



PROACTIVE DISCLOSURE

KAMDHENU UNIVERSITY GANDHINAGAR



PROACTIVE DISCLOSURE

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

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



PROACTIVE DISCLOSURE

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The particulars of its organization, functions and duties.

Section 4(1)(b)(i)

Kamdhenu University, Gandhinagar came into existence by the Gujarat Act No. 9 of 2009 which is referred to as "the Kamdhenu University Act, 2009".

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

Prof. M. C. Varshneya appointed Vice-Chancellor

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

Head Quarter & Jurisdiction

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

The Act envisages that no educational institutions imparting education, conducting and guiding research or conducting extension education programme in veterinary and allied science and situated in the jurisdiction of the University shall be associated in any way with any other University established by law.



Head of office and Head of Unit as mentioned below:

1. Head of Unit:-

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

2. Head of the Office:-

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

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

- (a) making provision for imparting education in veterinary and allied sciences;
- (b) furthering the advancement of learning and conducting of research in veterinary and allied sciences;
- (c) undertaking the extension education through appropriate media in veterinary and allied sciences;
- (d) making provision for the study of basic sciences with a view to supporting other professional studies and thereby integrating such studies in the University curriculum;
- (e) undertaking the integration of teaching, research and extension education in veterinary and allied sciences with a view to promoting the productivity of animals and livestock;
- (f) conferring such degrees, diplomas, certificates and other academic distinctions as the University may deem fit; and
- (g) Such other purposes, not inconsistent with the provisions of this Act which the State Government may, on the application by the University, by notification in the *Official Gazette*, specify in this behalf.



Following are the powers and functions of the University:

1. To provide for education and instructions for undergraduate and post-graduate in veterinary and allied sciences and other branches of learning.
2. To provide for conduct of research in veterinary and allied sciences and other branches of learning.
3. To provide for dissemination of the findings of research, technology and technical information through extension education programmes.
4. To lay down courses of instruction for the various examinations.
5. To hold examinations and to confer degrees, diplomas and other academic distinctions on persons who have pursued the approved courses of studies or have done research work in the University or in affiliated colleges or recognized institutions.
6. To confer honorary degrees, diplomas and other academic distinctions as may be prescribed.
7. To withdraw or cancel any degree, diploma and the academic distinctions conferred or granted by the University in the manner as may be prescribed.
8. To provide for lectures, instruction and training to field workers, village leaders and other persons not enrolled as regular students of the University and to grant certificates to them as may be prescribed.
9. To collaborate and co-operate with other Universities, and institutions in such manner and for such purposes as the University may determine.
10. To establish and maintain colleges, schools, centers, Departments and Institutions relating to veterinary and allied sciences.
11. To establish and maintain laboratories, libraries, research stations, institutions and museums for teaching, research and extension education.
12. To create posts for teaching, research and extension education, administrative, ministerial and other purposes and to make appointment thereto.



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13. To institute and award fellowship, scholarships, stipends, medals, prizes and other awards.
14. To establish, maintain and manage hostels and residential accommodations for students and staff of the University.
15. To fix, demand, receive and recover such fees and other charges, as may be prescribed.
16. To co-ordinate, supervise, regulate and control the residence, conduct and discipline of the students of the University, and to make arrangements for promoting their education, health and welfare.
17. To make special provision for research and extension education in veterinary and allied sciences in relation to arid areas and areas prone to scarcity in the State of Gujarat.
18. To institute and manage bureau of information and of employment for the benefit of students of the University.
19. To make arrangement for training for competitive examinations for recruitment to services under the Government of India and the State Governments.
20. To associate or admit educational institution with, or to the privileges of the University by way of affiliation, recognition or approval.
21. To withdraw or modify either in whole or in part, affiliation, recognition or approval of educational institutions.
22. To inspect colleges, recognized institutions and approved institutions and to take measures to ensure that proper standards of instruction, teaching and training are maintained in them and that adequate library and laboratory provisions are made therein.
23. To lay down and regulate the scales of salaries and allowances and other conditions or service of the members of the teaching, other academic and non-teaching staff of the University. The scales of salaries and allowances shall be implemented with the approval of the State Government.

