terminal benefits to the pensioners.
- (20) Ensure that all expenditure incurred by all the offices / institutions/ departments / research stations / colleges etc. under the jurisdiction of the University are timely audited by internal audit and then by Examiner, Local Fund Audit of the State Government and accordingly audit reports are prepared for each financial year and to get the audit paras complied within time limit and to submit Action Taken Report with reference to all the audit paras in the meetings of Board of Management from time to time.
- (21) Prepare the financial plans for development of the University in consultation with the concerned officers of the University and under the guidance of the Vice-Chancellor.
- (22) Ensure that the grants are received in time from the Government of India, State Government and other aid-granting agencies.
- (23) Maintain the inventory of the dead stock articles of the University and ensure annual verification thereof through the concerned officers.
- (24) Detect and decide the defalcation cases on *suo-motu* or on information received and to take further action.
- (25) To be responsible for reporting to Government about any decision or action taken by any authority of the University in respect of financial implications of the University which is in contravention of the provisions of Act, Statutes, Rules and Regulations.
- (26) Exercise such other powers and perform such other duties as may be required in order to further the objectives of the University.

University Librarian

- (1) Have overall control and supervision of the University Libraries.
- (2) Prepare the library budget for the University Libraries.
- (3) Be responsible for receiving and accessioning of all library materials.
- (4) Initiate the purchase of all requisitioned library materials recommended by the Library Committee.
- (5) Be responsible for timely renewal of subscriptions to journals.
- (6) Prepare a Library News Letter at periodical intervals which will carry a list of all materials received since the last preceding news letter and other timely library news of interest to students and staff.
- (7) Initiate, participate and co-operate in programmes designed to stimulate and encourage the use of the library by students and staff.
- (8) Arrange the library hours in consultation with the Deans / Directors / Library Committee in such a manner so as to ensure maximum use of library by both students and staff.
- (9) Arrange for procurement of books and journals for departments and research stations.
- (10) Be responsible for annual physical verification of books / periodicals / stocks and stores of the Library.
- (11) Be responsible for keeping the accounts of all funds provided for the purposes of the Library subject to the rules and directions by the Board of Management. The committee after verification of accounts forward the same to the Registrar, for sub- mission to the Board of Management every year.
- (12) Prepare, verify, check and certify all bills in respect of books purchased for the library before they are forwarded to the Accounts Officer of the University for Payment.
- (13) Exercise such other powers and perform such other duties as may be required in order to further the objectives of the University or as per the directions of the State Government or the Council of the State Agricultural Universities, as may be conferred or imposed on him by the Statutes, Regulations or by the Vice-Chancellor from time to time.

Director of Information Technology

- (1) To create and coordinate activities related to Information Technology in all colleges, Departments and centers of the University.
- (2) To plan and make arrangements for training for the University staff, students and other employee leading to Computer literacy/advance computer.
- (3) To plan, arrange and to do the installation of Network facilities along with preparation of estimate for the future need for purchase of Hardware and Software for different campuses and centers of the University.
- (4) To arrange for dissemination of various information related to agricultural education and research useful to general public, farmers and Research Scientists on the web as per the terms and conditions laid down by the Board of Management and for this purpose he shall act as the Internet Coordinator of the University and the Webmaster. He shall be responsible for regularly updating the University website.
- (5) To act as a Liaison officer with ICAR/State/Central government for the activities related to Information Technology.
- (6) He shall exercise such other power and perform such other duties as may be prescribed or required from time to time or which may be assigned to him by the Vice Chancellor.
- (7) To do the online admission process and manage the web and mail server of the University.
- (8) He shall be responsible to manage the ERP system of the University through concerned office.
- (9) He shall be responsible to place the important event, circular, news, speeches of dignitaries on the website of the University.

Executive Engineer

- (1) Maintenance of the University's property, Estate & buildings.
- (2) Preparation of plans, estimate and project report of new work for construction.
- (3) Maintenance and Operation of research centre, Roads, residential township etc.
- (4) Maintenance of University's permanent and hired properties.
- (5) Preservation and operation of the University's land for the benefit of Kamdhenu University
- (6) To make Annual budget for Construction work regarding Plan, Estimate and related work.
- (7) Engineering Section of University has to handle all the construction works and related work of civil infrastructure & amenities (civil, furniture, maintenance of estate property, building, roads, water bodies, water supply and sewerage etc) and also to follow the directions & guidelines given by Hon. Vice Chancellor.
- (8) To oblige the demand under RTI Act as per the powers conferred to Executive Engineer.

Delegation of Powers

Statute No. 121 laying down the rules governing the delegation of administrative, financial and executive powers relating to academic, technical matters and works, these powers are delegated to officers and employees of the University.

The Procedure followed in the decision-making process, including channels of supervision and accountability.

Section 4(1) (b) (iii)

According to provision of Kamdhenu University Act, 2009, the Governing Body of the Kamdhenu University is "Board of Management", which is the Apex Body for taking any decision on matters pertaining to Kamdhenu University. All policy matters, administrative and financial decisions are being taken by this Governing Body except Day to day administrative affairs which are to be decided by the Vice-Chancellor, who is the Principal Executive and Academic Officer of the University, as per the procedures laid down under various Statutes, rules, regulations adopted / followed from State Agricultural Universities of Gujarat and Kamdhenu University's Act. He is the *Ex-Officio* Chairman of the Board of Management, the Academic Council and the Finance Committee etc. The Vice Chancellor exercise general control over the affairs of the University and give effect to the decision of the Governing Body of the University with the help of the other Officers of the University.

- Director of Research & Dean Post Graduate Studies
- Director of Extension Education & Dean Veterinary Faculty
- Registrar
- Comptroller (The Finance and Accounts Officer)
- Director of Students Welfare
- Director of Information Technology
- Dean, Faculty of Dairy Science
- Dean, Faculty of Fisheries Science
- Dean, Faculty of Veterinary Science
- University Librarian

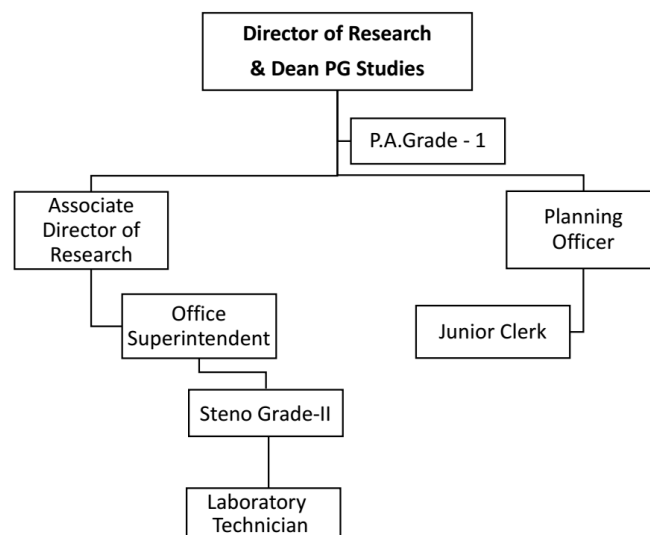
And the financial decisions are to be taken by the Committee or by an officer to whom the powers are delegated by the Governing Body. Such delegation of powers has been given in details in foregoing Section 4(1) (b) (ii). Accordingly, the decisions are being taken in the Authority.

The channel of supervision in Kamdhenu University is as per the Organization chart and decision channel given in **Section 4(1) (b) (i)**

A chart of supervision channel and the subjects allotted to individuals regarding subordinate staff to support these individuals in performing their functions and duties are given in details.

