



## Right to Information Act

### SRI VENKATESWARA VETERINARY UNIVERSITY ADMN. OFFICE, Dr.Y.S.R. BHAVAN, TIRUPATI-517 502

Information made available under Right to Information Act, 2005 - Section 22 of Act, 2005 (Central Act) - obligation under section **4(1)(b)** of Act and other information on the activities of the University.

#### Introduction

- The particulars of its organizations, functions and duties.
- The powers and duties of its officers and employees
- The procedure followed in the decision making process.
- Statutes and regulations
- A statement of the categories of documents that are held by it or under its control
- 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
- Board of Management
- Directory of University Officers of Sri Venkateswara Veterinary University.
- The monthly remuneration of regular employees working in SVVU as on 1.1.2016
- Budget particulars from 2008-09 to 2020-21
- Details in respect of the information, available to or held by it
- Particulars of names, designations, addresses, phone numbers of the persons who have been nominated under right to information act, 2005 in Sri Venkateswara Veterinary University, Tirupati, Andhra Pradesh

Sri Venkateswara Veterinary University is a public funded State Veterinary University

#### Introduction

Sri Venkateswara Veterinary University, which was established in the year 2005 by an Act, 18 of 2005, duly bifurcating from Acharya N.G. Ranga Agricultural University. The lone Veterinary University in this fourth largest, agriculturally and its allied sector most important state is vested with the major responsibility of supporting livestock development of the state through education, research and extension support.

**Mandate:**

Train human resource needed for Animal Husbandry sector, Veterinary and Dairy Technology, Fishery Science and allied sectors for the development of the State of Andhra Pradesh (Teaching). Constantly strive to generate technologies for improving production of livestock, poultry and fisheries and allied sectors (Research).

Assist in the process of Transfer of Technology through the dissemination of knowledge in collaboration with the Department of Animal Husbandry (Extension).

**Missin:**

The mission of Sri Venkateswara Veterinary University is to play pivotal role in Teaching, Research and Extension education services related to Livestock and its Allied Sciences/Sectors.

The multi-faculty and multi-campus University has 6 Colleges (4 in Veterinary, 1 in Dairy Technology, and 01 in Fishery Science), 9 Polytechnics (8 in Veterinary, 1 in Fishery Science), 13 Research Stations (1 All India Co-ordinated Research Projects (AICRP), 9 Livestock Research Stations, 3 Fisheries Research Stations), 1 Super Speciality Veterinary Hospitals, 1 CCVEC and 1 Krishi Vignan Kenda and a host of other centers across the state with scientific, supporting and administrative staff, apart from a good contingent of labour force.

**Financial Resources:**

The University is largely supported by the Government of Andhra Pradesh, which provides 75 to 80 % of the finance for conducting teaching research, and extension activities under non-plan and also for specific schemes sanctioned under the State Plan. The non-plan funds are meant to meet the expenditure of the University in respect of schemes and the Colleges transferred from the Government.

The University is also the recipient of funds from ICAR, Government of India and several other National and International Agencies and industry. Financial assistance by the ICAR, as developmental grants for educational institutions and also for implementing a number of co-ordinated projects and ad-hoc projects, is also being provided every year. The University takes up Research Schemes financed by the State, National and International Agencies like the ICAR, ICMR, DBT, S & T, UNICEF, HRD, etc. The Government of India finances for some of the extension activities of the University. Such finances are provided mainly for maintenance and strengthening of Extension Education Institute and its training programmes and also for some specific extension projects.

As a part of its democratic functioning, the Government of India has passed legislation in the form of Right to Information Act 2005 to create a better informed citizenry and make all the transactions of the Governmental operations transparent in order to curtail corruption and promote accountability in public funded organizations.

**Right to Information and Obligations of Public authorities:**

Section 4(1) (b) & 4(2) of the Right to Information Act 2005 stipulates every public authority to update at regular intervals all the information that is being transacted and

generated by it. It is also the obligation of the Government organization to provide all the information to any citizen or citizen groups who are interested in knowing any aspect of the organization's functioning.

The information about SVVU has been kept in the website [www.svvu.in](http://www.svvu.in) and all citizens can access it and the information is periodically updated.

Citizens can visit any of the offices of SVVU spread all over the state and have access to verify, inspect, take notes, take extracts or certified copies of documents, records and other such information being processed and held under the control of these offices.

Citizens can also have access to such information, which is not readily available in a published form. These are in the form of process notes, internal note files etc. In this case, citizens can ask for specific information in writing through an application. The required information will be compiled and given to the citizen as required by him/her within the time period which will be communicated to the applicants. PIO's and APIO's have been appointed to cater to the information requirements of the citizens approaching the various offices of SVVU spread over the state. The Registrar, SVVU, Tirupati is the Appellate Authority and all appeals by the citizens will be reviewed by the Registrar.

The cost incurred towards duplicating, photocopying or copying the information in print or electronic form and postages, if any needs to be borne by the individuals requesting the information. The actual cost will be intimated to the individuals requesting the information. The activity of processing and compiling the required information will only start after the fee is paid to the appropriate authority.

### **THE PARTICULARS OF ITS ORGANISATION, FUNCTIONS AND DUTIES**

The Sri Venkateswara Veterinary University (SVVU) was established vide Act No.18 of 2005 to strengthen education, research and extension activities in Veterinary, Dairy and Fishery sciences in the State of Andhra Pradesh. The University with three faculties i.e., Faculty of Veterinary Science, Faculty of Fishery Science and Faculty of Dairy Science started functioning independently at Tirupati as its headquarters from 1.4.2006, duly bifurcating from Acharya N.G. Ranga Agricultural University.

The University is governed by Board of Management comprising 21 members and the Board of Management is headed by the Vice-Chancellor. The Vice-Chancellor is supported by University Officers viz., Registrar, Dean of Veterinary Science, Dean of Dairy Science, Dean of Fishery Science, Director of Research, Director of Extension, Dean of Student Affairs, COE, Comptroller, and Estate Officer in University management.

The academic affairs of the University are governed by the Academic Council led by the Vice-Chancellor and respective Faculty Boards. The Research and Extension services are guided by the Research and Extension Advisory Council (REAC) and State Level Coordination Committee (SLCC).

The Registrar has the responsibility of university administration. The Deans of Faculties are responsible for the organization and work of education in the concerned faculty. The Deans of faculties also look after various post graduate degree programmes, academics, exams, evaluation and issue of provisional degree certificates. The Director of Research coordinates the planning and execution of research by the University. The Director of Extension is responsible for formulating and functioning of university extension services.

The Dean of Student Affairs looks after the student welfare measures. The Estate Officer is responsible for civil works and maintenance of University buildings and lands. The COE looks after conducting of exams, evaluation and issue of provisional degree certificates. The Comptroller looks after university budget and financial matters.

The academic and administrative matters of the constituent colleges are looked after by the respective Associate Deans whereas the Principal Scientists, Senior Scientists and Heads of Research Stations have the responsibility of planning and implementing the research programme of work in their concerned zone.

SVVU has Under Graduate and Post Graduate programmes of study in Veterinary, Dairy Technology and Fishery Science. The University offers two year diploma courses in Animal Husbandry and Fisheries in Telugu medium for 10th class passed rural students. In all, the University has 6 Colleges (4 Veterinary, 1 Dairy Technology and 1 in Fishery Science), 9 Animal Husbandry Polytechnics (8 in Diploma in Veterinary, 1 in Diploma in Fishery Science). It has 1 Krishi Vignan Kendra at Guntur

His Excellency, the Governor of Andhra Pradesh, Shri Biswa Bhusan Harichandan ji is the Chancellor of the University.

The Vice-Chancellor is the Academic Head and Principal Executive Officer of the University.

The University is governed by the following authorities.

- Board of Management
- Academic Council and the Faculty Boards

## **A. AUTHORITIES OF THE UNIVERSITY**

### **1. Board of Management**

The Board of Management of SVVU is the apex body, empowered to make policy decisions, with the Vice-Chancellor as its Chairman who is also the Chief Executive of the University.

The Board shall consist of the following members, namely:

**Ex-Officio Members**

- a. The Vice-Chancellor;
- b. The Secretary to Government, Animal Husbandry Department;
- c. The Secretary to Government, Finance Department;
- d. The Director of Animal Husbandry;
- e. The Commissioner of Fisheries.

**Other Members**

- f. One person to be nominated by the Chancellor from members of the Indian Council of Agricultural Research.
- g. One person who is in the opinion of the Chancellor distinguished veterinary/Fishery Scientist, nominated by the Chancellor;
- h. Three persons from the Academic Council to be nominated by the Chancellor
- i. Four persons nominated by the Chancellor from among the members of the State Legislature and the members of parliament elected from the State of Andhra Pradesh
- j. Three persons nominated by the Chancellor from amongst the progressive farmers in Livestock, Poultry and Fishery sectors of whom one shall be a woman;
- k. One person nominated by the Chancellor from amongst the members of the State Veterinary Council;
- l. Two persons nominated by the Chancellor from among the industrialists in Livestock, Poultry and Fishery sectors.
- m. One person to be nominated by the Chancellor from amongst the Scientists of IVRI, Izatnagar, Barielly.

The Vice-Chancellor shall be ex-officio Chairman of the Board, and shall conduct the Meetings of Board in accordance with statutes made in the behalf.

The term of office of Members of the Board other than ex-officio members shall be three years. Provided that no member of the Board who is nominated shall continue to be a member of the Board on his ceasing to hold the office by virtue of which he has been nominated as member of the Board.

Provided further that even if some of the members are nominated at different times to the Board under items to (1) of sub-section (2), the term of three years in their case shall be reckoned from the date on which the notification constituting the Board was first issued.

The Members of the Board shall be entitled to receive such daily and traveling allowances as may be prescribed but not to any remuneration.

## Powers and functions of the Board

The Board shall exercise and perform the following powers and functions, namely:-

- a. To approve the budget of the University presented by the Vice-Chancellor;
- b. To appoint the teachers of the University and such other employees of the University as may be prescribed on the recommendation of the selection committee under section 34;  
  
Provided that the Board may invite any person of High academic distinction and professional attainments to accept the post of Professor in the University and appoint him to that post.
- c. To acquire any property for the University and to hold or dispose off its properties.
- d. To accept any property on behalf of the University
- e. To provide for the administration of any funds placed at the disposal of the University for the purposes intended;
- f. To arrange for the investment and withdrawal of money of the University;
- g. To direct the form and use of the common seal of the University
- h. To appoint such committees, either standing or temporary as the Board may consider necessary;
- i. To determine and regulate all policies relating to the affairs of the University in accordance with this act and the statutes.