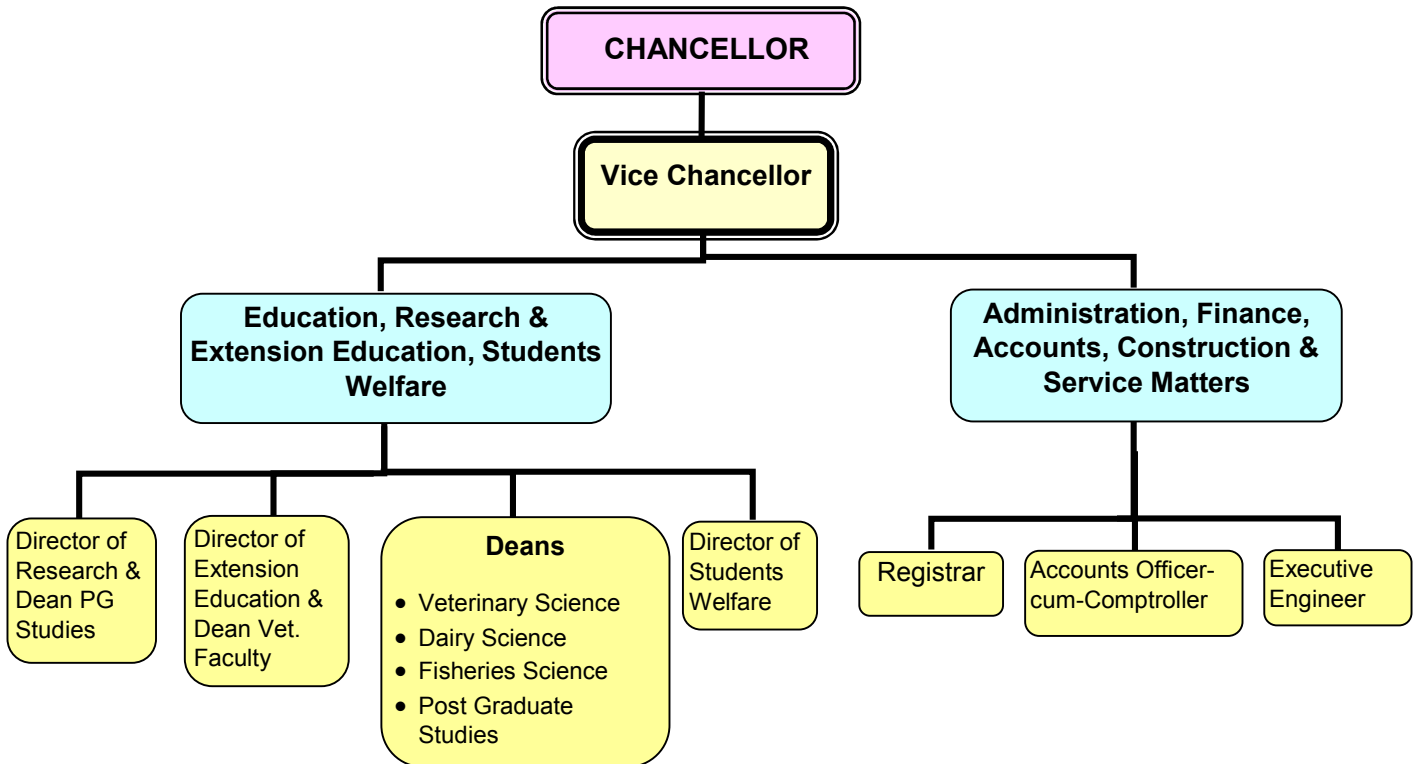


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24. To provide for the recognition of students' Unions or associations of teachers, academic staff or other employees of the University, affiliated colleges and recognized institutions.
25. To hold and manage trusts and endowments.
26. To do all such other acts and things incidental to the powers aforesaid as may be required in furtherance of the objects of the University.