Directorate of Research

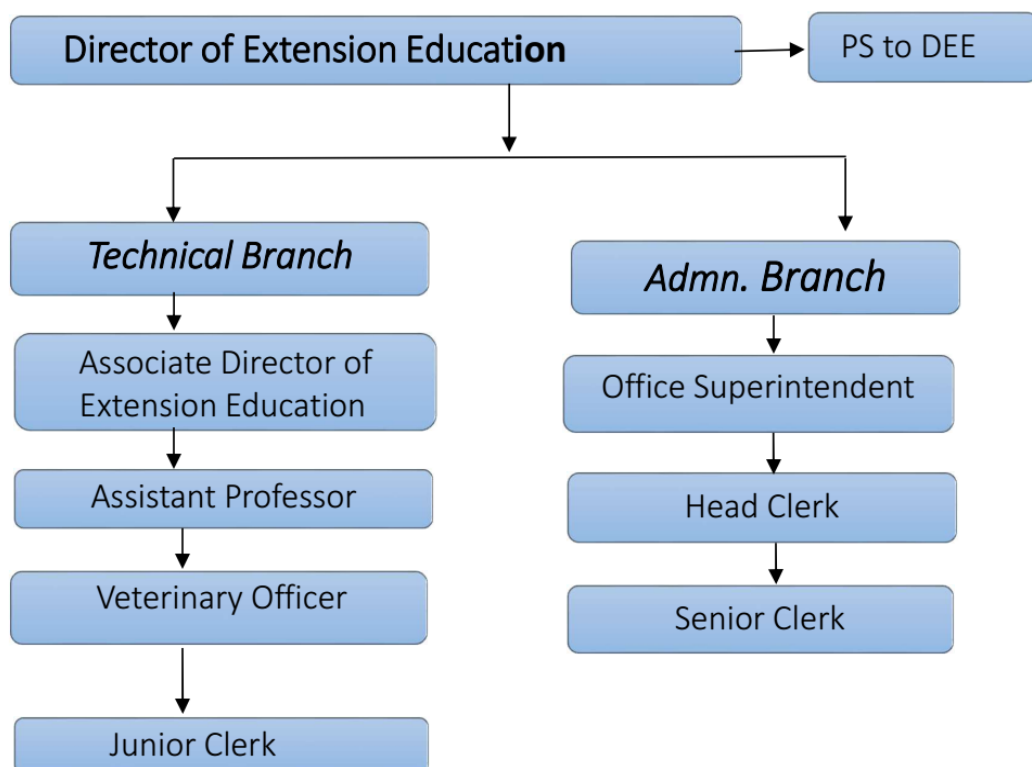
Director of Research and Dean PG Studies is responsible for the research and PG education in the field of Veterinary Science and Animal Husbandry, Dairy and Fisheries Sciences. He assists the Vice Chancellor of the University in the decision making on research and PG education programmes of the University. Prepares the budget estimates for all activities connected with research, research institutions, programmes, publications etc. Acts as a liaison Officer for research activities of the University for dealing with State & Center Governments and Other bodies. Prepares the development plan of research of the University.



Directorate of Extension Education

The Director Extension Education is responsible for the extension education activities of the University in the fields of Veterinary Science & Animal Husbandry, Dairy and Fisheries Sciences. He assists the Vice Chancellor of the University in the decision making on extension education programmes of University. Veterinary and Animal Husbandry Extension Education Council of the University formulates reviews and recommends policies, rules and regulations for extension education programme of the University.

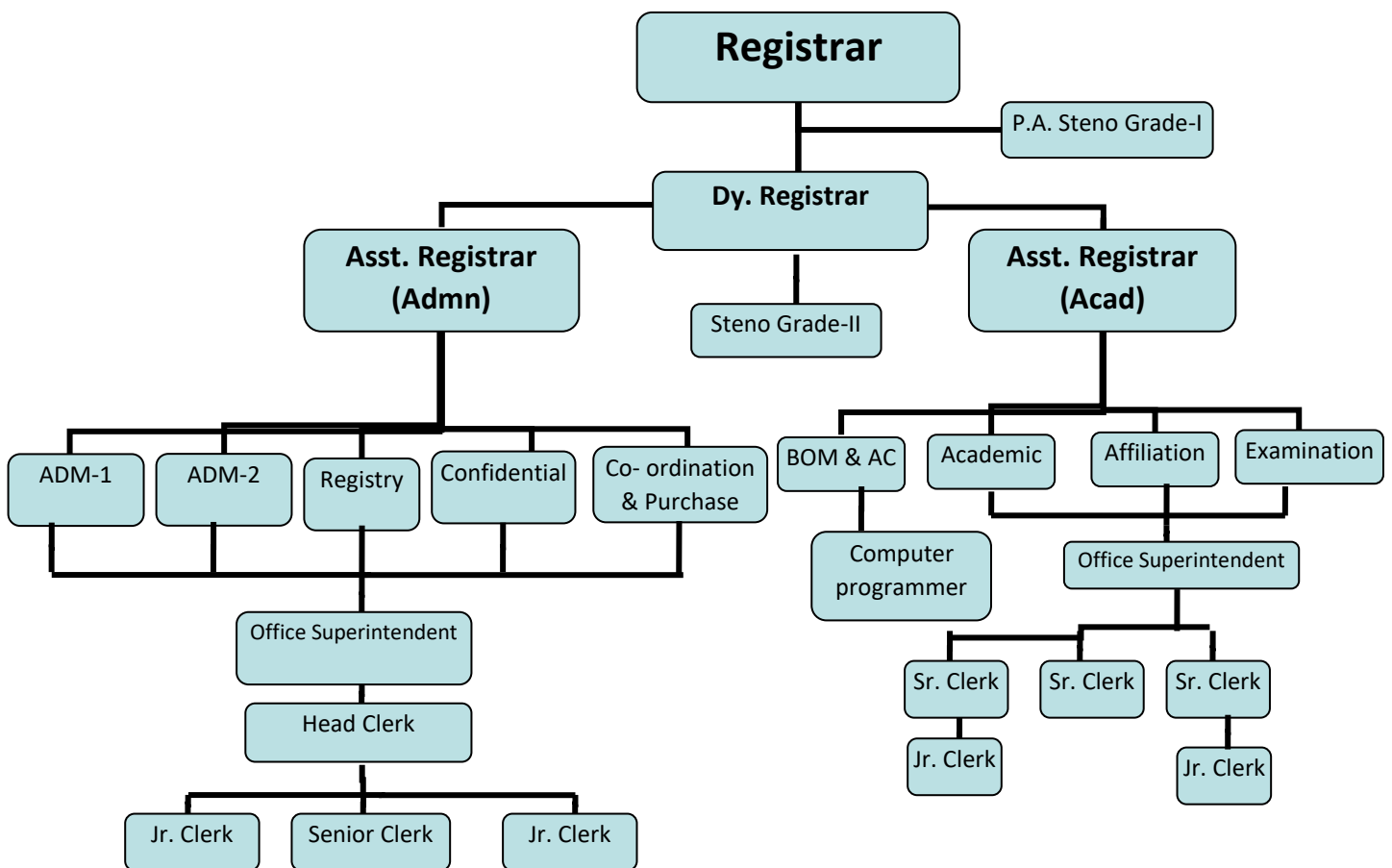
The Director of Extension Education monitors the setting up of and activities of KVKs, Farmers Training Center and extension programmes of the University in co-ordination with different faculties.



Office of the Registrar

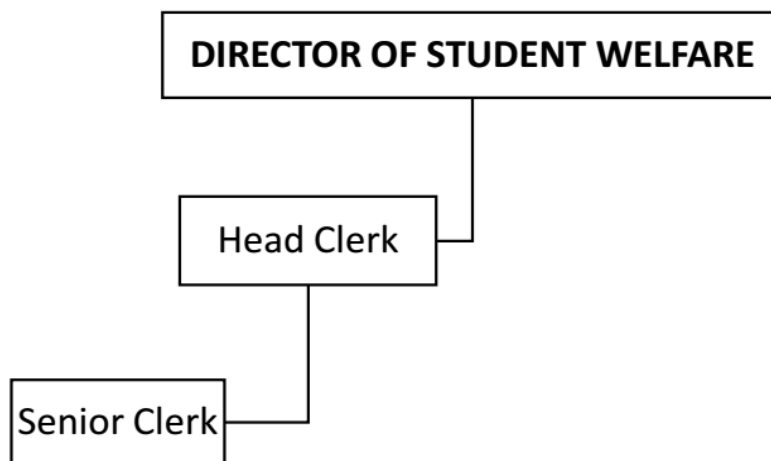
The University Registrar is responsible for the supervision and management of all administrative and operational functions of the Office of the Registrar. The Registrar ensures the integrity, accuracy, and security of all academic records of current and former students; facilitate effective student registration and enrollment; builds secure student data files and sets policy and procedure for their responsible use; maintains up-to-date course schedules, catalogs, final examination schedules; manages efficient use of classrooms; and supervises and maintains the Banner and degree audit systems. The Registrar supervises the processes for certification of baccalaureate, enrollment and degree verification, production of official transcripts, diplomas, and commencement ceremonies.

The Registrar counsels and advises students, faculty, and staff on academic matters; and interprets and enforces policies and regulations of the University, Boards and Councils. Additionally, the Registrar chairs the various Committees as per Statutes, and is a member of various other Councils and Committees.



Directorate of Student's Welfare

The Office of the Director Student Welfare provides ample scope, opportunities and facilities for the all-round development of personality and leadership qualities among the students. Students participate effectively in the management of hostels, food services, games & sports, cultural and literary activities. The office performs multifarious functions under its purview and look after the matters related to the students of Kamdhenu University.



Directorate of Information Technology

The Directorate of Information Technology has been setup with the appointment of Director of Information Technology (DIT) on February 15, 2020 to strengthen the Information Technology related activities and initiatives of the University.