Chairman	<b>Dr. V. Padmanabha Reddy</b>
Members	--
Four Ex-Officio Members	
1	Special Chief Secretary to AH DD &F Department Government of A.P.
2.	The Secretary to Government,, Finance Department
3.	The Director of Animal Husbandry
4.	The Commissioner of Fisheries
Other Members	-
ICAR Nominee	Dr. Ashok Kumar, ADG (AH), ICAR, New Delhi
Distinguished Agricultural Scientist	
Three Persons from Academic Council (one vacant)	
Four Persons from Members of Legislative Assembly /	

Parliament	
Three persons nominated by the Chancellor from amongst the progressive farmers in Livestock, Poultry and Fishery sectors of whom one shall be a woman;	
One person nominated by the Chancellor from amongst the members of the State Veterinary Council	
Two persons nominated by the Chancellor from among the industrialists in Livestock, Poultry and Fishery sectors	
One person to be nominated by the Chancellor from amongst the Scientists of IVRI, Izatnagar, Bariely	Dr. G. Sai Kumar, Principal Scientist, IVRI, Izatnagar

## 2. Officers of the University

The list of University Officers for the year is given below.

University Officers	
Vice-Chancellor	Dr. V. Padmanabha Reddy
Registrar	Dr. A. Ravi
Comptroller	Sri. T. Nagesh
Dean of Veterinary Science	Dr. K. Sarjan Rao I/C
Dean of Dairy Science	Dr. J. Suresh
Director of Research	Dr. K. Sarjan Rao
Director of Extension	Dr. G. Venkata Naidu
Dean of Student Affairs	Dr. A. Ravi I/C
Estate Officer	Sri.T. Nagesh
Controller of Examinations	Dr. J. Suresh I/C

## 3. Academic Council

The Academic Council is vested with the responsibility of implementing and monitoring all the academic programmes. The Council is headed by the Vice-Chancellor, as Chairperson and consists of Deans of Faculties, Directors of Research and Extension, University Heads of Departments and Professors as Members. In addition, the Council consists of ten academicians, representing different faculties nominated by the Vice-Chancellor and two representatives of the Board of Management. As Chief Executive of the University, the Vice-Chancellor is vested with the powers and responsibilities for the academic administration.

#### **4. Powers and Functions**

- To provide for instruction, training and research in Animal Husbandry sector.
- To provide for the advancement and dissemination of knowledge in the field and extension in Animal Husbandry sector.
- To institute courses of study and to hold examinations for, and to confer, degrees, diplomas and other academic distinctions on persons who have pursued a course of study or carried on research in the University or in an institution recognized in the behalf by the University, as may be prescribed.
- To confer honorary degrees or other academic distinctions, as may be prescribed
- To create teaching, research and extension posts required by the University and to appoint qualified persons to such posts.
- To institute and award fellowships including traveling fellowships, studentships and prizes in accordance with the statutes.
- To acquire, hold and dispose of property, and to contract and do all other things necessary for, or incidental to, the purposes of the University.
- To take over and maintain colleges relating to Animal Husbandry and -therefore.
- To borrow money from the Government of India, any State Government or any other agency.
- To establish and maintain the University colleges and -therefore.
- To fix, demand and receive such fees and other charges as may be prescribed.
- To provide such lectures and instructions for and to grant such diplomas to, field workers, and other persons, as the University may determine.
- To regulate the conduct of students, to maintain discipline among them and to make arrangements for promoting their health and welfare;
- To create administrative, ministerial and other necessary posts and to make appointments; thereto;
- To cooperate with other Universities and authorities in such manner and for such purposes, as the University may determine; and
- To do all such acts and things, as may be necessary for the furtherance of the objects of the University.

#### **THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES**

##### **Powers and Duties of the Vice-Chancellor:**

1. The Vice-Chancellor shall be the academic head and principal executive officer of the University and shall, in the absence of the Chancellor, preside at any convocation of the University.
2. It shall be the duty of the Vice-Chancellor to ensure the faithful observance of the provisions of this Act and the statutes and he may exercise all powers necessary for this purpose.
3. The Vice-Chancellor shall have power to convene the meetings of the Academic Council.
4. The Vice-Chancellor shall exercise general control over the University and its



affairs and shall be responsible for the due maintenance of discipline in the University.

5. The Vice-Chancellor shall be responsible for the presentation of the budget and the statement of accounts to the Board.
6. Subject to the control of the Chancellor, in any emergency, which in the opinion of the Vice-Chancellor, requires, immediate action to be taken, he shall take such action as he deems necessary, and shall at the earliest opportunity intimate the action taken to the officer, authority or other body who or which in the ordinary course would have dealt with the matter
7. Where any action taken by the Vice-Chancellor under sub-section (6) affects any person in service of the University to his disadvantage, such person may prefer an appeal to the Board within thirty days from the date on which such person has notice of the action taken.
8. The Vice-Chancellors shall give effect to the decisions of the authorities of the University taken in accordance with the powers conferred by or under this Act.
9. The Vice-Chancellor shall be responsible for a close coordination and integration of teaching, research, and extension.
10. The Vice-Chancellor shall exercise such other powers as may be prescribed.

In addition to the powers conferred upon the Vice-Chancellor by the Act, The Vice-Chancellor may exercise the following powers, namely:-

- He shall be entitled to be present at and address at any stage any meeting of any authority of the University: but not to vote there at unless he is a member of the authority concerned.
- He shall be responsible for the maintenance of discipline among the staff, the students and servants of the University and shall have powers necessary for this purpose.
- He shall have the right to inspect all colleges and institutions of the University and he may express his views thereon to the appropriate Officer or authority of the University.
- He shall have power to institute an enquiry in respect of any matter concerning the University.
- He shall have power to interpret the provisions of the Act, Statutes and Regulations. Any person aggrieved may submit an appeal to the Chancellor through the Vice-Chancellor within ninety days from the date of such interpretation or ruling of the Vice-Chancellor. Any difference of opinion in the matter of interpretation between the Vice-Chancellor and any authority of the University shall, however, be referred to the Chancellor. The decision of the Chancellor on such appeal or reference shall be final. Any subsequent communication from the University to any person or authority about the interpretation or ruling shall not be considered as fresh decision.
- He shall have power to constitute such ad-hoc committee as he may deem necessary to help him in the performance of his duties as the principal Executive Officer of the University.
- Whenever an officer is absent from duty on leave or for any other reason, or whenever any post has not been filled up, the Vice-Chancellor may make such arrangements as may be necessary for the proper discharge of duties of that

Officer for such period as may be necessary.

- He shall have power:
  1. to sanction recurring and non-recurring expenditure chargeable to contingencies within the budget provision;
  2. to countersign his own T.A Bill and the T.A bills of the officers of the University subject to provisions in these Statutes;
  3. to re-appropriate from one detailed head to another in the same account provided that no recurring liability is involved;
  4. to sanction the temporary transfer of amounts from one fund to another, provided that such transfers are reported to the Board in its next meeting;
  5. to sanction all expenditure on buildings or repairs thereof the estimates for which does not exceed Rs. 50,000/-
  6. to sanction expenditure up to a sum of Rs. 300/- at any one time on items of unforeseen character for which expenditure shall be reported to the Board of Management at its next meeting;
  7. to open accounts on behalf of the University in a Treasury or in a Bank approved by the State Government.

## **2. Powers and Duties of the Registrar:**

In addition to the powers and duties conferred and imposed upon the Registrar under the Act shall have the following powers and duties, namely:

1. The Registrar shall be a whole time officer and shall be appointed by the Board in the manner prescribed
2. The salary and allowances payable to the Registrar and the conditions of service shall be such as may be prescribed.  
Provided that the conditions of service of the Registrar shall not be varied to his disadvantage after his appointment.
3. The Registrar shall be responsible for the due custody of the records and the common seal of the University. He shall be ex-officio Secretary of the Board and of the Academic Council, and shall be bound to place before it all such information as may be necessary for the transaction of its business. He shall receive applications for admission into the University and shall keep a permanent record for all courses, curricula and other information as may be necessary.
4. The Registrar may, by writing under his hand addressed to the Board, resign his office. The resignation shall be delivered to the Board ordinarily sixty days prior to the date on which the Registrar wishes to be relieved of his office but the Board may relieve him earlier. The resignation shall take effect from the date of relief.
5. In the temporary absence of the Registrar due to leave or for whatever reason, or until the vacancy caused in any other manner is filled, the Vice-Chancellor shall appoint any person temporarily for a period not exceeding three months, to act as the Registrar.
6. The Registrar shall discharge such other duties and perform such other functions as may be prescribed or required, from time to time, by the Board or the Vice-Chancellor.

### **3. Powers and Duties of the Comptroller:**

The Comptroller shall be a whole time officer and shall be appointed by the Board in the manner prescribed.

1. He shall be paid such salary and allowances as may be prescribed.
2. The provisions relating to conditions of service of Vice-Chancellor other than emoluments, registration, filling of temporary vacancies contained in the sub-section (3), (4) and (5) of section 11, shall apply to the office of the Comptroller subject to the variation that for the expressions "Vice- Chancellor" and "Chancellor", the expressions " Comptroller" and "Board" shall respectively by substituted.
3. The Comptroller shall manage the property, finances and the investments of the University and tender advise in regard to its financial policy. He shall be responsible for the preparation of the budget and statement of accounts for presentation to the Vice-Chancellor.
4. The Comptroller shall be responsible for ensuring that no expenditure not duly authorized is incurred by the University otherwise than by way of investment and shall disallow any expenditure which may contravene the terms of any statute or for which provision is required to be made by the statute but has not been made.
5. The accounts of the University are properly kept and audited;
6. The budget of the University is prepared and submitted to the Vice- Chancellor and that the financial sanctions are obtained in time; and
7. The income and fees due to the University are collected and the salaries and other amounts due to the staff and others are paid promptly;
8. Devise and install suitable system of accounting and business procedure and keep an account manual for use in all University offices;
9. Develop and operate an internal audit system so that the record of all officers and employees, responsible for the receipt and expenditure of moneys, maintenance of accounts and custody of property, may be, verified by the audit;
10. Maintain service records of all members of the staff of the University;
11. Prescribe financial forms to be used in the University;
12. Have powers to pass bills and sign cheques for payment of contingent charges, pay and allowances of all the officers, teachers and other employees of the University and other cheques within the budgeted amount;
13. With respect to the employees working under him, exercise powers drawing, disbursing and collection of moneys under relevant Statutes and regulations;
14. Have powers to countersign T.A. bill and sanction leave of the employees working under him, and
15. Perform such other duties as may be required from time to time, by the Board or the Vice- Chancellor; Provided that all or any of the powers referred to above shall be exercised by any other officer authorized in this behalf by the Board of Management.