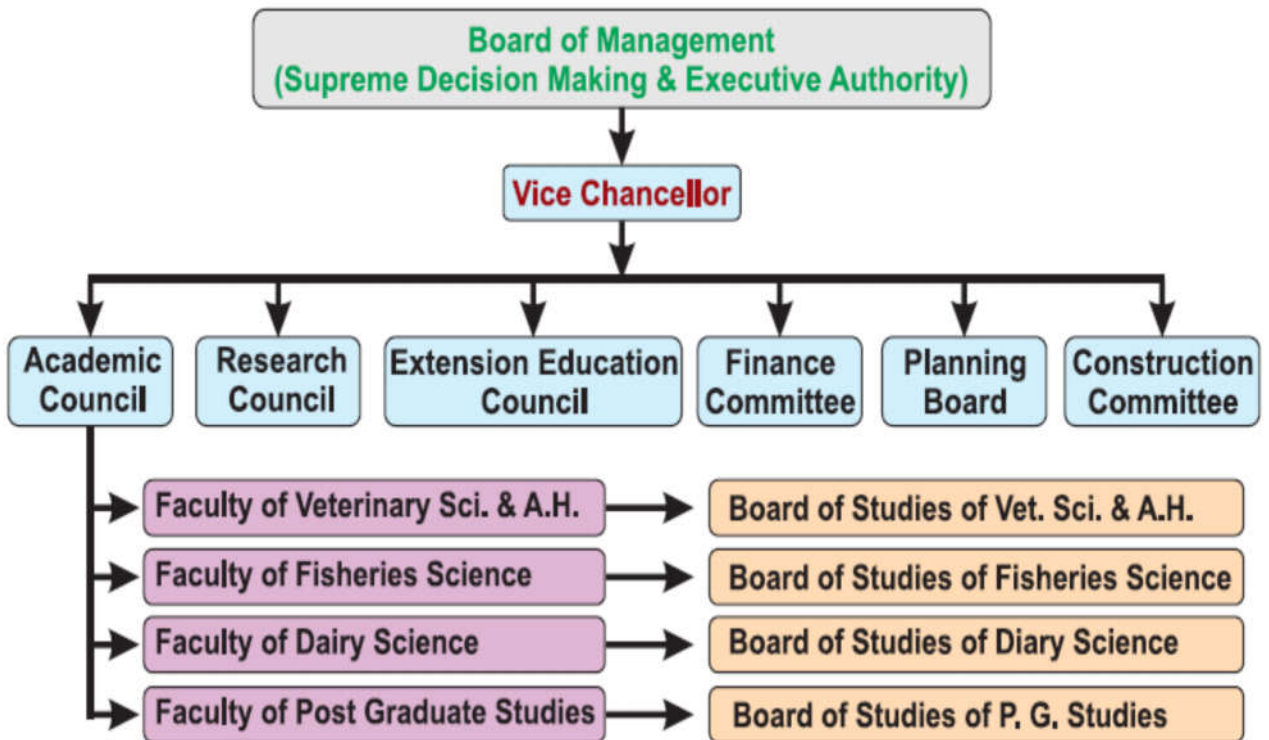


Organization Chart





Organizational Chart and Decision Channel





The powers and duties of its officers and employees.

Section 4(1)(b)(ii)

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

Chancellor:

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

Vice Chancellor:

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



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



Deans of Faculty:

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



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- (10) Be responsible for proper utilization of laboratory equipment, teaching aids, lands at the disposal of his Faculty and upkeep of the same through the Principal, Heads of Departments and other academic staff members concerned and keep the University authorities informed about the same from time to time.
- (11) Make arrangements for ensuring impartial assessment of the students in different examinations by prescribing external evaluations and appointing examiners in accordance with the regulations made in this behalf.
- (12) Make arrangements with the approval of the Vice-Chancellor for holding Conferences, Symposia, Seminars and such other meetings or lectures as may be deemed essential and / or desirable.
- (13) Exercise such other powers and perform such other duties as may be required in order to further the objectives of the University.