The Director of Information Technology is responsible to coordinate, recommend and promote the use of Information Technology in the University. He assists the Vice-Chancellor of the University in the decision making related to the use of Information Technology in the University and its Colleges/Institutes/Centers. The office manages university website and mail server to disseminate various information related to the University to general public and other stakeholders. The office supervises the design, development and implementation of University Management System (UMS) to digitalize and automate university educational life cycle.

Office of the Comptroller:

Brief about University Grant System

The Kamdhenu University Act, 2009 under provision of Section 43 provides that the State Government may in each year after due appropriation made by the state legislative by laws in this behalf make provision for making grants to the university, as follows:

- (a) A grant of an amount not less than the estimated net expenditure on pay and allowances of the staff, contingencies and services of the University:
- (b) A grant to meet such additional item of expenditure, recurring and non-recurring as the State Government may deem necessary for the proper functioning of the University.

Besides this other agencies also give grants to the University to run various Schemes. The University therefore, submits budget to these agencies. As such the budgeting being essentially an integral activity for translating plan of actions into systematic execution utmost care is taken to present budget to different agencies. The presentation of budget depends on need of the ongoing and new programmes within anticipated resources. The budget proposals are submitted to the State Government which ultimately submits to the State Legislative Assembly for approval and there after the grants are released.

University Budgeting System:

The State funding is classified into pay and allowances, recurring, non-recurring and construction as each major heads. The University has developed the budget coding system for internal monitoring and control for all types of schemes-Plan, ICAR projects and also Other Agencies separately. The codes are also defined based on plan period so that budgetary allocation can be monitored in a systematic manner. The accounts are maintained scheme/project wise and coded scheme can be clubbed as and when necessary for generating information in the required manner.

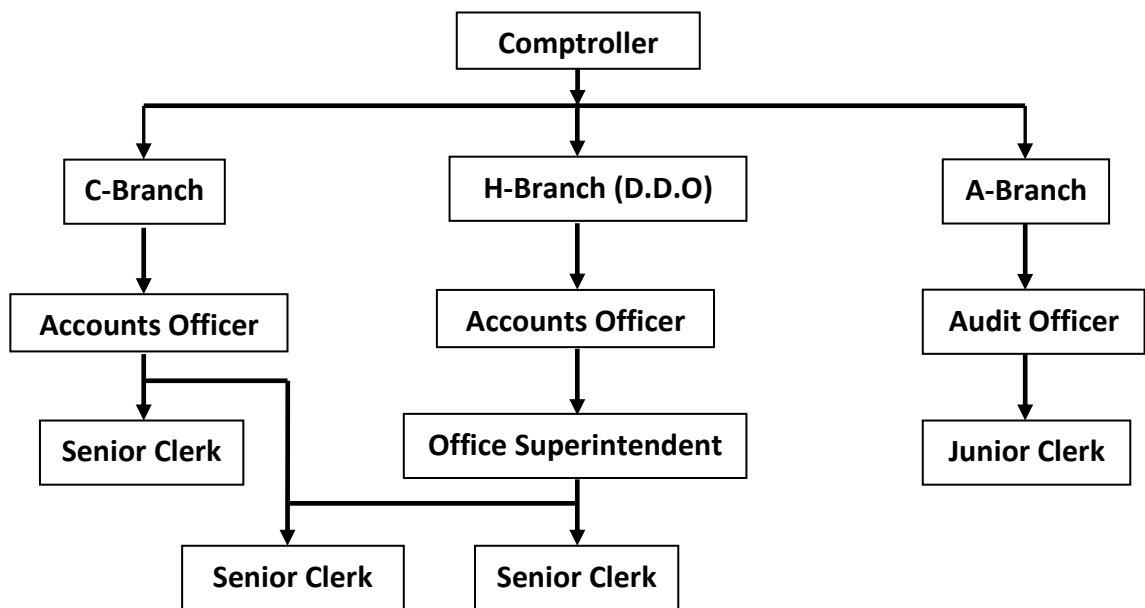
Audit:

The following arrangements are made for audit of University Accounts:

- 1) Internal Audit
- 2) Examiner Local Fund Audit
- 3) Audit by Auditor General (A.G.)

At present internal audit of the University accounts is being done by Audit Officer of the University. The Government has nominated the Local Fund Examiner as government auditors. A system of pre-audit of purchase and bills has been introduced and put into practice.

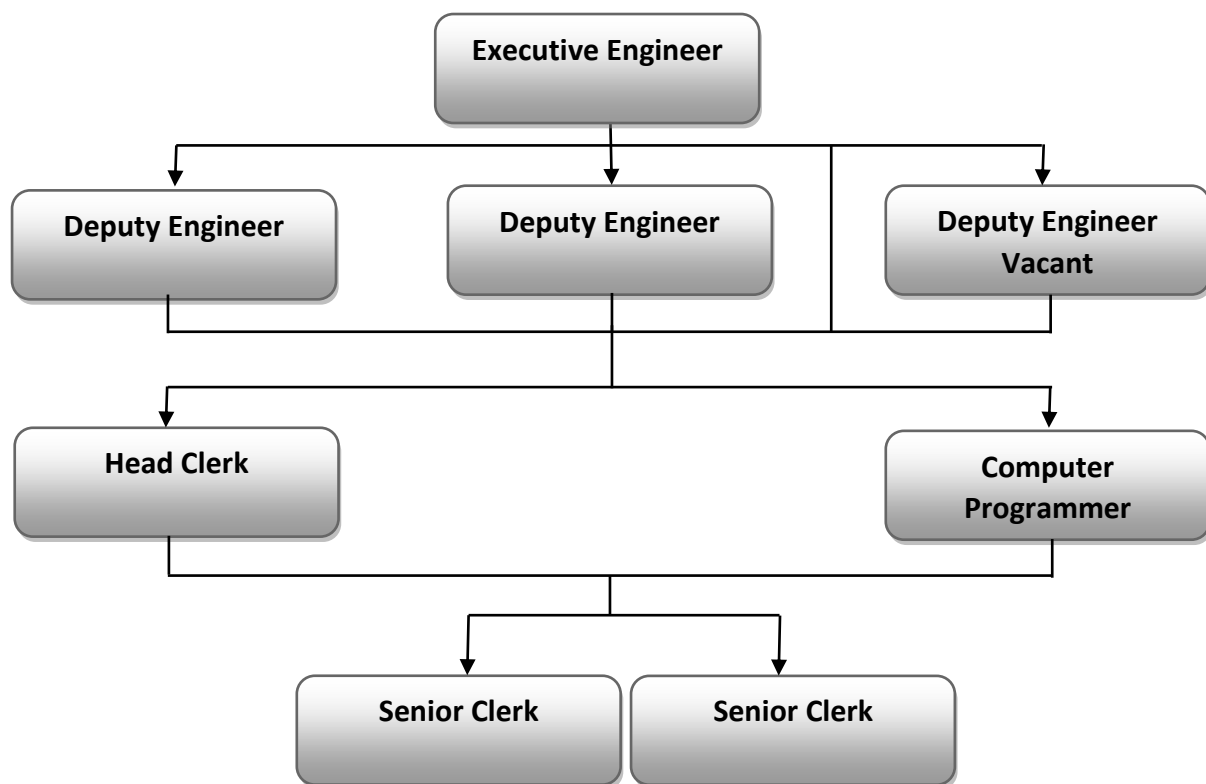
The Finance and accounts of the University is headed by I/c Comptroller through Accounts Officer Cash. The present structure of comptroller office is depicted in below table which consists of :