### **4. Powers and Duties of the Dean of Students Affairs:**

In addition to the duties mentioned in sub-section (3) of Section 16 of the Act, the Dean

of Student Affairs shall have the following powers and duties namely:

1. He shall organize messing arrangements for students.
2. He shall obtain medical advice and assistance for students.
3. He shall make arrangements for scholarships, stipends, part-time employments and other such assistance.
4. He shall arrange travel facilities for students on holidays.
5. He shall communicate with guardians of students concerning the welfare of the students.
6. He shall exercise general control over the physical education programme and the University medical and health services.
7. He shall be responsible for student discipline.
8. He shall explore the possibilities of finding suitable employment for graduates and arrange their interview with prospective employers.
9. He shall with respect to the employees working under him exercise powers of drawing disbursing and collection of moneys under relevant statutes and regulations.
10. He shall have powers to countersign T.A. bills and to sanction all kinds of leave of the employees working under him.
11. He shall perform such other duties as may be assigned to him by the Board or the Vice-Chancellor.

#### **5. Powers and Duties of the Dean of Faculties:**

The Dean of a Faculty shall be the Chief Executive Officer of the Faculty and responsible to the Vice- Chancellor for its administration.

The Dean of a faculty shall have the following powers and duties, namely:-

1. He shall be responsible for the organization and conduct of teaching research and extension work of the departments comprised in the Faculty and for that purpose shall pass such orders as might be necessary in consultation with the Head of the Department concerned.
2. Without prejudice to the right of any member to prescribe any matter to the Board of Faculty he shall formulate and present policies to the Board of the Faculty for its consideration.
3. He shall make reports to the Vice-Chancellor on the work of the Colleges.
4. He shall supervise the registration and progress of the students in the colleges.
5. He shall prepare the budget for the faculty.
6. He shall have the powers to allot such of his functions be discharged, subject to his directions and control by such of subordinate officers as he may from time to time decide.
7. He shall with respect to the employees working under him exercise powers of drawing, disbursing and collection of money under relevant statutes and regulations.

### **6. Powers and Duties of the Director of Extension:**

The Director of Extension shall have the following powers and duties, namely:

1. He shall prepare yearly programmes and budget needs for the education of cultivators and other non-students in connection with Extension Schemes.
2. He shall supervise off-campus programmes of the University dealing with Animal Husbandry, rural youth programmes, and short courses for cultivators, training of non-students etc.
3. He shall co-operate with the Deans of Faculties in developing courses and in teaching students in various forms of extension education.
4. He shall direct the development of informational materials such as publications, films, etc. for use in all phases of the extension work.
5. He shall be responsible to the Vice-Chancellor in the exercise of powers and discharge of duties under the Act and Statutes.
6. He shall with respect to the employees working under him exercise powers of drawing, disbursing and collection of money under relevant Statutes and regulations.
7. He shall have powers to countersign T. A. bills and sanction leave of any nature admissible to the employees working under him.

### **7. Powers and duties of the Director of Research:**

The Director of Research shall have the following powers and duties:

- (1) He shall co-ordinate the planning and prosecution of research conducted by the University, excepting research done by students to meet degree requirements and by teachers of the University to improve teaching abilities.
- (2) He shall prepare annual budget estimates for such research as may be required by the University.
- (3) He shall assist the appropriate Deans to meet their responsibilities for direct supervision of the members of the College staff engaged on approved research programmes.
- (4) He shall require and supervise the compilation and publication of research results.
- (5) He shall be responsible to the Vice-Chancellor in exercise of the powers and discharge of duties under the Act and Statutes.
- (6) He shall, with respect to the employees working under him, exercise powers of drawing, disbursing and collection of moneys under relevant Statutes and Regulations.
- (7) He shall have powers to countersign T.A. Bills and sanction leave of any nature admissible to the employees working under him.
- (8) He shall perform such other duties as may be assigned to him

### **8. Powers and Duties of the Estate Officer:**

The Estate Officer shall work under the control and supervision of the Vice-Chancellor and shall be responsible for the:

- Execution and maintenance of the buildings, roads, fencing, playgrounds, parks and lands of the University other than the lands comprising the Agricultural and Livestock Farms;

- Maintenance of the utility services
- Maintenance of Fire Protection Services;
- Maintenance of architectural and planning services for the University
- Preparation of the annual budget of the University for construction and maintenance of the buildings and periodical reports showing the progress of works under construction;
- Maintenance of the accounts relating to the works in his charge in forms prescribed by the Comptroller;
- Allotments and maintenance of the quarters and accommodation for the staff of the University; and
- All repairs and construction of the University buildings.
  - He shall also perform such other duties as may be assigned to him by the Vice-Chancellor or the Comptroller.
  - He shall, with respect to the employees working under him, exercise powers of drawing, disbursing and collection of moneys under relevant Statutes and Regulations
  - He shall have powers to countersign T.A. bills and sanction all kinds of leave of employees working under him.

### **9. Powers and Duties of the COE:**

The following shall be the Powers and Duties of the Controller of Examinations.

1. He/she shall co-ordinate with the Registrar and the Dean of faculty concerned in the admission, registration and conduct University examinations of the students for various courses in the University.
2. He/she shall responsible for arranging academic calendars, verification of grade sheets and transcripts of all students examinations under the semester pattern of education
3. He/she shall responsible for the presentation of degrees, diplomas, certificates, medals, etc at the Convocation
4. He/she shall perform such other duties as may be assigned to by the Vice-Chancellor.
5. He/she shall have powers to sign along with Registrar on the following Certificates to be issued to the Undergraduate & Diploma Courses by ANGRAU.
  - Provisional Degree Certificate & Degree Certificate
  - Migration Certificate.
  - Consolidated Transcript of Marks Certificate.
6. He/she shall have Powers to approve the Tour Programmes and Countersign the Travelling Allowance bills and to sanction of casual leave directly working under the Controller of Examinations.
7. He/she shall exercise Financial Powers on par with other University Officers issued in SVVU(Financial Powers) Regulations, 2013.

## **FACULTY OF VETERINARY SCIENCE**

### **JOB CHARTS FOR VARIOUS FUNCTIONARIES**

#### **Teaching**

##### **Dean of the Faculty:**

Chief Executive Office of the faculty and responsible to the Vice-Chancellor organization and conduct of teaching research and extension in the faculty Formulate and present policies to the faculty board. Supervise the registration and progress of students Preparation of the budget for the faculty Recruitment of the faculty Report to Vice-Chancellor on work of the Colleges Inspection of Colleges Departments, Offices etc.

##### **Associate Dean of the College:**

Over all administration of the college including academic management, Preparation and utilization of the college budget/finance management, Prompt preparation and submission of reports, returns, periodicals etc., Conduct inspection of the college departments / farms Personnel management (Teaching, non-teaching, supporting labourers), Drawing and disbursing functions, Supervision of the work of teachers, Maintenance of discipline, law and order in college and hostels, Proper educational use of infrastructure facilities, Management of physical and infrastructure facilities, Campus development, New initiatives/innovations for development of college, Implementation of Internship Programme. Supervise the conduct of examination, evaluation and preparation of performance registers, Acts as Chief Warden of college hostels, Implementation of income generation plans, Any other duties assigned by the university.

##### **University Head:**

- State wide professional responsibility
- Leadership in the field of subject matter for the department
- Coordinate the activities of his department in Colleges and Research Stations
- Planning formulation execution, monitoring and review of research programmes
- Submission of progress report on teaching programmes, Curriculum development, monitoring teaching learning process in the University
- Any other duty assigned by superiors
- Overall supervision of examination systems in his discipline in the University.

##### **Professor:**

- Teaching (UG and PG) and PG research guidance
- Responsible for conducting research and extension activities
- Management of departmental affairs, Help the Associate Dean in conducting and Coordinating the activities of the college, Prioritization, formulation and execution of research programme
- Supervise and conduct the examination, evaluation and preparation of performance registers

- Curriculum development
- Participation in different administrative and academic committees
- Production/publication of technical research and extension material
- Providing required technical services to the farmer
- Prompt preparation of reports, reference, periodicals etc.,
- Participation in Kisan Melas, Rytu Sadassu etc.,
- Identification and execution of Income generation plans
- Implementation of Animal Welfare Activities / Bioethics
- Help / Asst. Associate Dean in maintenance of discipline law and order in college and hostels.

Any other work assigned by the Head/Associate Dean/University, Apart from the above function, specialized duties as Professor in respective Departments are mentioned in the Annexure I to XIII.

**Associate Professor:**

- Teaching (U.G. & P.G.) and PG research guidance
- P.G. research guidance after accreditation
- Responsible for conducting research and extension activities
- Participation in developmental activities of the department
- Assisting the Head of the department in the procurement of the departmental requirements
- Maintenance of stores and stocks
- Conduct of co-curricular and extra-curricular activities as assigned by the University
- Management of hostels and other deities assigned, Participation in curriculum development
- Conduct of examinations evaluation and preparation of performance registers
- Effectively serve as advisor to students
- Assist head of department in creation and maintenance of facilities
- Participation in Income generation schemes, Help/Assist Associate Dean in maintenance of discipline, law and order in colleges and hostels, Production/publication of technical research and extension material.

Any other work assigned by the Head/Associate Dean/University, Apart from the above functions. specialized duties as Professor in respective Departments are mentioned in the Annexure I to XIII.



**Assistant Professor:**

- Teaching, Research and Extension
- P.G. teaching and research guidance after accreditation
- Upkeep of laboratory/workshop/instructional farm, Preparation and arrangements for practical classes
- Departmental correspondence
- Maintenance of academic records
- Maintenance of stores and stocks
- Participation in departments developmental activities
- Assisting the head of the department in the procurement of the departmental requirements
- Conduct of co-curricular activities as assigned
- Assist Associate Dean in maintenance of discipline and law and order in college and hostels
- Participation in curriculum development

**Research**

Every functionary will have to perform the job assigned to him to derive the remuneration entitled. Every job carries certain functions, which will have to be made known to the functionary to follow and to the assessor to monitor the performance. In Animal Husbandry research under the University, the following scientific functionaries are involved. Director of Research, Principal Scientist, Senior Scientist and Heads of the Research Stations.