Directors:

Director of Research and Dean of Post Graduate Studies

- (1) Be responsible for the due observance of the Statutes and Regulations.
- (2) Be responsible for the conduct of Post Graduate teaching as well as research activities and preparing the academic programme as regard to the academic calendar, courses offered and curricula of the students as per the existing policies of the University and for that purpose shall pass such orders as may be necessary in consultation with Deans of Faculties and concurrence of the Vice-Chancellor.
- (3) Be responsible for initiation, organization, co-ordination and conduct of research programmes inclusive of post-graduate research in the University, in consultation with the Deans, other Directors and the Heads of the Department concerned.
- (4) Exercise broad administrative control over funds allotted for research, research staff and all properties, facilities, physical verification of properties and materials assigned by the University for the Pursuit of research programmes.
- (5) Prepare the budget estimates for all activities connected with research, research institutions, programmes, publications etc., in consultation with the Deans, Heads of Department and Research Scientists.



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



Director of Extension Education

- (1) Be responsible for initiation, organization, coordination and conduct of extension education programmes in consultation with Deans, other Directors and the Heads of the Department of concerned subject with concurrence of the Vice-Chancellor.
- (2) Exercise broad administrative control over extension education staff, funds allotted for extension education; all properties, facilities and materials assigned by the University for the pursuit of extension education programmes.
- (3) Supervise and exercise control over the extension education activities of all categories of academic staff members.
- (4) Be responsible for ensuring close co-operation and co-ordination of the extension education activities of the University among its constituent colleges, affiliated colleges, research centers and recognized institutions, on one hand and among the concerned Departments of the State Government and Institutions on the other.
- (5) Formulate budget estimates for extension education programmes and activities for all the concerned departments of the University in consultation with the Deans and the Heads of Departments.
- (6) Guide and supervise the working of the Information and Publicity Section dealing with publicity, publications, audio-visual aids, radio and electronic media etc., for the successful implementation of the extension education programmes and other activities.
- (7) Organize extension education units at each of the constituent and affiliated colleges for undertaking and conducting extension education programmes and shall supervise their working.
- (8) Initiate and organize, in consultation with concerned officers of the State Government, Director of Research, Deans and Heads of other institutions; seminars, training classes, camps etc, of farmers and farm women.
- (9) Act a liaison officer for extension education activities of the University under the guidance of the Vice-Chancellor for dealing with all aid-granting agencies, such as the Indian Council of Agricultural Research, Department of Science and Technology and other Central and State Governments and autonomous Institutions or trusts or Co-operative institutions and any other cooperating institutions and agencies.



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- (10) Initiate, plan and organize extension training programmes for professional extension workers including those serving under the constituent and affiliated colleges, research centers, other recognized institutions, Central and State Governments and autonomous institutions.
- (11) Issue certificate under his signature of various extension training programmes conducted by the university.
- (12) Sign Memorandum of Understanding in connection with the Extension Projects to be undertaken in the University as approved by the Board of Management.
- (13) Be responsible for annual verification of stocks and stores of the schemes / centers under his control.
- (14) Make arrangements, with the approval of the Vice-Chancellor, for holding conferences, symposia, seminars and such other meetings and lectures as may be deemed essential and / or desirable.
- (15) Exercise such other powers and perform such other duties as may be required in order to further the objectives of the University.

Director of Students Welfare

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



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

Registrar

1. To manage the property and investments of the University including the trust and endowed property in accordance with the decision of the Finance Committee and the Board.
2. To act as chief custodian of the records, common seal and such other properties of the University as the Board shall commit to its charge.



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3. Act as Secretary to the Board of Management, Academic Council and such other committees as may be specified and to attend all meetings of the Board of Management and Academic Council and to depute any of his assistants to the Committees constituted under the Statute and write minutes thereof.
4. Conduct the official correspondence of the Board of Management and Academic Council and all Selection Committees and examination of the students as well as correspondence of administrative and personnel matters of the employees of the University.
5. Issue notices convening meetings of the Faculties, Boards of Studies and other Committees.
6. To deal with establishment matters and general administration in the University.
7. To invite and receive applications for admission to the University and admit the students.
8. To maintain permanent records of all courses, curriculum and the academic performance of students of the University including the courses taken, grades obtained, degrees, diplomas, awarded, prizes or other distinctions earned and any other items pertinent to the academic performance and the discipline of the students and other information as may be necessary.
9. To make arrangement for the conduct of the examinations including the appointment of examiners and for the due execution of all processes connected therewith.
10. Sign, after obtaining the necessary approval of the competent authority; all contracts and Deeds in connection with the administrative and service matters of the University, all bonds, agreements, lease deeds or any other legal documents entered into with the Central Government, State Government or any other duly constituted body, written statement or any such similar documents while filing or defending any civil, criminal, labor or industrial proceedings.
11. To act as the principal liaison officer of the University with the State Government, Central Government, Indian Veterinary Council, Indian Council for Agricultural Research, other Universities and other Bodies.