Office of the Executive Engineer

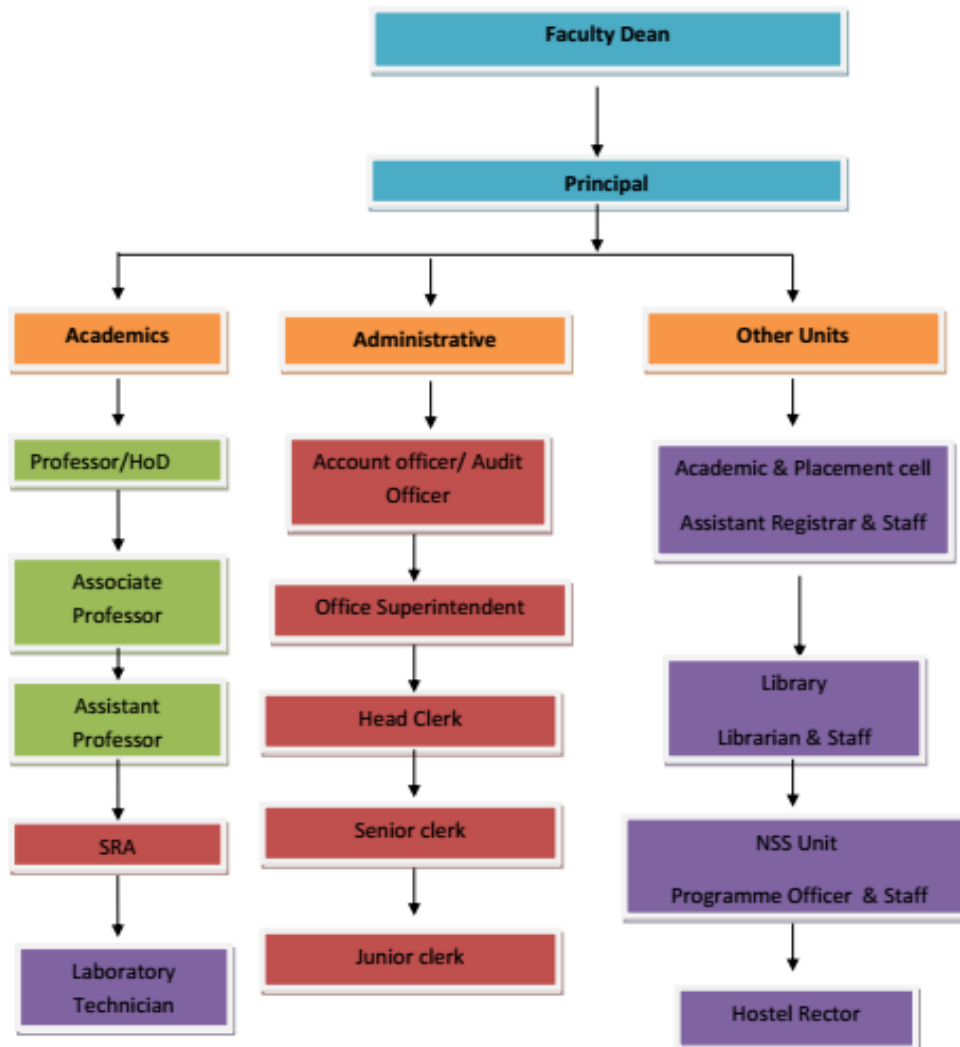
All the works related to construction and maintenance of different Institutes of Kamdhenu University fall under the purview of the Executive Engineer, who works under the guidance and direction of Hon'ble Vice-Chancellor. Executive Engineer supervises the work with the assistance of the Deputy Engineers and work-charged engineer appointed at the requisite site.

In addition, the office of the Executive Engineer also looks after transport facility, housekeeping etc.



Deans of Faculties:

The Dean shall be responsible to the Vice-Chancellor for the due observance of Statutes and Regulations relating to that Faculty. For the organization and conduct of the teaching and in carrying put his responsibilities for the organization and conduct of these functions, he shall work in close liaison with other officers and shall generally work through the Heads of Departments of the Faculties. The Dean shall exercise such powers and perform such duties as may be prescribed and necessary for the proper functioning of the work of their respective faculties as assigned by the Vice-Chancellor.



The norms set by it for the discharge of its functions.

Section 4(1) (b) (iv)

All the functions are discharged promptly and with the fastest possible speed using modern information technology tools.

The Kamdhenu University followed the norms set out for the same by the Personnel Division, General Administration Department and Agricultural & Co-operation Department (Animal Husbandry) of State of Gujarat and Statutes, Rules and Regulations of State Agricultural Universities, Kamdhenu University's Act and ICAR norms.

The rules, regulations, instructions manuals and records, held by it or under its control or used by its employees for discharging its functions.

Section 4(1) (b) (v)

- Regulations for Affiliation of Colleges of Dairy Science to Kamdhenu University, 2015.
- Regulations for Affiliation of Colleges of Polytechnic in Animal Husbandry to Kamdhenu University, 2019.
- Regulations for Recognition of affiliated Institutes/Colleges for Post Graduate programme of Kamdhenu University, 2016.
- Regulations for Affiliation of Colleges of Veterinary Science & Animal Husbandry to Kamdhenu University, 2015.
- Regulation for affiliation of Polytechnic for Dairy Technology to Kamdhenu University-2016.
- The Kamdhenu University Conduct of examination regulations rules- 2015
- Syllabus for Diploma in Animal Husbandry.
- Academic Regulations for B.Tech (Dairy Technology).
- Academic Regulation for Diploma in Animal Husbandry.
- Academic Regulation for Post-Graduation Courses as per ICAR.
- Hostel Rules
- Students Discipline Rules
- Student Representative Council Rules
- Games and Sports Rules
- Rules and Regulations for Award of Gold Medal

Presently, all the functions are discharged by Employees as per the rules and regulations, instructions and manuals etc. are as prescribed /issued by the Personnel Division, General Administration Department and Agricultural & Co-operation Department of State of Gujarat and provisions of the Kamdhenu University's Act and instructions by the Vice-Chancellor of the University.

For the administration of various Acts, different offices of the University keep the rules, regulations, instructions, manuals and records.

A statement of the categories of documents that are held by it or under its control.

Section 4(1) (b) (vi)

Official documents and their availability:

- Kamdhenu University Information Brochure.
- Dairy Science Information Brochure.
- Kamdhenu University News letter - Kalrav
- Kamdhenu University Magazine - Gaudhuli
- Minutes of the Board of Management and Academic Council.
- Brochures and Prospectus prepared by various Departments regarding admissions for various courses in the University are available in print form in the respective Faculties/ Departments. Many of them are also available on the website of the University.
- Annual Report of 2018-19 (English).
- Annual Report of 2018-19 (Gujarati).
- Annual Accounts Report.
- Audit Reports.
- Academic Calendar of the University.
- List of holidays observed by the University.
- Telephone Directory
- Counselling & Placement
- National Service Scheme
- Hostel
- Students Representative Council
- Book Accession Register
- Periodicals Register
- Library Visitors/Users Register
- Service Book of Employees
- Notifications, Circulars, etc. of the University
- Other records necessary for the functioning of the unit.

Department /Sections of the department hold different categories of documents relating to work allocated to them.

The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof.

Section 4(1) (b) (vii)

Before taking important decision, all stakeholders are consulted in accordance with the provisions of the Kamdhenu University Act, 2009.

A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards; councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.

Section 4(1) (b) (viii)

- ❖ Board of Management
- ❖ Academic Council
- ❖ The Veterinary and Animal Sciences Research Council
- ❖ The Veterinary and Animal Sciences Extension Education Council
- ❖ Faculty of Veterinary Science and Animal Husbandry
- ❖ Faculty of Dairy Science
- ❖ The Board of Studies for Postgraduate Faculty
- ❖ The Board of Studies for Dairy Science Faculty
- ❖ Planning Board
- ❖ Finance Committee
- ❖ Library Committee
- ❖ Construction Committee
- ❖ Security Committee
- ❖ Purchase Committee
- ❖ Gender Committee
- ❖ Examiners' Committee
- ❖ Various Other Committee / Council are Constituted by the University for smooth functioning of the University, the minutes of meeting are accessible to public through our website <http://www.ku-guj.org> and in some cases on demand as per the provision of RTI Act.

A directory of its officers and employees.

Section 4(1) (b) (ix)

(A) List of University Officers

Sr	Name	Designation	E-mail ID
1.	Dr. N. H. Kelawala	Vice Chancellor	vc@ku-guj.com
2.	Dr. D. B. Patil	Director of Research & PG Studies	dr@ku-guj.com
3.	Dr. P. H. Vataliya	Director of Extension Education	dee@ku-guj.com
4.	Dr. V.M. Ramani	Dean, Faculty of Dairy Science	dean.dairy@ku-guj.com
5.	Dr. D. B. Patil	Dean, Faculty of Veterinary Science	dean.vet@ku-guj.com
6.	Dr. D. B. Patil	Dean, Faculty of Fisheries Science	dean.fish@ku-guj.com
7.	Shri Manish Gupta	I/c Registrar	registrar@ku-guj.com
8.	Dr. B. N. Patel	Director of Student Welfare	dsw@ku-guj.com
9.	Dr. A.B. Patel	Director of Information Technology	dit@ku-guj.com
10.	Dr. Ajay Raval	University Librarian	uni_lib@ku-guj.com
11.	Smt. NishaTalsaniya	I/c Comptroller (The Finance and Accounts Officer)	comptroller@ku-guj.com