- Principal Scientists (Professors) for each of the major Livestock Research Stations and subjects spread over the State
- Senior Scientists (Assoc. Professors)
- Scientists (Asst. Professors)
- Scientific Staff at Headquarters

**Director of Research (DR):**

One of the University Officers as per the Statutes, located at the University Headquarters with State-wide jurisdiction and answerable to the Vice-Chancellor on all matters (Technical and administrative) relating to Animal Husbandry research for supporting States Livestock development. He will perform the following functions. Getting suitable research projects prepared to tackle the existing, emerging and anticipated problems hindering livestock development in the State.

- Monitoring the required funds from possible sources to implement the research projects effectively and seek the approval of the Board of Management before sanction
- Monitoring the implementation of the research projects and programmes as approved by him at respective research stations under each of the agro-climatic

zones and evaluation

- Interacting with and responding to the Heads of the Development, Departments of govt. / farmers representatives in matters relating to the research stations/schemes
- Management of research personnel (scientific and supporting)
- Convening the Research and Extension Advisory Council (REAC) Meetings
- Conducting State Level Technical Programmes
- Responsible for mobilization of external funding, creation of research infrastructure, maintenance of discipline and accountability and also for new initiatives/innovations.
- Reporting the research results to REAC, govt. and others. Any other work assigned by Vice-Chancellor

#### **Heads of the Research Stations:**

- The Head of the Research Station is the pillar of the research organization in the University.
- He is the custodian of the property of the Research Station
- Responsible for the physical and infrastructural development in the station
- He will administer the research projects, personnel and labour as per the powers delegated
- He will get the projects / programmes prepared by the scientists of the station, discuss and recommend for approval by the Director of Research through the Heads of Research Stations concerned.
- He will report all matters / developments concerning to the station in his jurisdiction to the Director of Research for information and follow up beyond his level.
- He will maintain good rapport with and muster the support of local administration / line department personnel and farmers in the implementation of the programmes related to livestock research and extension.
- He will prepare the budget proposals and seek the approval of the University
- Organize training programmes, Kisan Melas and Exhibitions
- Responsible for the documentation of the research results generated by the station and internal resource generation for the station
- He will report the results of research under his jurisdiction to the Director of Research Any other work assigned by the Director of Research

#### **Senior Scientists / Scientists:**

- They will work under the direct administrative control of the Head of the Research Station and
- Technical supervision of the respective Principal Scientist of discipline
- Responsible for development and release of improved breed or location specific technologies

- They will ensure interdisciplinary involvement wherever feasible
- They will participate in training programmes, Kisan Melas and Exhibitions
- They will attend National and International Seminar / Symposia / Workshops etc.
- They will take up Technology Dissemination Leaflets, Pamphlets, Bulletins, Manuals.
- Magazines, Press, AIR, Doordarshan, Private TV Channels etc.
- They will take up teaching assignments
- Responsible for income generation external (ad-hoc schemes) and internal (Revolving Fund)
- They will discuss the programmes of the project at the station / zonal headquarters level and seek the approval of the Director of Research through the Head of the research station / zone
- They will implement the programmes as approved
- Record the findings, analyze and interpret the data and report to the Head of the Research Station and Principal Scientist concerned
- Any other work assigned by the Head of the Research Station or the respective Principal Scientist or Assoc. Director of Research

**Scientific Staff at Headquarters:**

Director of Research will be assisted by Technical Officer to the Director of Research

Director of Research and Technical Officer, who in-turn will be assisted by the supporting staff comprising of one section headed by a Superintendent.

The cases relating to service matters will be dealt by respective service sections through Director of Research/ Registrar. They will work under the control of Director of Research. The supporting staff will assist the Technical Officer, the Technical Officer concerned will pass the files put up by the respective Superintendents after their scrutiny and remarks for approval by DR / Comptroller / Registrar / VC.

They will arrange for the successful conduct of interaction meetings, review meetings, discussion meetings, workshop, seminars, symposia, SLTP/REAC, Technical Programme meetings organized at the Headquarters, Memorial Lectures, Awards etc. relating to Research Directorate and monitor them.

Responsible for scrutiny of Technical Programmes and Reports Maintenance of required data base, documentation, implementation of research programmes assigned.

Any other work assigned by the Director of Research or Technical Officer to the Director of Research.

## **JOB CHARTS FOR VARIOUS FUNCTIONARIES**

### **Extension**

#### **Director of Extension:**

- Administration, supervision and monitoring the university extension activities
  - Allocation of budget for Extension Units and Schemes
  - Supervise off campus programmes of the University dealing with Animal Husbandry, Rural youth, farmers, short courses etc.
  - Cooperates with Deans of faculties to develop courses for extension teaching
  - Direct the development of infrastructure and information materials
  - Formulation of schemes for external funding
  - Nomination and deputation of employees for training / conferences / workshops etc.
  - Conduct of programmes like SLTP/REAC/SLCC/Memorial lectures etc.
  - Organization of Kisan Melas/Livestock Fairs etc. at Research Station/College/KVK/State / National level
  - Preparation of action plans and approval of Technical programmes of schemes and Units
  - Deciding the publications to be brought out to bring out innovative communications using Information Technology
- Any other works entrusted by the Vice-Chancellor from time to time

#### **KRISHI VIGYAN KENDRA (KVKs)**

- Training Organizer: (Assoc. Professor in Extension Education)
- Responsible to the Director of Extension in functioning of KVK
- Administration Technical, Non-technical, Finance, Labour etc.
- Development of database of the district
- Development of KVK farm depicting demonstration units of different enterprises viz;
- Animal Husbandry, Fisheries.
- Coordinating the activities of Centre
- To establish appropriate linkages and Coordinate with the line departments and Livestock Research stations in the district
- Drawing and disbursing salaries and operation of the budget
- Organize Scientific Advisory Committee (SAC) meetings to finalize action plans
- Timely submission of reports and returns to the University and to the zonal coordinator

- Managing conflicts, if any, for efficient functioning of the centre
- Receiving farmers, farmers calls and arranging suitable replies
- Monitor & evaluate day-today functioning of the staff and the centre
- Any other work assigned by the University and zonal coordinator
- Responsible to and assist the T.O. in functioning of the KVK
- Formulating technical programme based on the recommendations of SAC meetings, zonal
- workshops and SLTP meetings
- Laying out model demonstration units on the KVK farm
- Organizing front line and other demonstrations
- Designing need based vocational training for the youth and the school dropouts
- Developing and delivering need based crop production technologies for the training programmes
- organized by KVK
- Reporting weather and crop conditions to the T.O.
- Ensure timely submission of reports, returns and periodicals
- Maintenance of basic/Permanent record of work and field note books
- Any other technical and administrative work assigned by the training organizer/University

**Training Associate (Extension): (Asst. Professor Cadre)**

- Responsible to, and assist the PC in functioning of the KVK
- Conduct village and family surveys using PRA tools
- Identify technological gaps and training needs in the district
- Formulating technical programme work based on the recommendations of SAC meetings,
- ZREAC and SLTP
- Assist PC. in compiling and preparation of reports
- Organize skill and production oriented short & long-term training programmes both on and off-
- campus for practicing farmers and field level extension functionaries
- Organize vocational training programmes for youth and school dropouts in association with other training associates
- Organize field days, farm visits, kisan meals and group discussions
- Develop and update information centre at KVK

- To bring out information materials on the latest technologies
- Timely submission of report
- Prepare model lesson plans and training manuals
- Any other work assigned by P.C./University.

**Training Associate: (Asst. Professor Cadre)**

- Formulating technical programme based on the recommendations of SAC/Zonal meeting/ SLTP and constraint recorded in the database
- Laying out model demonstrations on the KVK farm to serve as a resource material for training
- Organizing need based demonstrations
- Developing and delivering need based livestock protection technologies for the training programmes organized by KVK
- Timely reporting the results of the demonstrations including feedback from the farmers
- Diagnostic survey to identify problems early and suggest remedial measures
- Designing need based vocational training courses for youth & school dropouts
- Any other technical and administrative work assigned by the T.O./University

**Training Associate (Animal Husbandry): (Asst. Professor Cadre)**

- Formulating technical programme based on the need and as per the recommendations of the SAC, ZREAC and SLTP
- Laying out poultry, dairy and other Animal husbandry related demonstration units on the KVK farm with improved management practices to use it as a resource for training the trainees
- Developing and delivering need based animal husbandry technologies for the training programmes organized by KVK
- Timely reporting of the results of technical programme of work and feedback
- Designing need based vocational training courses for the youth and school dropouts
- Any other technical and administrative work assigned by the T.O. / University

**Training Associate (Home Science): (Asst. Professor Cadre)**

- Formulating technical programme based on the recommendations of the SAC, ZREAC and SLTP
- Maintaining a model nutrition garden on the KVK farm
- Implementing the technical programme of work
- Reporting the results of technical programme of work including the feedback from clients
- Designing need based vocational courses for rural women, youth and school dropouts
- Any other technical and administrative work assigned by T.O.

Joint Registrar	Overall Supervision of the Administration in all issues.
Deputy Registrar	Supervise all the administrative matters and recruitments, appointments, promotions, transfers and all court cases.
Deputy Comptroller	Control all the accounts sections. He is accountable for the work of the Assistant Comptrollers working under him and maintains integrity and coordination with administration.
Assistant Comptroller	Ensure speedy disposal of pay bills and other contingent bills after pre-audit. He will obtain replies to audit objections for dropping, maintain cash books and prepare monthly accounts and attend reconciliation and compilation of accounts
Assistant Registrar	Supervise the Sections under his / her control and complete the day to day work within the stipulated time. He/She should attend the meetings with Secretariat people and ascertain the position as and when required with the permission of Registrar. He/ She has to guide the Sub-ordinate staff those who are working under his / her control and cooperate in the official correspondence and assist the Officials while taking decisions to run the administration.
Administrative Officer	Supervise the Sections under his / her control and complete the day to day work within the stipulated time. He/She should attend the meetings with Secretariat people and ascertain the position as and when required with the permission of Registrar. He/ She has to guide the Sub-ordinate staff those who are working under his / her control and cooperate in the official correspondence and assist the Officials while taking decisions to run the administration.
Administrative Officer	Drawing and disbursing of the salaries, contingencies etc. of the College. Supervise and direct all the ministerial staff and any other correspondence. Check and sign all the cash books, service registers and stock registers etc. Assist the Associate Dean in all matters of the college and attend any other duties assigned to him.