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12. In all suits and legal proceedings by or against the University, the pleadings shall be signed and verified by the Registrar and all processes in such suits and proceedings shall be issued to, and served on, the Registrar.
13. Assist and advise the Vice-Chancellor in all administrative matters of the University.
14. Initiate proposal for holding the Convocation with the prior approval of Vice-Chancellor and other competent authorities and to take further arrangements thereof.
15. Ensure strict enforcement of the various Service Rules laid down by Statute for the employees of the University.
16. Maintain or cause to be maintained service records of all categories of staff.
17. Carry out annual physical verification of stocks and stores in Vice-Chancellor's office.
18. Arrange for the security of the main campus of the University and its sub-centers.
19. Arrange for the conduct of all examinations of all courses and to ensure timely declaration of results.
20. Ensure uniform standards of teaching and evaluation in all constituent and affiliated colleges / Institutions / Polytechnics/ Agricultural schools / Agricultural Training Institutes and recognized institutions of the University.
21. Exercise general administrative control over affiliated colleges / institutions, academic staff members, students and funds allotted for education and all physical properties, facilities and materials assigned by the University for the pursuit of educational programmes.
22. Be responsible for the due observance of the provisions of Statutes, Rules and Regulations of the University by different faculties of the University.
23. To be responsible for reporting to Government about any decision or action taken by any authority of the University, which is in contravention of the provisions of the Act, Statutes, Rules and Regulations.



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24. The registrar shall exercise such powers and perform such other functions and discharge such other duties as may be prescribed or assigned to him by the Board and the Vice-Chancellor.

Comptroller

1. Ensure that the University fund is established.
2. Ensure that all receipts by the University including its authorities, executives and other officers and academic and ministerial staff members working under it are promptly deposited into the University Fund and properly accounted.
3. Ensure that the University Fund is maintained and that a detailed and proper account of all credits into and withdrawals from the said Fund is kept.
4. Take action to create special fund and maintain a detailed and proper account thereof after obtaining the approval of the Vice-Chancellor and with the sanction of the State Government.
5. Ensure that the University Fund is deposited in the Bank with the approval of Vice-Chancellor.
6. Prepare the annual financial estimates of receipts and expenditure of the University.
7. Submit to the Board of Management annual financial estimates of receipts and expenditure of the University in time, preceding the financial year for which the estimates are prepared and ensure that the grants are received in time from the Government of India, State Government and other agencies.
8. Ensure that the annual financial estimates of receipts and expenditure of the University as finally approved by the Board of Management are forwarded to the State Government or any authority as the case may be.
9. Prepare the revised estimates of receipts and expenditure of the University in consultation with the concerned officers of the University and the Vice-Chancellor and forward to the State Government.
10. Prepare the annual accounts of the University under the guidance of the Vice-Chancellor and direction of the Board of Management and in accordance with the provisions.