(B) List of the Board of Management Members

Sr. No.	Class - I Ex-Officio Members	Name
1	The Vice-Chancellor, Chairman	Dr. N. H. Kelawala
2	The Secretary to Government, in-charge of Animal Husbandry or his representative not below the rank of the Deputy Secretary to Government	Shri Manish Bhardwaj (IAS)
3	The Secretary to Government, Finance Department or his representative not below the rank of the Deputy Secretary to Government.	Shri Roopwant Singh (IAS)
4	The Secretary to Government, Education Department (Technical) or his representative not below the rank of the Deputy Secretary to Government.	Smt. Anju Sharma (IAS)
5	The Director of Animal Husbandry, Gujarat State	Dr. F.S. Thakar
6	The Commissioner of Fisheries, Gujarat State	Shri D. P. Desai
7	One representative of Veterinary Council of India, New Delhi	----
8	The President, Gujarat Veterinary Council and	Dr. F.S. Thakar
9	The Registrar, <i>Ex-Officio</i> Secretary	Shri Manish Gupta (I/c)
Sr. No.	Class –II Members	Name
10	One Progressive Livestock Owner	Shri. V. D. Karavadra
11	One Poultry Entrepreneur	Shri Nilkamal Patel
12	One Representative of Dairy Industry	Dr. H. K. Desai
13	One Representative of Pharmaceutical or Vaccine Institute	Shri Rajiv Gandhi
14	One Eminent Educationist	Dr. V. P. Vadodaria
15	Two Eminent Scientists from the field of Veterinary and Allied Sciences	1) Dr. C. G. Joshi 2) Dr. A. J. Kachhia Patel

(C) List of the Academic Council Members

Sr. No.	Members	Name
1	The Vice-Chancellor, <i>Ex-Officio</i> Chairman	Dr. N. H. Kelawala
2	The Director of Animal Husbandry, Gujarat State or his representative not below the rank of Joint Director	Dr. F.S. Thakar
3	The President, Gujarat Veterinary Council or its representative of Academic Committee of Council	Dr. F.S. Thakar
4	The Directors	1) Dr. D. B. Patil, Director of Research and Dean PG Studies 2) Dr. P. H. Vataliya, Director Extension Education 3) Dr. B. N. Patel, Director of Student Welfare 4) Dr. A.B. Patel Director of Information Technology
5	The Deans of Faculties	1) Dr. D. B. Patil, Dean, Faculty of Veterinary Science 2) Dr. D. B. Patil, Dean, Faculty of Fisheries Science 3) Dr. V.M. Ramani, Dean, Faculty of Dairy Science
6	The Deans of Colleges	1) Dr. D. A. Shukla, Dean and Principal MIDFT, Mahesana
7	The Librarian	Dr. A.M. Raval
8	Four members from amongst the Heads of Departments, of which two members from the Faculty of Veterinary Science and one each from the Faculty of Dairy and Fishery, to be nominated by the Vice-Chancellor, by rotation, in the manner as may be prescribed.	1. Dr. R. G. Shah, Head of Animal Reproduction, Gynecology and Obstetrics Department 2. Dr. J. S. Patel, Head of Veterinary Medicine & Vcc. Department & other Departments 3. Dr. Tanmay Hazara, Head, Department of Dairy Chemistry, CDS, Amreli 4. Vacant
9	Three Co-opted members	Dr. A.R. Pathak Hon'ble Ex. Vice-Chancellor Junagadh Agricultural University, Junagadh

		Dr. J. V. Solanki, Rtd. Principal & Dean, Veterinary Faculty, Anand Agricultural University, Anand
		Dr. A. J. Pandya, Ex Professor & HoD, Dairy Science College, Anand Agricultural University
10	The Registrar as Member Secretary	Shri Manish Gupta Registrar (l/c)

(D) Members of Veterinary and Animal Sciences Research Council (VASRC)

Sr. No.	Members	Name
1	The Vice-Chancellor, <i>Ex-Officio</i> Chairman	Dr. N. H. Kelawala
2	The Director of Animal Husbandry, Gujarat State or his representative not below the rank of Joint Director, <i>Ex-Officio</i>	Dr. F.S. Thakar
3	The Commissioner of Fisheries, Gujarat State or his Representative, not below the rank of Joint Commissioner, <i>Ex-Officio</i>	Shri D. P. Desai
4	The Directors, <i>Ex-Officio</i>	2) Dr. D. B. Patil, Director of Research and Dean PG Studies 2) Dr. P. H. Vataliya, Director Extension Education 3) Dr. B. N. Patel, Director of Student's Welfare 4) Dr. A.B. Patel Director of Information Technology
5	The Deans of Faculties, <i>Ex-Officio</i>	1) Dr. D. B. Patil, Dean, Faculty of Veterinary Science 2) Dr. D. B. Patil, Dean, Faculty of Fisheries Science 3) Dr. V.M. Ramani, Dean, Faculty of Dairy Science
6	The Deans of Colleges, <i>Ex-Officio</i>	-
7	One Head of Department from each College as nominated by the Vice Chancellor, by rotation, in the manner as may be prescribed	Dr. R. G. Shah, Associate Director of Research, as HOD from Veterinary Faculty Dr. Kunal Ahuja, Assistant Professor, CDS, KU, Amreli, as HOD from Dairy Faculty

		Mr. Smit Lende, Assistant Professor, KU, Himmatnagar, as HOD from Fisheries Faculty
8	Four Members from the Research Scientists of whom two Members from the Faculty of Veterinary Science and one each from the Faculty of Dairy and Fisheries, as nominated by the Vice Chancellor, (on rotational basis)	Dr. J. S. Patel, ADEE, KU, Gandhinagar from Veterinary Faculty Dr. L.M. Sorathiya, Associate Professor, PGIVER, KU Himmatnagar, from Veterinary Faculty Dr. Tanmay Hazra, Assistant Professor, CDS, KU, Amreli, from Dairy Faculty Dr. Sujit Kumar, Assistant Professor, KU, Himmatnagar, from Fisheries Faculty
9	One eminent Scientist in the field of Veterinary and Allied Sciences from outside the University, as nominated by the Vice Chancellor	Dr. K. S. Prajapati, Retd. Professor & Head, College of Veterinary Science & Animal Husbandry, AAU, Anand.
10	The Director of Research as Member Secretary, <i>Ex-Officio</i>	Dr. D. B. Patil

(E) Members of Veterinary and Animal Sciences Extension Education Council (VASEEC)

Sr. No.	Members	Name
1	The Vice-Chancellor, <i>Ex-Officio</i> Chairman	Dr. N. H. Kelawala
2	The Director of Animal Husbandry, Gujarat State or his representative not below the rank of Joint Director, <i>Ex-Officio</i>	Dr. F.S. Thakar
3	The Commissioner of Fisheries, Gujarat State or his Representative, not below the rank of Joint Commissioner, <i>Ex-Officio</i>	Shri D. P. Desai
4	The Directors, <i>Ex-Officio</i>	3) Dr. D. B. Patil, Director of Research and Dean PG Studies 2) Dr. P. H. Vataliya, Director Extension Education 3) Dr. B. N. Patel, Director of Student's Welfare 4) Dr. A.B. Patel Director of Information Technology

5	The Deans of Faculties, <i>Ex-Officio</i>	1) Dr. D. B. Patil, Dean, Faculty of Veterinary Science 2) Dr. D. B. Patil, Dean, Faculty of Fisheries Science 3) Dr. V.M. Ramani, Dean, Faculty of Dairy Science
6	The Deans of Colleges, <i>Ex-Officio</i>	-
7	One Head of Department from each College as nominated by the Vice Chancellor, by rotation, in the manner as may be prescribed	Dr. R. G. Shah, Associate Director of Research, as HOD from Veterinary Faculty
		Dr. V.M. Ramani, Principal, CDS, KU, Amreli, as HOD from Dairy Faculty
		Mr. Smit Lende, Assistant Professor, KU, Himmatnagar, as HOD from Fisheries Faculty
8	One eminent person in the field of Extension Education from outside the University, as nominated by the Vice Chancellor	Dr. M.C. Soni, Ex. DEE, Sardarkrushinagar Dantiwada Agricultural University, Dantiwada
9	Two progressive farmers having experience in animal husbandry practices, as nominated by the Vice Chancellor, on rotational basis	Shri. Jethabhai Patel, Chairman, Sabar Dairy, Village-Jamla, Himmatnagar
		Smt. Meenaben Patel, Shekhri, Ta. Petlad, Dist: Aanand
10	The Director of Extension Education as Member Secretary, <i>Ex-Officio</i>	Dr. P.H. Vataliya

(F) Members of Planning Board

Sr. No.	Name & Designation	Remarks
<i>Ex-Officio Members</i>		
1	Dr. N. H. Kelawala Hon. Vice-Chancellor	Chairman
2	Dr. D. B. Patil Directors of Research & Dean PG Studies	Member
3	Dr. P. H. Vataliya Director of Extension Education	Member
4	Dr. D. B. Patil Dean, Veterinary Science Faculty and Fisheries Science Faculty	Member
5	Dr. V.M. Ramani Dean, Dairy Science Faculty	Member
6	Dr. B. N. Patel Director of Students' Welfare	Member
7	Dr. A.B. Patel, Director of Information Technology	Member
8	Shri Manish Gupta, I/c Registrar	Member
9	Smt. Nisha Talsaniya, I/c Comptroller	Member
10	Dr. Vishal Suthar Planning Officer	Member Secretary
<i>Nominated Members</i>		
1	Dr. V.P. Vadodaria, Rtd. Dean, College of Veterinary Science and Animal Husbandry SDAU, Dantiwada	Nominated Member
2	Dr. C.G. Joshi, Director, Gujarat Biotechnology Research Centre, Gandhinagar	Nominated Member
3	Dr. A.K. Rawat, Advisor, Department of Biotechnology, New Delhi	Nominated Member
4	Dr. Jit Singh, Ex. Dean, Udaipur Veterinary College, Udaipur RAJUVAS	Nominated Member
5	Dr. Gopal Krishna, Director & Vice Chancellor, Central Institute of Fisheries Education, Mumbai	Nominated Member