Superintendent	Distribution of tappals among the Section. Preparation of Para wise remarks of court cases and issue orders based on the approval of the higher authorities. Overall supervision of the Section work.
Senior Assistant	Receiving currents from Section Superintendent and to put up files pertaining to the Seat, which he / she is attending with rule positions. He/She should acquaint with the administration, accounts, pensions, disciplinary cases, leave rules etc. and issue orders based on the approval of the higher authorities.
JACT	Attend typing / Computer work assigned to him by the Superintendent / Senior Assistant of the Sections and to look after other works, if any assigned by the section Superintendent.
U.D.Steno	Act as personal Assistant to the Officer and maintain confidential Records. He will record minutes of different meetings and maintain the concerned files.
Cashier	Drawing and disbursing of cash with respect to salaries, TA etc., maintain relevant records and write cash book .
AEO	He has to look after field works, supervision of fields and assist scientists in conducting- experiments, growing of fodder crops and to write the DMS and to supervise the work of casual labourers and any other duties assigned by the scientists.
Cine/Project or Operator	Arrange public address system for any official meeting in the University and repair the equipment.
Artist-Cum-Photographer	Take photos in all functions of the University, NSS cams, sports activities etc.,
Mechanic Grade-III	To attend minor repairs and maintenance of the Machinery including Tractors, Farm Machinery and other Machinery.
Electrician	Maintenance, repairs and replacements of Electrical items.
Carpenter	Maintain Wooden Farm Implements, repair Wooden plough body and handles and Farm Implements.
Assistant Librarian	Acquisition of books, Supervise all the library staff, assign the duties. Prepare the annual reports and verify the stock. Attend the orientation classes, see the computerization and networking of libraries and attend all the duties assigned by the University Librarian.
Senior Library Assistant	Acquisition control, look after ordering, classification and cataloguing. In charge of text books, reference books and abstracting service on computer.
Junior Library Assistant	In charge of the Periodicals, renewals, subscriptions, reminders, etc.,
Shelf Assistants	Shelving the books, look after the circulation counter, issuing reader tickets, etc.,



Deputy Executive Engineer	Look after the new constructions in the University and also in charge of sanctions.
Assistant Engineer	Supervise the works in the University and miscellaneous works
Record Assistants:	Closing office disposals, keeping the record in the record room and stitching of file disposals etc. Maintenance of attendance, leave account of Staff, sending of circulars letters to other stations and dispatch work.
Drivers:	Driving of Tractor, Jeep, Car and heavy vehicles as per the instructions of the higher authorities / immediate Officer.
Tractor Driver	Maintenance of Tractors, Trailers and Tractor drawn implements. Operation of power tiller and its maintenance.
Office Subordinate	Carrying of files from one Section to another section and attend the works assigned to him by his Superior Officers and keeping the office building and premises neat and clean.
Watchman	Watch and ward duty for safeguarding the University property (movable and immovable) during day time and night time.
Animal Attendants	To assist the Scientist & Technical Staff in the sheds and to attend the work pertaining to animals.

### **THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS**

#### **Authorities of the University:**

The following are the Authorities of the University, namely:

- (i) The Board of Management
  - (ii) The Academic Council
- (i). Board of Management:

The University's Board of Management constituted by the Government of Andhra Pradesh has strength of 21 Members comprising:

1. Vice-Chancellor as Chairperson
2. Ex-Office Members
  - a. the Vice-Chancellor;
  - b. the Secretary to Government, Animal Husbandry Department;
  - c. the Secretary to Government, Finance Department;
  - d. the Director of Animal Husbandry;
  - e. the Commissioner of Fisheries.

### 3. Other Members

- f. One person to be nominated by the Chancellor from the members of the Indian Council of Agricultural Research;
- g. One person who is in the opinion of the Chancellor a distinguished Veterinary / Fishery Scientist, nominated by the Chancellor;
- h. Three persons from the Academic Council to be nominated by the Chancellor;
- i. Four persons nominated by the Chancellor from among the member of the State Legislature and the members of parliament elected from the State of Andhra Pradesh;
- j. Three persons nominated by the Chancellor from amongst the progressive farmers in Livestock, Poultry and Fishery sectors of whom one shall be a woman;
- k. One person nominated by the Chancellor from amongst the members of the State Veterinary Council;
- l. Two persons nominated by the Chancellor from among the industrialists in Livestock, Poultry and Fishery sectors;
- m. One person to be nominated by the Chancellor from amongst the Scientists of IVRI, Izatnagar, Barielly.

Registrar of the University is the non-Member Secretary to the Board of Management

The board is the Apex Body, responsible for all policy decisions of the University as laid down in the Act and meets once in two months.

#### (ii). The Academic Council:

The Academic Council is the principal body vested with the responsibility of implementing and monitoring all the academic programmes. The Council is headed by the Vice-Chancellor as the Chairperson and consists of Deans, Director of Research, Director of Extension, University Heads of Departments and Professors as Members. In addition, the Council consists of ten academicians representing different faculties nominated by the Vice-Chancellor and one representative of the Board of Management. The Council normally meets once in six months.

The multi-faculty nature of the University, with three functional faculties, namely Veterinary, Dairy Science and Fishery Science and Postgraduate Studies, is guided by independent Faculty Boards, which are convened to meet as and when academic programmes of the concerned faculties need discussion and decision. The Faculty Boards are headed by the respective Deans. All issues concerned with academic matters such as formulation of course curricula, syllabi, examinations, student evaluation procedures and such other matters are first tabled for discussion in the respective Faculty Boards, before referring to the Academic Council.

In the realm of research and extension, which are the major and key components of activities of the University, in addition to academic programmes (Teaching), the Research and Extension Advisory Committee (REAC) headed by the Vice-Chancellor functions as the principal decision making body.

### **Powers and duties of the Board of the management:**

1. The Board shall exercise and perform the following powers and functions, namely:-
  - a. to approve the budget of the University presented by the Vice-Chancellor;
  - b. to appoint the teachers of the University and such other employees of the University as may be prescribed on the recommendation of the selection committee under section 34;  
  
 Provided that the Board may invite any person of High academic distinction and professional attainments to accept the post of Professor in the University and appoint him to that post.
  - c. to acquire any property for the University and to hold or dispose off its properties;
  - d. to accept any property on behalf of the University;
  - e. to provide for the administration of any funds placed at the disposal of the University for the purposes intended;
  - f. to arrange for the investment and withdrawal of money of the University;
  - g. to direct the form and use of the common seal of the University;
  - h. to appoint such committees, either standing or temporary as the Board may consider necessary;
  - i. to determine and regulate all policies relating to the affairs of the University in accordance with this act and the statutes.
2. The Board shall meet at such time and place as it deems necessary but it shall hold a meeting at least once in every two months, and not less than half the number of its meetings in a year shall be held at headquarters of the University.
3. The Board may, for purposes of consultation, invite any person having practical experience or special knowledge of any subject under its consideration to attend its meeting. Such person shall have the right to speak in, and otherwise to take part in the proceedings of such meeting, but shall not by virtue of this sub section, be entitled to vote at any such meeting. A person attending any such meeting shall be entitled to such allowances as may be prescribed.

### **Powers and duties of the Academic Council:**

In addition to the powers functions and duties mentioned in section 22 the Academic Council shall have the following powers:-

- (i) to determine the degrees and diplomas which shall be awarded and the conditions for their award;
- (ii) to prescribe basic qualifications for appointment as teachers;
- (iii) to recommend candidates for diplomas, degrees and certificates to be conferred by the University;
- (iv) to recommend the establishment, amalgamation, division or abolition of Faculties or Department. Provided that, if additional funds are required prior approval of the Board shall be obtained:

- (v) to recognize, subject to the confirmation of the Board, the examinations of the recognized Universities equivalent to the corresponding examinations of the Andhra Pradesh Agricultural University;
- (vi) to propose rules to the Board for the award of scholarships, Fellowships, Medals etc.
- (vii) To make proposals for the consideration of the Board regarding distribution of new grants by the Government to the Colleges for the development of higher teaching and research whenever the University is consulted by the Government on such matters.
- (viii) Omitted.
- (ix) to promote research within the University and to require reports on such research from the persons employed thereon;
- (x) to recommend to the Board the making of Grants to sections or colleges, which contribute to University teaching and research;
- (xi) to make regulations regarding the holding of convocation; and
- (xii) to constitute a Committee on student discipline with the Dean of Student affairs as the ex-officio Chairman.

**Faculties:**

1. The University shall have the Faculties of Veterinary Science, Dairy Science and Fishery Science and such other Faculties as may be prescribed.
2. Each faculty shall comprise such departments with such assignment of subjects of study as may be prescribed.
3. There shall be a Board for each Faculty, the constitution and powers of which shall be prescribed.
4. There shall be a Dean for each faculty who shall be appointed in such manner and for such period, as may be prescribed.
5. The Dean shall be the Chairman of the Board of the Faculty and be responsible for the faithful observance of the statutes and regulations relating to the Faculty and for the organization and conduct of the teaching, research and extension work of the departments comprised therein.
6. Each department shall be a head, whose appointment, powers and duties shall be as prescribed, and who shall be responsible to the Dean for the proper organization and working of the department.

**Powers and duties of the Boards of Faculties:**

The Boards of Faculties shall have the following powers; namely:

- a. To make recommendation to the Academic Council regarding admission of students to the University;
- b. To draw the curricula and courses and recommend to the Academic Council books to be prescribed as text books; Provided that no book shall be recommended unless the report of the members of the Board of Faculties is obtained thereon;
- c. To recommend to the Academic Council conditions under which students shall be admitted to the Degrees, Diplomas and Certificates;
- d. To recommend to the Academic Council the establishment, amalgamation, Sub-division and abolition of Departments;

- e. To propose the fellowships, Scholarships, Studentships, Bursaries, Medals and Prizes to be instituted by the Board of Management;
- f. To recommend to the Academic Council for the recognition of the degrees, diplomas and other certificates of the recognized Universities and determine their equivalence to the corresponding degrees, diplomas and certificates of the Andhra Pradesh Agricultural University;
- g. To act as a consultation body in regard to all questions referred to it generally and those relating to an integrated and well balanced course of study particularly;
- h. To suggest to the Academic Council examiners on special subjects and
- i. To consider in consultation with the examiners, the objections raised to questions set at any examinations held by the University; Provided that if the Board of Faculties and examiners do not agree upon the course to be adopted, the decision of the Boards of Faculties shall be subject to the confirmation of the Vice-Chancellor and if the Vice-Chancellor does not confirm decision of the Boards of Faculties the matter shall be referred to the Academic Council whose decision thereon shall be final.
- j. The Boards of Faculties shall have power to appoint either standing or temporary committees as they are necessary for their deem proper functioning.