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11. Ensure submission of the annual accounts of the University to the Board of Management.
12. Render necessary assistance to the auditor appointed by the State Government for the audit of accounts of the University.
13. Get the audited accounts and audit report printed and present the same to the State Government with the approval of the Board of Management and take suitable action expeditiously on the audit report and report the action taken to the Board of Management.
14. Ensure that no expenditure, which is not authorized in the budget, is incurred by any authority, officer of the University without obtaining prior sanction of the competent authority.
15. Ensure that expenditure authorized in the budget is incurred by the concerned authority, officer of the University with due economy and prudence after following the prescribed procedure and after obtaining the sanction of the competent authority.
16. Ensure that all accounts of the University including those of the constituent colleges, research centers and institutions of the university are properly kept, adjusted and periodically internally audited.
17. Ensure that all income and fees etc., due to the University are collected promptly in time and accounted for and that the salaries and other amounts due to the University employees and others are paid promptly.
18. Act as financial adviser to the Vice-Chancellor regarding all financial matters of the University and keep the Vice-Chancellor informed from time to time about the financial position of the University.
19. Implement the pension rules applicable to the employees and ensure the timely disbursement of the pension and other terminal benefits to the pensioners.
20. Ensure that all expenditure incurred by all the offices / institutions / departments / research stations / colleges etc. under the jurisdiction of the University are timely audited by internal audit and then by Examiner, Local Fund Audit of the state Government and accordingly audit reports are prepared for each financial year and to get the audit paras complied within time limit and to submit Action Taken Report with reference to all the audit paras in the meetings of Board of Management from time to time.



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21. Prepare the financial plans for development of the University in consultation with the concerned officers of the University and under the guidance of the Vice-Chancellor.
22. Ensure that the grants are received in time from the Government of India, State Government and other aid-granting agencies.
23. Maintain the inventory of the dead stock articles of the University and ensure annual verification thereof through the concerned officers.
24. Detect and decide the defalcation cases on suo-moto or on information received and to take further action.
25. To be responsible for reporting to Government about any decision or action taken by any authority of the University in respect of financial implications of the University which is in contravention of the provisions of the Act, Statutes, Rules and Regulations.
26. Exercise such other powers and perform such other duties as may be required in order to further the objectives of the University.

Delegation of Powers

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



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

Section 4(1) (b) (iii)

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

- Director of Research & Dean Post Graduate Studies
- Director of Extension Education & Dean Veterinary Faculty
- Registrar
- Comptroller
- Director Of Students Welfare
- Dean, Faculty of Dairy Science
- Dean, Faculty of Fisheries Science

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

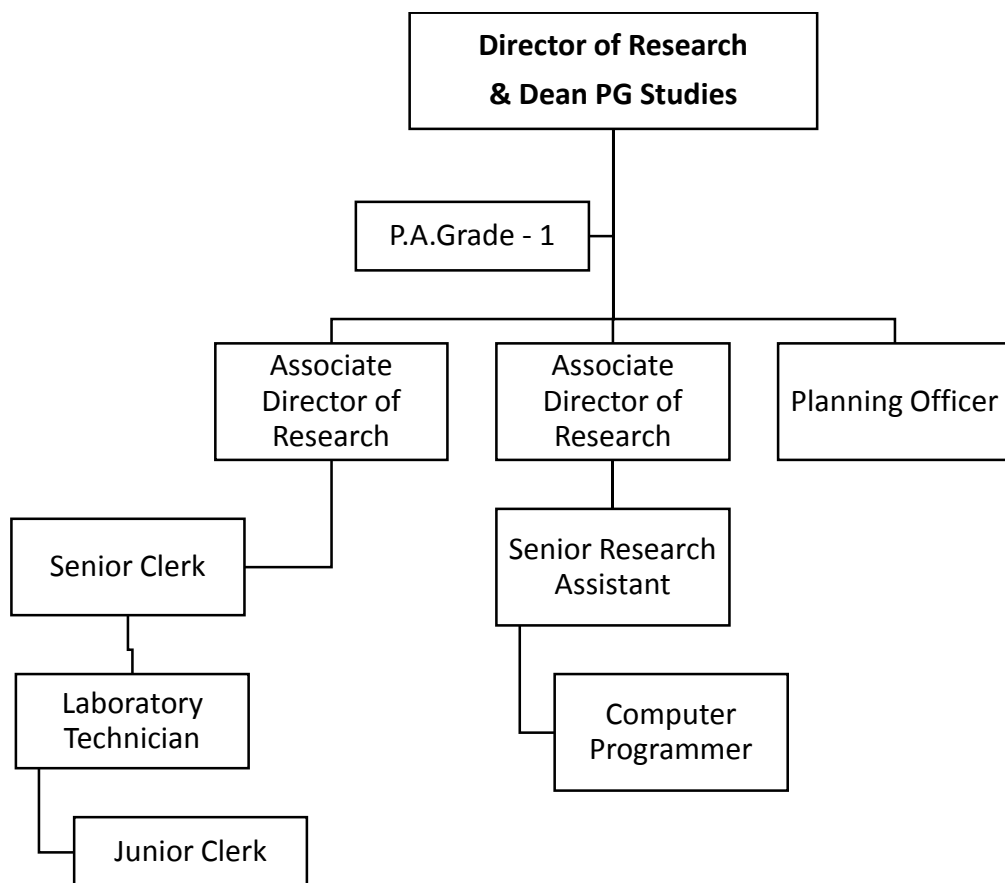
The channel of supervision in Kamdhenu University is as per the Organization chart and decision channel given in **Section 4(1) (b) (i)**