(G) Members of Board of Studies for Postgraduate Faculty

Sr.No	Name & Designation	Remarks
1.	Dr. D. B. Patil Director of Research & Dean PG Studies	Chairman
2.	Dr. P. H. Vataliya Director of Extension Education	Member
3.	Shri Manish Gupta Registrar	Member
4.	Dr. V. M. Ramani Principal & Dean, College of Dairy Science , Amreli	Member
5.	Dr. D. B. Patil Dean, Veterinary & Fisheries Faculty, KU	Member
6.	Dr. R.G. Shah Associate Director of Research	Member
7.	Dr. S. B. Deshpande Principal Veterinary faculty	Member
8.	Dr. D.A. Shukla Dean & Principal MIDFT, Mehsana	Member
9.	Dr. J. V. Solanki Former Principal & Dean, College of Veterinary Science and Animal Husbandry, AAU	Member
10.	Dr. Vishal Suthar Planning Officer	Member
11.	Dr. Kunal Kumar Ahuja Head of Department, Dairy Technology	Member
12.	Shri Vivek Shrivastav Assistant Professor, PGIFER	Member
13.	Shri Nirag Dave, Asst. Registrar (Acad)	Secretary

The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.

Section 4(1) (b) (x)

Sr. No.	Post	Sanction Post	Pay Scale (As per 6 th pay)	
Teaching Posts				
1	Vice Chancellor	1	75000 + 5000 special pay	
2	Director of Research	1	37400-67000+ GP 10000	
3	Director of Extension Education	1	37400-67000+ GP 10000	
4	Associate Director of Research	3	37400-67000+ GP 10000	
5	Associate Director of Extension Education	1	37400-67000+ GP 10000	
6	Principal	3	37400-67000+ GP 10000	
7	Associate Professor	10	15600-39100+ GP 9000	
8	Director Information Technology	1	15600-39100+ GP 8000	
9	Planning Officer	1	15600-39100+ GP 6600	
10	Assistant Professor	28	15600-39100+ GP 6000	
11	Director of Student Welfare	1	15600-39100+ GP 5400	
12	University Librarian	1	15600-39100+ GP 5400	
13	Assistant Librarian	3	9300-34800+ GP 5400	
	Total	55		
Non-Teaching Posts				
Sr. No.	Post	Sanction Post	Pay Metrics	Minimum Pay (As per 7 th Pay)
14	Registrar	1	12	78800
15	Deputy Registrar	1	11	67700
16	Comptroller (The Finance and Accounts Officer)	1	10	56100
17	Assistant Registrar	2	10	56100

18	Executive Engineer	1	10	56100
19	Deputy Engineer	3	9	53100
20	Account / Audit Officer	5	8	44900
21	P.A. Grade - 1	4	8	44900
22	Office Superintendent	6	8	44900
23	Steno Grade - 2	3	7	39900
24	Head Clerk	5	6	35400
25	Store Keeper	1	5	29200
26	Steno Grade - 3	2	4	25500
27	Senior Clerk	12	4	25500
28	Junior Clerk	16	2	19900
	Total	63		
29	Veterinary Officer	4	8	44900
30	Senior Research Assistant	5	7	39900
31	Computer Programmer	5	7	39900
32	Laboratory Technician	11	5	29200
	Total	25		
	All Total	143		

The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.

Section 4(1)(b)(xi)

Allotment of Grant by Government of Gujarat and other agencies

Name of Scheme	Grant allotted Rs. In lakh				
	2014-15	2015-16	2016-17	2017-18	2018-19
State Government Grant					
Kamdhenu University Gandhinagar	16.00	615.23	1771.65	2139.78	1814.66
College of Dairy Science Amreli	80.00	224.33	314.30	365.18	457.00
Polytechnic in Animal Husbandry Himmatnagar	49.60	149.88	184.05	145.00	316.00
Unspent construction grant of Previous Year revalidated in Next Financial Year	-	925.00	707.44	323.89	25.12
Construction of Girls and Boys Hostel at Dairy Science College Amreli and Polytechnic in Animal Husbandry Himmatnagar	-	-	-	-	379.00
Fisheries Commission - For Establishment of Centre of Excellence in Aquaculture and Strengthening of Fisheries Education as per ICAR norms	-	-	-	-	132.00
Total State Government Grant (A)	145.60	1914.44	2977.44	2973.85	3123.78
Other Agencies Grant (B)	63.89	117.23	24.30	2.10	210.14
Total Grant (A+B)	209.49	2,031.67	3,001.74	2,975.95	3,333.92
Expenditure During the year					
Kamdhenu University Gandhinagar	138.11	641.64	953.29	1648.63	1411.85
College of Dairy Science Amreli	160.71	204.69	211.67	266.21	338.20
Polytechnic in Animal Husbandry Himmatnagar	35.53	111.92	141.88	139.12	241.56
Unspent construction grant of Previous Year revalidated in Next Financial Year	-	249.56	701.03	304.13	25.07
Construction of Girls and Boys Hostel at Dairy Science College Amreli and Polytechnic in Animal Husbandry Himmatnagar	-	-	-	-	99.88
Fisheries Commission - For Establishment of Center of Excellence in Aquaculture and Strengthening of Fisheries Education as per ICAR norms	-	-	-	-	81.47
Total State Government Grant (A)	334.35	1207.81	2007.87	2358.09	2198.03
Other Agencies Grant (B)	15.86	131.61	29.49	1.43	180.82
Total Expenditure	350.21	1339.42	2037.36	2359.52	2378.85

Note : 1) Excess expenditure if any has been incurred from the opening balance or revalidation of grant of previous year.

2) From the Financial Year 2015-16 Kamdhenu University Gandhinagar includes grant and expenditure from Kamdhenu University Head Quarter Scheme, 11 difference scheme and KU Strengthening Scheme.

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.

Section 4(1)(b)(xii)

Kamdhenu University does not execute any subsidy programme.

Particulars of recipients of concessions, permits or authorizations granted by it.

Section 4(1)(b)(xiii)

This manual is not applicable for the University as the University does not issue any Concession / Permit / Authorization.

Details in respect of the information, available to or held by it, reduced in an electronic form.

Section 4(1)(b)(xiv)

All important Circulars, notifications, Act, Statues, University Information Brochure, Publications, Minutes of Board of Management & Academic Council, Affiliation related Regulations and other academic & administrative information is available on University's Website: www.ku-quj.org.

The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.

Section 4(1)(b)(xv)

1. Library Collection:

1.1 Books	:	1109
1.2 CDs/DVDs	:	30
1.3 Research Journals/magazines	:	19
1.4 E-Journals (Through J-Gate access up to Oct-2019)	:	1173
1.5 M. V. Sc. / M. F. Sc. / M. Tech. / Ph.D. Dissertation-Thesis	:	13
1.6 Research Journals Back Volumes	:	73
1.7 Reports	:	225

2. Library Services:

- 1) Book Issue-Return
- 2) Reference Service
- 3) Reprographic Services (Photocopy/Printing service)
- 4) Internet based services
- 5) OPAC
- 6) CCTV Camera
- 7) Newspaper Display

3. RULES FOR GOVERNING THE USE OF LIBRARIES OF KAMDHENU UNIVERSITY, 2015

A: Regulation Short Title:

A.1: These regulations may be called “Rules for Governing the use of Libraries of Kamdhenu University, 2015”.

B.: Applicability:

B.1: They shall be effective from the date of notification

B.2: These rules shall be applied to all students / teachers / employees of Kamdhenu University who use the services of the Library.

C.1: DEFINITION- In these regulations; the following may be defined as under, unless the context otherwise require.

- C.1.1 **ABSTRACTS** An abstracts is brief summary of research article, thesis, conference proceeding or any in - depth analysis of particular subject or discipline and is often used to help the reader ascertain the paper purpose.
- C.1.2 **BIBLIOGRAPHIES** List of writing on a given subject or by given author.
- C.1.3 **BOOKS** A package carrier of information and knowledge
- C.1.4 **CATALOGUES** List of books maps, stamps, sound recording or materials in any other medium that constitute of collection
- C.1.5 **CHARGING DESK / COUNTER** The main counter in the library where books are issued to readers and received back.
- C.1.6 **CIRCULATION** All jobs related to the method of borrowing books and returning them after use, and creation and maintenance of relevant records and files.
- C.1.7 **DATABASE:** Information stored on computer files and accessible via remote terminal and telecommunication link / An integrated collection of persistent data that serves a number of applications in an enterprise.