## **STATUTES AND REGULATIONS**

### **Statutes**

**Subject to the provisions of this Act, the statues may provide the all or any other following matters, namely:-**

- (a) the constitution, powers and duties of the Authorities;
- (b) the powers, functions, duties and conditions of service of the officers other than the Chancellor;
- (c) the methods of election in respect of the Authorities and the manner of resolving the disputes in respect thereof;
- (d) the procedure at meetings of such authorities including the quorum for the transaction of business by them;
- (e) the designation, manner of appointment, powers and duties of the officers;
- (f) the classification and manner of appointment of teachers;\
- (g) the holding of convocations to confer degrees and diplomas;
- (h) the conferment of honorary degrees and academic distinctions;
- (i) the establishment, amalgamation, subdivision and abolition of Faculties;
- (j) the establishment of departments of teaching in the faculties;
- (k) the establishment and abolition of hostels maintained by the University;
- (l) the institution of fellowships, scholarships, studentships, bursaries, medals and prizes and the conditions of award thereof;
- (m) the conditions of registration of graduates and the maintenance of register thereof;

- (n) the entrance or admission of students to the University and their enrolment and continuance assuch;
- (o) the courses of study to be laid down for all degrees and diplomas of the University;
- (p) the conditions under which students shall be admitted to the degree diploma or other courses and to the examinations of the University and shall be eligible for the award of degrees and diplomas;
- (q) the conditions of residence of the students of the University and the levying of fees for residence in hostels maintained by the University;
- (r) the fees which may be charged by the University connected therewith;
- (s) the conditions and mode of appointment and the duties of examining bodies and examiners;
- (t) the conduct of examinations;
- (u) the conditions of service, remuneration and allowances, including traveling and daily allowances, to be paid to officers, teachers and other persons employed under the University and (V) all other matters necessary for carrying out all or any of the purposes of the Act.

#### **How statutes are made**

- (1) The first statutes with regard to matter set out in causes (a) to (m) of section 41 shall be made by the Government.
- (2) Subject to the prior approval of the Government, the Board may from time to time, make any statute in addition to the first statutes referred to in sub-section (1) and may amend or repeal any statute in the manner herein after provided it, this section.
- (3) The Academic Council may propose to the Board the draft of any statute to be made by the Board and such draft shall be considered by the board at its next meeting. Provided that the Academic Council shall not propose the draft of any such statute, any amendment of a statute or repeal of a statute affecting the statute, powers are constitution of any existing authority until such authority has been given an opportunity to express its views on such proposal and any views so expressed shall be considered by the Board.
- (4) The Board may consider any such draft as is referred to in sub-section (3) and make the statute or reject it or return it to the Academic Council for re-consideration, either in whole or part, together with any amendments which it may suggest.
- (5) Any member of the Board may propose to it the draft of any statute, any, amendment of a statute or repeal of a statute and the Board may either accept or reject the proposal if it relates to a matter not falling within the purview of the Academic Council. In case such draft relates to a matter within the purview of the Academic Council, the board shall refer it for consideration to the Academic council, which may either report to the Board that it does not approve the proposal, which shall then be deemed to have been rejected by the Board, or forward such draft to the Board in such form as the Academic Council may approve, and the provisions of this section shall apply in the case

of a draft so forwarded as they apply in the case of a draft proposed to the Board by the Academic Council.

- (6) Every first statute made under sub-section (1) shall immediately after it is made, be laid before each house of the State Legislature if it is in session and if it is not in session in the session immediately following for a total period of fourteen days which may be comprised in one session or in two successive sessions, and if, before the expiration of the session in which it is so laid or the session immediately following, both houses agree in making any modification in the statute or in the annulment of the statute, the statute shall thereafter have effect only in such modified form or shall stand annulled, as the case may be; so however that any such modification or annulment shall be without prejudice to the validity of anything previously done under the Statute.

### **Regulations**

- (1) The authorities may make regulations consistent with this Act and the statutes for all or any other matters which by this act and the statutes are to be provided for by the regulations, and also for any other matter solely concerning such Authorities and not so provided.
- (2) Every Authority shall make regulations providing for the giving of notice to the members of such authority of the dates of meeting and of the business to be considered at meetings and for the keeping of a record of the proceedings of meetings.
- (3) The Board may direct the amendment, in such manner as it may specify, of any regulation made under this section or the annulment of any regulation made there under by any Authority.
- (4) The Academic Council, may, subject to the provisions of the statutes, make regulations providing for courses of study for the various examinations, degrees and diplomas of the University after receiving drafts of such regulations from the Board of Faculty concerned.
- (5) The Academic Council shall not amend a draft of a regulation received from the Board of a Faculty but may reject it or return it to the Board of Faculty for reconsideration either in whole or in part together with any amendment which it may suggest.

### **A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL**

<b>Categories of Documents and Records</b>	<b>Controlling Officer</b>
1. All administrative records, stock files, recruitments, transfers, deputations etc.	Registrar
2. All Research records, stock files etc.	Director of Research
3. All teaching records, stock files, admissions (UG & Diploma), student particulars, hostel Particulars, curriculum and examinations, degrees etc.	Dean of Faculty
4. All PG admissions, curriculum and examinations etc.	Dean of faculty

5. All Extension activities, stock files etc.	Director of Extension
6. Tenders, civil works etc.	Estate Officer
7. Library activities, stock files etc.	Dean of Dairy Science
8. Budget records, stock files etc.	Comptroller
9. Basic records, stock files, field layout plan, Research records, stock registers	Head of Research Station/Scheme
10. Student particulars and hostel particulars, admissions, examinations etc.	Associate Dean
11. Extension related records, on farm trials, training programmes, meetings etc.	KVK, ATIC, Electronic wing etc.

**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 THERE OF:**

**1. Board of Management**

The Board of Management of SVVU is the apex body, empowered to make decisions, with the Vice- Chancellor as its Chairman, who is also the Chief Executive of the University.

The Board of Management has representatives from State Legislature / Parliament (4), the industrialists in Livestock, Poultry and Fishery sectors (2), Scientific Community (1), three Progressive farmers in Livestock, Poultry and Fishery sectors, One member from State Veterinary Council. In addition, one representative from the Indian Council of Agricultural Research & one representative from IVRI, three Members of Academic Council of the University and Secretaries to Government from AHDD&F, Finance Departments and Directors of State Department Animal Husbandry and Commissioner of Fisheries are also the Members of the Board of Management of SVVU.

**2. Academic Council**

The Academic Council is vested with the responsibility of implementing and monitoring all the academic programmes. The Council is headed by the Vice-Chancellor as Chairperson and consists of Deans of Faculties, Directors of Research and Extension, University Heads of Departments and Professors as Members. In addition, the Council consists of ten academicians representing different faculties nominated by the Vice-Chancellor and two representatives of the Board of Management. As Chief Executive of the University, the Vice-Chancellor is vested with the powers and responsibilities for the academic administration.



### 3. Research and Extension Advisory Council (REAC)

The Vice-Chancellor is the Chairperson for the Research and Extension Advisory Council (REAC). Director of Extension, Director of Research, Director of Animal Husbandry, three farmers, Programme Coordinators of KVKs, Board of Management of SVVU, all the Principal Scientists and Heads of Research Stations, representatives of Progressive Farmers of the nine agro-climatic zones. This Council suggests the research strategies based on feedback on the problems encountered by the farmers of the State.

#### DIRECTORY OF UNIVERSITY OFFICERS OF SRI VENKATESWARA VETERINARY UNIVERSITY (SVVU)

Name of the University : Sri Venkateswara Veterinary University  
Place : Tirupati  
Andhra Pradesh Pin Code: 517 502  
Website: [www.svvu.ac.in](http://www.svvu.ac.in)

1. Vice-Chancellor :**Dr. V. Padmanabha Reddy**  
Phone: Office:0877-2248986  
Mobile No:9989051540  
Fax:+91-0877-2249222  
E-mail: [vcsvvu@gamil.com](mailto:vcsvvu@gamil.com)
2. Registrar : **Dr. A. Ravi**  
Phone: Office:0877-2248894 Mobile No:9890515419  
Fax: 0877-2248881  
E-mail: [registrarsvvu@yahoo.com](mailto:registrarsvvu@yahoo.com)
3. Dean of Veterinary Science : **Dr. K. Sarjan Rao I/C**  
Phone: Office:0877-2249786 Mobile No: 9989051543  
Fax: +91-0877-2249786  
E-mail:[dvsc\\_svvutpt@yahoo.co.in](mailto:dvsc_svvutpt@yahoo.co.in)
4. Dean of Dairy Science: **Dr. J. Suresh**  
Phone: 0877-2249166  
Mobile No: 9701577709  
E-mail:[deandairy.svvu@gmail.com](mailto:deandairy.svvu@gmail.com)
5. Director of Research: **Dr. K. Sarjan Rao**  
Phone: Office:0877-2249186  
Mobile No:9989051549, Fax:+91-0877-2249186  
E-mail:[drsvvutpt@gmail.com](mailto:drsvvutpt@gmail.com)
6. Director of Extension:**Dr. G. Venkata Naidu**  
Phone: Office:0877-2249114  
Cell No: 9701577708 Fax:+91-0877-2249114  
E-mail:[desvvu@gmail.com](mailto:desvvu@gmail.com)

7. Dean of Students Affairs :**Dr. A. Ravi I/C**  
Phone: Office:0877-2249221  
Mobile No: 9989051544 Fax:+91-0877-2249221  
E-mail:[dsa\\_svvutpt@yahoo.com](mailto:dsa_svvutpt@yahoo.com)
8. Controller of Examinations: **Dr. J. Suresh I/C**  
Phone: 0877-2249220  
Mobile No: 9989777373  
E-mail:[coesvvu@gmail.com](mailto:coesvvu@gmail.com)
9. Comptroller : **Sri. T. Nagesh I/C**  
Phone: Office:0877-2249785  
Mobile No: 9989051545 Fax:+91-0877-2249785  
E-mail:[svvucmptroller@gmail.com](mailto:svvucmptroller@gmail.com)
10. Estate Officer: **Sri. T. Nagesh**  
Phone: Office:0877-2248922  
Mobile No: 9989095551 Fax:+91-0877-2248922  
E-mail:[estateofficersvvu@gmail.com](mailto:estateofficersvvu@gmail.com)