- C.1.8 **DISSERTATIONS / THESES** University normally requires a candidate working towards a doctorate degree to write dissertation, sometimes called thesis under the supervision of a guide
- C.1.9 **DOCUMENT:** A generic name for all types of reading materials acquired in a library and includes graphic, printed and processed items.
- C.1.10 **E-CARD** The electronic bar-coded library issue card through which the library circulation transaction takes place.
- C.1.11 **ENCYCLOPAEDIA** A Book often in several volumes, giving information on many subject or on many aspects of one subject, usually arranged alphabetically
- C.1.12 **FINE/OVERDUE CHARGES** Money or the amount collected by the library for material overdue
- C.1.13 **GATE REGISTER** Register kept at the entrance of the library wherein visitors enter their names, address, time and purpose of visit etc.
- C.1.14 **INTER LIBRARY LOAN:** The process of supplying the relevant documents on a specific topic to the user from other libraries through sharing material.
- C.1.15 **MEMBER:** Person formally enrolled to utilize the service of the library

- C.1.16 **PERIODICAL:** Publication issued in successive parts usually at regular intervals, and intended to be continued indefinitely.
- C.1.17 **PROPERTY COUNTER** The counter at the entrance where users and visitors deposit their belongings that are not allowed into the library
- C.1.18 **RARE / OUT OF PRINT BOOKS:** Books that are completely sold out, or books that are no longer printed, and are presently not available in market.
- C.1.19 **READERS / USERS** A person using the resources of the library, customer of the information and information Institution / A person who utilizes the information resources of library, the services and products of an information system derives benefit from the Library (Users are also known as patrons or clientele)
- C.1.20 **RECALLS** Calling issued books back to the library so that they can be issued to other members.
- C.1.21 **REFERENCE BOOKS** Reference books are used for consultation of specific information.
- C.1.22 **REMINDERS** Reminding members for overdue books at regular intervals.
- C.1.23 **RENEWAL** Extension of the loan period by recharging the same item to the same borrower.
- C.1.24 **REPORTS:** Reports carry information about the activities of particular body or institution/ organization on the basis of some periodicity
- C.1.25 **RESERVES** Hold procedure, in which material on loan is identified and reserved upon request to another patron.

- C.1.26 **STACK ROOM** Library rooms where Library materials is categorically shelved
- C.1.27 **STUDENTS:** Students means the person admitted and enrolled in a constituent college/unit of the University for taking the course of study for a degree or other academic Programme.
- C.1.28 **TECHNICAL REPORT:** Report presenting the results of scientific research or technical development.
- C.1.29 **USER CATAGORIES:** Users, on account of their educational background, intellectual level and need for information, may be grouped into definite categories such as scientists, teachers, students, technologists, technical staff etc.

The words and expressions not defined here in above shall have the same meaning as defined in the Kamdhenu University Act, 2009.

LIBRARY RULES

1. Working Hours:

1.1.: The Library shall remain open from 9.00 hrs to 17.00 hrs continuously during the academic year. **Library counter will remain open for the time mentioned.**

2. Membership:

2.1.: All the students and trainees of various teaching units and the members of the staff of the teaching and research units of the University will be eligible for the membership of the Library.

2.2.: A member of the staff of the University seeking membership of the Library shall be required to make an application on the prescribed form. The applications will have to be duly forwarded by the respective Heads of the departments/units.

2.3.: All student members will be required to renew the membership to the library at the close of each academic year. The date of renewal will be notified well in advance on the Notice Board.

2.4.: A member in possession of the Library card/Identity card provided by the University, will be required to return the card and obtain clearance (NO DUES CERTIFICATE) from the Library in case of leaving the University, service, on transfer or on resignation.

3. Loan of Library Books:

3.1: The number of books (The term “Books” refers to all the publications housed in the Library) that a member shall be entitled to borrow from the Library shall be fixed by library committee and shall be liable to change from time to time.

3.2: The number of books that members of different categories shall be entitled to borrow at present is fixed as under:

3.2.1.:	<u>Category of member</u>	<u>No. of Books to be issued</u>
	1. All Officers of the University	5
	2. Research/ Teaching staff:	
	(a) Per month	5
	(b) For two terms/semesters	5
	3. Ministerial/Technical/Non-technical staff	2
	4. Post-graduate students/Research scholars	2
	5. Under-graduate students/trainees	2

3.3. Each borrower shall have to return the books borrowed by him/her within the time specified below -

3.3.1.: BOOKS:

- 15 days- from the date of issue for students (PG & UG)/ Trainees.
- One month- from the date of issue for all other members, other than those included in Rule No. 3.2.1.

3.3.2.: JOURNALS, BULLETINS etc.:

- Bound Back Volumes, Back Volumes, Latest issues of the Journals/Bulletins **SHALL NOT BE ISSUED** to any member out of the Library.

(Note: No Journals, Bulletins etc. will be issued to students, staff and trainees)

3.3.3.: REFERENCE BOOKS:

- Dictionaries, Encyclopedia, Out of print books, Theses, Atlases, Abstracting Journals etc. **will not be issued** to any member out of the Library premises.

3.3.4.: TEXT BOOKS shall not be issued to students except for overnight use.

- 3.3.5.: New Arrivals will be made available for Issue only after 15 (fifteen) days of their display on the New Arrivals Section.
- 3.4.: Borrowers must satisfy themselves that the book(s) they want to issue against their names is/are in good condition. They shall also be responsible for keeping the books in tidy and good condition while in their custody. The books on return shall be examined at the counter and in case of any damage noticed, the last borrower shall be held responsible. The last borrower shall be called upon either to replace the damaged book(s) or pay the compensation. Failure to do so will make the borrower liable to pay the cost of the books in addition to the fine that may be imposed on him/her. If the borrower at the time of borrowing the book points out to the counter assistant, any damage and obtains his/her signature, he/she shall not be held responsible for the damage.
- 3.5.: If in the opinion of the Library authority, the issue of certain damaged book(s) to the borrower is considered detrimental to the safety and security of the book(s), the Library authority shall have the authority to refuse the issue of such book(s).
- 3.6. : Any member who has failed to return all the overdue book(s), and/or has failed to pay the fine levied to him/her, **shall not be entitled to borrow** any book(s) until he/she returns the overdue book(s) and /or pays the fine levied to him/her.
- 3.7.: Very rare material shall be allowed to be used at the specified table only under the supervision of a member of library staff.
- 3.8.: The borrowers shall return all the borrowed material to the library before proceeding on long leave/ tour etc.
- 3.9.: The borrowers are not committed to sub-lend the borrowed book(s) from the library.
- 3.10.: The borrower shall ordinarily return the book(s) on or before the due date of return. The borrowed books can be re-issued on the day of return, only if there has been no demand for the same book from other readers. Books returned after the expiry of due date are not likely to be re-issued to the same borrower on the same day.
- 3.11.: In case a book issued to a member is required in the library under special circumstances, it will be recalled by the Library authority and the borrower shall have to return it to the library immediately regardless of the due date of return.
- 3.12.: Book issued to the borrower for over-night use shall have to be returned to the library during the first working hour of the next day. Not more than one book at a time will be issued to a borrower for over-night use.

- 3.13.: The Library card/ID card given to the members are non-transferable and shall have to be renewed every academic year.
- 3.14.: A lost Library card/ID card, if found by any person, should be returned immediately to the Library authority. Failure to comply or misuse of the found Library card/ID card shall lead to cancellation of membership of the defaulter.
- 3.15.: Books already issued to a member can be reserved for another member on their return, provided intimation is given to the Library authority. Such books shall however be kept on reserve only for two days after intimation to the member registering the demand. If the member fails to borrow it within that period, the book shall go into normal circulation.
- 3.16.: The members entitled to use the stack room shall be allowed to take the books out of the shelf. They shall not however re-shelve the books, but shall leave them on the reading table. This will avoid the possibility of misplacement of books.
- 3.17.: Issue of books shall be stopped half an hour before closing of the library every day.

4. MISCELLANEOUS:

- 4.1.: Books will be available for issue to the readers immediately after the annual verification.
- 4.2.: Sticks, umbrellas, hats, hand bags, brief cases and other receptacles and personal books and such other articles which are prohibited by the Counter Assistant shall have to be left on the counter at the gate. Only note book will be allowed to be taken inside stack room and periodical room of the Library. Personal book(s), text or references are not allowed in the Library stack room and periodical room.
- 4.3.: Any person who is not a registered member of the library shall have to obtain permission from the Library authority before visiting the library or using any of the library facilities.
- 4.4.: A student reader has to produce his identity card whenever demanded by the library staff.
- 4.5.: All the readers shall have to sign in the register kept at the entrance on each and every visit to the library every day.
- 4.6.: Any change in the address of the borrower shall have to be intimated to the Librarian in writing at the earliest.

4.7.: The readers are strictly prohibited to smoke, spit, sleep or make noise in the library. All the members are enjoined to maintain complete silence and discipline when in the library premises.

4.8.: The University Librarian, Kamdhenu University, shall have the right of refusing admission to any person in the library on grounds of bad behavior, breach of rules, infectious diseases etc.

4.9.: The University Librarian, Kamdhenu University, shall have the authority to take such steps as are deemed necessary from time to time to ensure discipline and decorum in the library.

4.10.: A complaint/suggestion register shall be availed to the readers at the counter on request. The cases of incivility or other failures in the services shall be reported immediately to the Library authority.

4.11.: Mobile phones should be kept on silent mode when in the Library premises.

5. CHARGES, FINES AND PENALTIES:

5.1.: Members violating the library rules shall be liable to have penalties levied on them as prescribed hereunder:

5.1.1.: Loss of Library card/Identity Card shall immediately be reported in writing to the Library authority. Duplicate Library card/Identity Card shall be issued to the borrower on written application along with payment of Rs.30/- per card, after it has been found that no books are due on the lost card. If any book is found issued on the lost card, it shall be the responsibility of the borrower, in whose name the card was issued, to return the books or pay compensation for its non-return.

5.1.2.: Loss or damage to books and periodicals etc. – In case it is noticed that a member has lost or damaged the book issued to him/her shall be called upon to replace the book or to pay the current price of the book, in addition to Rs.50/- up to Rs.100/- towards processing charges, wherever applicable.

5.1.3.: Loss or damage to Reserve, Rare or reference books and Technical Journals – Charge of Rs.50/- towards processing and binding charges over and above the current price of the publication shall be made if the damaged/lost publication is easily available. In case of publication not readily available, the member shall have to pay the cost of complete set, for loss or damage of single issue, or the price as decided by the Library Council, as the case may be.

- 5.1.4.: If any OUT OF PRINT book is reported to be lost by any borrower either through Negligence or through mal intentions, the borrower concerned shall have to pay the price decided by the Library Council.
- 5.2. In case of delayed return of library books, the borrowers shall have to pay overdue charges of Rs. 5/- per book per day during the first week of overdue & Rs. 10/- per book per day during the subsequent weeks until the books are accepted back at the counter.
- 5.3.: The Hon. Vice Chancellor, in consultation with the Library Council shall have the power either to increase/decrease the penalty or to exempt a member from the penalty if he is satisfied.
- 5.4. The Library Rules shall be subject to modifications on the recommendations of the Library Council.

4. Timings of Library:

- 1) 09:00 AM to 5:00 PM

5. The Kamdhenu University Library Committee is as mentioned below:

Members of the Library Committee Meeting of the Kamdhenu University			
S. N.	Name of officer	Designation and Office/ Unit name	Designation
1	Dr. N. H. Kelawala	Hon'ble Vice Chancellor, KU, Gandhinagar	Chairman
2	Dr. D. B. Patil	Director of Research & Dean, PGS, KU, Gandhinagar	Member
3	Dr. P. H. Vataliya	Director of Extension Education, KU, Gandhinagar	Member
4	Dr. D. B. Patil	Dean, Faculty of Veterinary Science, KU, Gandhinagar	Member
5	Dr. V. M. Ramani	Dean, Faculty of Dairy Science, CDS, Amreli	Member
6	Dr. D. B. Patil	Dean, Faculty of Fisheries, KU, Gandhinagar	Member
7	Dr. S.B. Deshpande	Principal, P.A.H. Rajpur (Nava), Himmatnagar	Member
8	Dr. R.G. Shah	Associate Director, KU, Gandhinagar	Member
9	Sh. Manish Gupta	I/c Registrar, KU, Gandhinagar	Member
10	Sh. Nisha Talsania	I/c Comptroller, KU, Gandhinagar	Member
11	Dr. B.N.Patel	Director of Students Welfare, KU, Gandhinagar	Member
12	Dr. Ajay Raval	University Librarian, KU, Gandhinagar	Member Secretary
13	Dr. Tanmay Hazra	HOD, Faculty of Dairy Chemistry, CDS, Amreli	Member
14	Dr. Kunal Ahuja	HOD, Faculty of Dairy Technology, CDS, Amreli	Member
15	Dr. Smit Lende	Assistant Proffesor, Faculty of Fisheries, Rajpur(Nava), Himmatnagar	Member
16	Mr. Anikar Mayankkumar	PG Student, PGIVER, Rajpur(Nava), Himmatnagar	Member
17	Mr. Dhavalkumar S. Raval	PG Student, PGIDER, CDS, Amreli	Member
18	Mr. Dharmesh H. Sapra	PG Student, PGIFER, Rajpur(Nava), Himmatnagar	Member

The names, designations and other particulars of the Public Information Officers.

Section 4(1)(b)(xvi)

Sr. No.	Office / Department	Assistant Public Information Officer	Public Information Officer	Appellate Officer
1	College of Dairy Science Amreli and PGIDER - Administrative and Finance matters	Shri Bharat Devganiya, Accounts Officer	Dr. V.M. Ramani Principal & Dean, Faculty of Dairy Science	Dr. D.B. Patil Director of Research
	College of Dairy Science, Amreli-Teaching matters	Sh. M. N. Hingu Assistant Professor		
	PGIDER, Amreli-Teaching matters	Dr. Kunal Ahuja Assistant Professor		
	College of Dairy Science, Amreli-Library Matters	Shri J.K. Nakum Assistant Librarian	Dr. A.M. Raval, University Librarian	
2	Polytechnic in Animal Husbandry, Rajpur (Nava)- Education and Administrative Matters	Dr. A.I. Dadawala Assistant Professor	Dr. S.B. Deshapande, Principal	
	Polytechnic in Animal Husbandry, Rajpur (Nava)- Finance Matters	Shri Naynesh Patel Accounts Officer		
	Polytechnic in Animal Husbandry, Rajpur (Nava)- Library Matters	Shri K.C. Korali Assistant librarian		
3	Student Welfare related matters	Shri Arvind Patel Head Clerk	Dr. Bhavik Patel, Director of Student Welfare	Shri Manish Gupta Registrar
4	Engineering Department related matters (Head Quarter Gandhinagar)	Shri Gaurang Bhatt Head Clerk	Shri Sanjay Chandne, Exe. Engineer	Shri Manish Gupta Registrar

	Engineering Department related matters (College of Dairy Science, Amreli)	Shri Rakesh Bhalani Deputy Engineer		Shri Manish Gupta Registrar
	Engineering Department related matters (Polytechnic in Animal Husbandry, Rajpur Nava)	Shri Manish Vagadiya Deputy Engineer		
5	Administration related matters	Shri Mansingh Sodha, Office Superintendent	Shri Hiral bhatt Assistant Registrar	Shri Manish Gupta Dy. Registrar
	Academic & Exam related matters	Shri Sandip Makwana, Office Superintendent	Shri Nirag Dave, Assistant Registrar	Shri Manish Gupta Dy. Registrar
6	Accounts related matters	Smt. Rajan Rana, Office Superintendent	Shri Chandrakant Solkar, Accounts Officer	Smt. Nisha Talsaniya Comptroller
7	Research, planning and budget related matters	Dr Vishal Suthar Assistant Professor	Dr. R.G. Shah, Asso. Director of Research	Dr. D.B. Patil Director of Research
8	Extension Education related matters	Dr. Mahipatsinh Rajput Veterinary Officer	Dr. Shraddha Vekariya Assistant Professor	Dr. P.H. Vataliya Director of Ext. Edu.
9	Faculty of Veterinary Science- (PGIVER) College, Academic, Exam, Administration & Teaching related matters	Dr. Tejas Patel Assistant Professor	Dr. L.M. Sorathiya, Associate Professor	Dr. D.B. Patil Director of Research.
10	Faculty of Fisheries Science-College, Academic, Exam, Administration & Teaching related matters	Dr. Smit Lende Assistant Professor	Shri Vivek Srivastava, Assistant Professor	Dr. D.B. Patil Director of Research

Such other information as may be prescribed.

Section 4(1)(b)(xvii)

All other relevant information is available on Kamdhenu University's website www.ku-guj.org and being updated on regular basis. Also, Information for the general public is disseminated occasionally through press releases, advertisements etc.

However, the person seeking any other information may apply for information being sought, as per rule.

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