**THE MONTHLY REMUNERATION OF REGULAR EMPLOYEES WORKING IN SVVU  
AS ON 01.01.2016  
Revised U.G.C. Pay Scales 2016**

Sl. No	Designation	Scale of pay	Remarks
1	2	3	4
1	Vice-Chancellor	Rs.210000/-	--
2	Registrar	144200-218200	--
3	Dean	144200-218200	-
4	Director	144200-218200	-
5	Comptroller	73270-108330	State Govt.
6	Estate Officer	56870-105810	State Govt.
7	Associate Dean	144200-218200	--
8	Professor	144200-218200	-
9	Associate Professor Selection Grade	144200-218200	--
10	Associate Professor	131400-217100	-
11	Assistant Professor Selection Grade (CAS)	131400-217100	-
12	Assistant Professor (Senior Scale (CAS))	68900-205500	-
13	Assistant Professor	57700-182400	-
14	Principal Scientist	144200-218200	--
15	Senior Scientist	131400-217100	-
16	Scientist Selection Grade (CAS)	131400-217100	-
17	Scientist Senior Scale (CAS)	68900-205500	-

18	Scientist	57700-182400	-
19	Physical Director	57700-182400	--
20	Asst. Librarian Selection Grade	144200-218200	--
21	Asst. Librarian Sr. Scale	68900-205500	-
22	Asst. Librarian	57700-182400	-
23	Farm Supdt. Selection Grade	131400-217100	-
24	Farm Supdt. Sr.Scale	68900-205500	-
25	Farm Supdt.	57700-182400	
26	Physical Director(SG)	131400-217100	-
27	Physical Director Sr. Scale	68900-205500	-

**The Andhra Pradesh Revised Pay Scales 2015 to Non-Teaching Staff**

<b>S. NO</b>	<b>Designation</b>	<b>Scale of pay</b>	<b>Remarks</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
1	Comptroller	73270-108330	
2	Estate Officer	56870-105810	
3	Joint Registrar	52590-103290	
4	Executive Engineer	49870-100770	
5	Deputy Registrar/ Deputy Comptroller	46060-- 98440	
6	Transport Officer	42490-96110	
7	Medical Officer	40270-93780	
8	Deputy Executive Engineer (Civil)	42490-96110	
9	Deputy Executive Engineer (Elec.)	42490-96110	
10	Assistant Registrar/ Assistant Comptroller/ Administrative Officer/ PA to Vice Chancellor	37100- 91450	
11	Assistant Engineer (Civil)	31460-84970	
12	Assistant Engineer (Electrical)	31460-84970	
13	Superintendent	28940-78910	
14	Special Grade Steno	28940-78910	
15	Statistical Assistant	28940-78910	
16	Vety.Live Stock Inspector (Jr.Vety.Officer)	25140-73270	
17	Upper Division Steno	<u>23100-67990 (EIP)</u> 22460-66330	
18	Assistant Editor & Translator	<u>23100-67990(EIP)/</u> <u>22460-66330</u>	
19	Draughtsman Grade-II	24440-71510	
20	Senior Assistant	22460-66330	
21.	Dairy Supervisor	21230-63010	
22.	Artist-cum- Photographer	21230-63010	
23.	Senior Proof Reader	21230-63010	
24.	Computer	21230-63010	
25.	Field Investigator	21230-63010	
26.	Mechanic Grade.I	21230-63010 ( <u>ITI Certificate holders</u> ) <u>17890-53950</u> ( <u>for non ITI holders</u> )	
27.	UD Caretaker	21230-63010	
28.	Laboratory Assistant	19500-58330	

29.	Radiographer	22460-66330	
30.	Srenior Lab. Technician	21230-63010	
31.	Senior Technician (Production)	19500-58330	
32.	Pharmacist Grade-II	18400-55410	
33.	Laboratory Technician	19500-58330 (for Graduates) 17890-53950 (for promotes)	
34.	Chick Sexer	<u>17890-53950 (EIP)</u> 16400-49870 (P)	
35.	Dairy Assistant	17890-53950	
36.	Livestock Assistant (Stockman)	17890-53950	
37.	Driver (H.V) (Driver/Tractor)	17890-53950	
38.	Electrician	17890-53950 (for those who possess the qualification prescribed under the rules)	
		14600-44870 (for unqualified existing incumbent)	
39.	Mechanic Grade.III	17890-53950 (for those who possess the qualification prescribed under the rules)	
		14600-44870 (for unqualified existing incumbent)	
40.	Gas Mechanic	17890-53950 (for those who possess the qualification prescribed under the rules)	
		14600-44870 (for unqualified existing incumbent)	
41.	Farm Assistant / Livestock Assistant	21230-63010	
42.	Vety.Compounder (Vety. Asst)	18400-55410	
43.	Junior Library Assistant	16400-49870	

44.	Junior Asst.(Converted as Junior Asst.-cum- Typist)/ Typist/ Lower Division Clerk (Stores)	16400-49870	
45.	Telephone Operator	16400-49870	
46.	L.D. Steno	16400-49870	
47.	Sub-Asst. (Agrl. Extn. Officer)	16400-49870	
48.	In charge Medical Store	16400-49870	
49.	Computer Operator/ Data Entry Operator	16400-49870	
50.	Master Flayer	15460-47330	
51.	Driver (L.V) (Driver/Tractor)	15460-47330	
52.	Blacksmith Grade-II	15030-46060 (for those who possess ITI trade certificate)	
		13780-42490 (for unqualified existing incumbent personal)	
53.	Carpenter Grade-II	15030-46060 (for those who possess ITI trade certificate)	
		13780-42490 (for unqualified existing incumbent personal)	
54.	Cashier	15460-47330	
55.	Operation Theatre Master Technician	17890-53950	
56.	Record Assistant	15030-46060	
57.	Shelf Assistant	15030-46060	
58.	Farrier/Butcher	13780-42490	
59.	Dresser	13780-42490	
60.	Curatory-cum- Museum/ Technician	13780-42490	
61.	Lineman (Sanitary)	13390-41380	
62.	Lineman (Electricity)	13390-41380	
63.	Poultry Attendant	13390-41380	
64.	Syce / Sterilizer / Butler-cum-bearer	13390-41380	
65.	Experimental Animal Man	13390-41380	
66.	Bull Attendant	13390-41380	
67.	Postmortem Attendant	13390-41380	
68.	Cook	13390-41380	
69.	Field Supervisor	13390-41380	
70.	Milk Record Keeper	13000-40270	
71.	Dresser (Vety.)	13000-40270	

72.	Nursing Orderly	13000-40270	
73.	Cleaner	13000-40270	
74.	Attender/ Messenger	13000-40270	
75.	Watchman	13000-40270	
76.	Sweeper	13000-40270	
77.	Kamati/Kamatan	13000-40270	
78.	Scavenger	13000-40270	
79.	Ward Boy	13000-40270	
80.	Agricultural Workman/ Mastry	13000-40270	
81.	Malan / Mali	13000-40270	
82.	Waiter	13000-40270	
83.	Animal Attendant/Cattle Attender	13000-40270	
84.	Dog Attendant	13000-40270	
85.	Gowlies	13000-40270	
86.	Incubator Attendant/Lab- Attendent	13000-40270	
87.	Milk Distributor	13000-40270	
88.	Poultry Boy/Poultry Attendant	13000-40270	
89.	Senior Flockmen	13000-40270	
90.	Shepherd	13000-40270	
91.	Dung Carrier	13000-40270	
92.	Fieldman	13000-40270	
93.	Groundman	13000-40270	
94.	Fisherman (NG)	13000-40270	
95.	Fishery workman (NG)	13000-40270	

**DETAILS IN RESPECT OF THE INFORMATION AVAILABLE TO OR HELD BY IT**

The following books / publications are brought out by the University Press, periodically.

- Vyavasayam Monthly Magazine
- Vyavasaya Panchangam
- SVVU Annual Report
- Research and Extension Highlights
- SVVU News Letters
- Journal of Research SVVU
- SVVU at a glance
- Accreditation Reports
- Budget Estimate

In addition to these publications, University also produces number of CDs for Public use, on various topics related to Livestock and allied sciences.

**PARTICULARS OF DESIGNATIONS, ADDRESSES OF THE PERSONS WHO HAVE BEEN NOMINATED UNDER RIGHT TO INFORMATION ACT, 2005 IN SRI VENKATESWARAVETERINARY UNIVERSITY, TIRUPATI, ANDHRA PRADESH.**

**University Administrative Office**

**Public Information Officer** : **Joint Registrar**  
**Appellate Authority** : **Registrar**

**COLLEGES:**

**College of Veterinary Science, Tirupati.**

Administrative Officer : PIO  
 Superintendent : APIO  
 Associate Dean : Appellate Authority

**NTR College of Veterinary Science, Gannavaram**

Administrative Officer : PIO  
 Superintendent : APIO  
 Associate Dean : Appellate Authority

**College of Veterinary Science, Proddatur**

Administrative Officer : PIO  
 Superintendent : APIO  
 Associate Dean : Appellate Authority

**College of Fishery Science, Muthukur**

Administrative Officer : PIO  
 Superintendent : APIO  
 Associate Dean : Appellate Authority

**College of Dairy Technology, Tirupati**

Administrative Officer : PIO  
 Superintendent : APIO  
 Associate Dean : Appellate Authority

**College of Veterinary Science, Garividi**

Administrative Officer : PIO  
 Superintendent : APIO  
 Associate Dean : Appellate Authority



**Animal Husbandry Polytechnics****Animal Husbandry Polytechnic,  
Palamaner**

Principal : PIO  
 Superintendent/Senior Assistant/JACT : APIO  
 Dean of Veterinary Science : Appellate Authority

**Animal Husbandry Polytechnic,  
Madakasira**

Principal : PIO  
 Superintendent/Senior Assistant/JACT : APIO  
 Dean of Veterinary Science : Appellate Authority

**Animal Husbandry Polytechnic, Garividi**

Principal :  
 Superintendent/Senior Assistant/JACT : APIO  
 Dean of Veterinary Science :

**Animal Husbandry Polytechnic,  
Venkataramannagudem**

Principal : PIO  
 Superintendent/Senior Assistant/JACT : APIO  
 Dean of Veterinary Science : Appellate Authority

**Animal Husbandry Polytechnic,  
Ramachandrapuram**

Principal : PIO  
 Superintendent/Senior Assistant/JACT : APIO  
 Dean of Veterinary Science : Appellate Authority

**Animal Husbandry Polytechnic, Rapur**

Principal : PIO  
 Superintendent/Senior Assistant/JACT : APIO  
 Dean of Veterinary Science : Appellate Authority

**Animal Husbandry Polytechnic,  
Banavasi**

Principal : PIO  
 Superintendent/Senior Assistant/JACT : APIO  
 Dean of Veterinary Science : Appellate Authority

**Animal Husbandry Polytechnic,  
Kommemarri, Peapully Mandal**

Principal : PIO  
 Superintendent/Senior Assistant/JACT : APIO  
 Dean of Veterinary Science : Appellate Authority

**Fishery Polytechnic, Bhavadevarpalli,  
Krishna district**

Principal	: PIO
Superintendent/Senior Assistant/JACT	: APIO
Dean Fishery Science	: Appellate Authority

**FISHERY RESEARCH STATIONS**

**Fisheries Research Station, Kakinada**

Principal Scientist & Head	: PIO
Senior Assistant/Junior Assistant-cum-Typist	: APIO
Director of Research	: Appellate Authority

**Fisheries Research Station, Undi,  
Bhimavaram**

Principal Scientist & Head	: PIO
Senior Assistant/Junior Assistant-cum-Typist	: APIO
Director of Research	: Appellate Authority

**VETERINARY RESEARCH STATIONS**

**Livestock Research Station,  
Palamaner**

Principal Scientist & Head	: PIO
Senior Assistant/Junior Assistant-cum-Typist	: APIO
Director of Research	: Appellate Authority

**Livestock Research Station, Mahanandi**

Principal Scientist & Head	: PIO
Senior Assistant/Junior Assistant-cum-Typist	: APIO
Director of Research	: Appellate Authority

**Sheep & Goat Research Station,  
Banavasi**

Principal Scientist & Head	: PIO
Senior Assistant/Junior Assistant-cum-Typist	: APIO
Director of Research	: Appellate Authority

**Livestock Research Station, Garividi**

Principal Scientist & Head	: PIO
Senior Assistant/Junior Assistant-cum-Typist	: APIO
Director of Research	: Appellate Authority

**ALL INDIA COORDINATED RESEARCH  
PROJECT ON PIGS, Tirupati**

Principal Scientist & Head	: PIO
Senior Assistant/Junior Assistant-cum-Typist	: APIO
Director of Research	: Appellate Authority

**Livestock Research Station,  
Siddaramapuram**

Principal Scientist & Head	: PIO
Senior Assistant/Junior Assistant-cum-Typist	: APIO
Director of Research	: Appellate Authority

**Livestock Research Station, Lam Farm,  
Guntur**

Principal Scientist & Head	: PIO
Senior Assistant/Junior Assistant-cum-Typist	: APIO
Director of Research	: Appellate Authority

**Buffalo Research Station,  
Venkataramannagudem**

Principal Scientist & Head	: PIO
Senior Assistant/ Junior Assistant-cum-Typist	: APIO
Director of Research	: Appellate Authority

**VETERINARY HOSPITALS**

**SVVU Super Speciality Veterinary  
Hospital, Visakhapatnam**

Officer In-charge &Head	: PIO
Senior Assistant/Junior Assistant-cum-Typist	: APIO
Dean of Veterinary Science	: Appellate Authority

**KRISHI VIGYAN KENDA (KVK)**

**KVK, Lam, Guntur District**

Programme Coordinator	: PIO
Superintendent	: APIO

**REGIONAL ACCOUNTS OFFICE****Tirupati**

Assistant Comptroller : PIO  
Superintendent : APIO  
Comptroller : Appellate Authority

**Gannavaram**

Assistant Comptroller : PIO  
Superintendent : APIO  
Comptroller : Appellate Authority

**STATE LEVEL DIAGNOSTIC  
LABORATORY (SLDL)****Tirupati**

Senior Scientist & Head : PIO  
Senior Assistant/Junior Assistant-cum-  
Typist : APIO  
Director of Research : Appellate Authority

**CCVEC - TIRUPATI**

Co-Ordinator : PIO  
Director of Extension : Appellate Authority

**CONTACT PARTICULARS OF INSTITUTION HEADS****ASSOCIATE DEAN OF COLLEGES**

<b>S. No.</b>	<b>College</b>	<b>Email Id</b>	<b>Telephone / Mobile No.</b>	<b>Fax No</b>
1.	College of Veterinary Science Tirupati- 517 502, Chittoor Dist.	adcvstcpt@gmail.com	0877-2249932/ 99890 49932	0877- 2249563
2.	NTR College of Veterinary Science Gannavaram - 521 102 Krishna Dist.	ntrcvsc@gmail.com	08676- 253767/08676- 253782/99890 51547	08676- 252335
3.	College of Veterinary Science Proddatur - 516 360 Dr.YSR Kadapa Dist.	adcvscpdtr@gmail.com	08564-248076 99890 77516	08564- 248075
4.	College of Fishery Science Muthukur - 524 344 SPSR Nellore Dist.	cfscsvvu@gmail.com	0861-2377579 97016 20777	0861- 2377579
5.	College of Dairy Technology, Tirupati - 517 502, Chittoor Dt.	cdttpt.svvu@gmail.com	0877-2249392 99894 22205	0877- 2249392
6.	College of Vety. Science, Garividi- 535 101, Vizianagaram Dist.	cvscgvd@gmail.com	08952-281166 7995008900	---

**PRINCIPALS OF POLYTECHNICS**

1.	A.H.Polytechnic Banavasi - 518 360 Kurnool Dist.	<a href="mailto:ahpbanavasi@gmail.com">ahpbanavasi@gmail.com</a>	08512-246500 7995008920	---
2.	A.H.Polytechnic , Palamaner – 517408 Chittoor Dist.	<a href="mailto:ahpplnr@gmail.com">ahpplnr@gmail.com</a>	7995008925	---
3.	A.H.Polytechnic V.R. Gudem - 534 101 West Godavari Dist	principal.vrg@gmail.com	08818-284444 7995008923	08818- 284444
4.	A.H.Polytechnic Garividi- 535 101 Vizianagaram Dist.	ahpgarividi2005@gmail.com	08952- 281970 7995008921	---
5.	Sri.Neelakantapuram Kaverappa AH polytechnic, Madakasira – 515 301 Anantapur Dist.	<a href="mailto:ahpmadakasira@gmail.com">ahpmadakasira@gmail.com</a>	7995008924	---

6.	Sri K.P.P. A.H. Polytechnic R. C Puram, Pin : 502 032 East Godavari Dist.	skppahp@gmail.com	08857-242470 7995008922	---
7.	A.H.Polytechnic Rapur -524 408, SPSR Nellore Dist.	<a href="mailto:ahprapur2007@gmail.com">ahprapur2007@gmail.com</a>	7995008926	---
8.	Sri Mandali Venkata Krishna Rao Fisheries Polytechnic, Bhavadevarapalli -521120, Krishna Dist.	fishpolytechnic@gmail.com	08671-278111 7995008916	08671-272966
9	AHP, Kommemarri, Peapully Mandal, Kurnool District-518221	principal.ahpkommemarri@gmail.com		

### HEADS OF RESEARCH STATIONS

S. No.	Station	Email ID	Telephone / Mobile No.	Fax No
1.	AICRP on Pigs, Tirupati - 517 502 Chittoor Dt.	aicrponpigstirupati@gmail.com	0877-2248948 7995008935	---
2.	L R S Lam, Guntur - 522 034 Guntur Dist.	lrslamsvvu@gmail.com	0863-2524085 7995008933	0863-2524085
3.	L R S, Palamaner - 517 408 Chittoor Dist.	lrsplnr@gmail.com	08579-202258 7995008934	---
4.	L R S, Garividi - 535 101 Vizainagaram Dist.	lrsgarividi1989@gmail.com	08952-282458 7995008931	08952-282458
5	B R S, V.R. Gudem - 534 101 West Godavari Dist.	brsvrgudem@gmail.com	08818- 284500 7995008932	08818-284500
6	L R S Mahanandi -518 502, Kurnool Dist.	<a href="mailto:lrmahanandi@gmail.com">lrmahanandi@gmail.com</a>	08514 -284523 7995008929	08514-284523
7.	L R S, Siddarampuram Bukkarayasamudram Ananthapur Dist. 515701	<a href="mailto:lrsdpatp@gmail.com">lrsdpatp@gmail.com</a>	7995008930	---
8	Sheep & Goat Research Station, Banavasi-518360, Kurnool Dist.	<a href="mailto:lrsbanavasi@gmail.com">lrsbanavasi@gmail.com</a>	79950 08920	

9.	F R S Kakinada - 533 001 East Godavari, Dist.	<a href="mailto:frs_kkd@yahoo.com">frs_kkd@yahoo.com</a>	0884 -2374267 7995008919	0884- 2374267
10.	F R S Undi - 534 199 West Godavari Dist.	<a href="mailto:frsundi@gmail.com">frsundi@gmail.com</a>	08816 -277933 7995008918	08816- 277933
11	Instructional cum Research Aqua farm, Balabadrapuram East Godavari dist. 533342	<a href="mailto:irafbbpm@gmail.com">irafbbpm@gmail.com</a>	7995008917	-
12	State level Disease Diagnostic Laboratory, Tiruapti, Chittoor Dist - 517502	headsldl2016@gmail.com	0877-2248062 7995008928	-

**L.R.S.:**Livestock Research Station    **B.R.S:** Buffalo Research Station

**F.R.S.:** Fisheries Research Station

### **SVVU SUPER SPECIALITY VETERINARY HOSPITAL**

1	SVVU Super Speciality Veterinary Hospital, Maharanipeta, Visakhapatnam-530020	<a href="mailto:veterinary_polyvsp@yahoo.in">veterinary_polyvsp@yahoo.in</a>	0891-2706679 7995008927	0891- 2706679
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### **KRISHI VIGYAN KENDRA (KVK)**

1	KVK, Lam - 522034 Guntur District.	kvk_guntur@yahoo.com	0863-2524200 9989051559	0863- 2524200
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### **CCVEC, SVVU, Tirupati**

1	CCVEC, SVVU, Tirupati, Chittoor District.- 517 502	ccvecsvvu@gmail.com	0877-2248077 7995008907	0877- 2248077
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