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



Directorate of Research

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

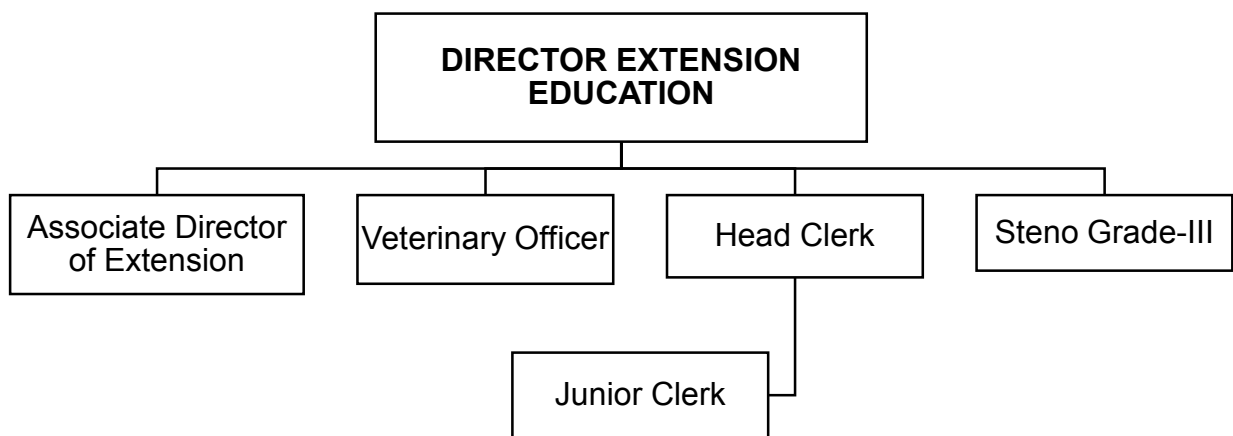




Directorate of Extension Education

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

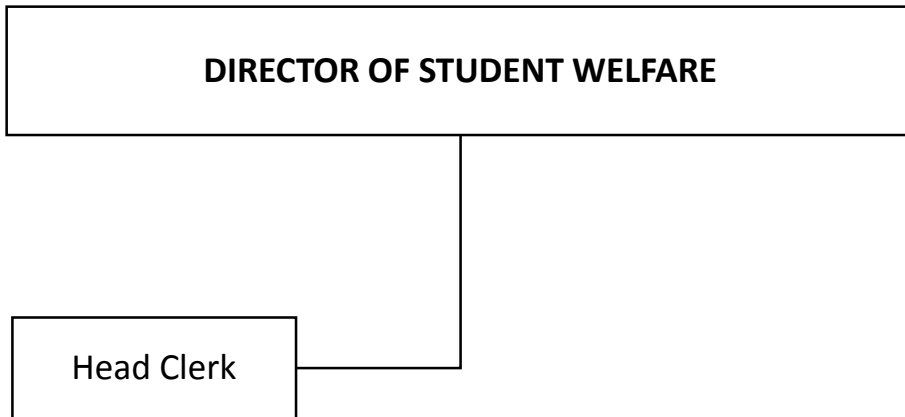
The Director of Extension Education monitors the setting up of and activities of KVKs, Farmers Training Center and extension programmes of the University in co-ordination with different faculties.





Directorate of Student's Welfare

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

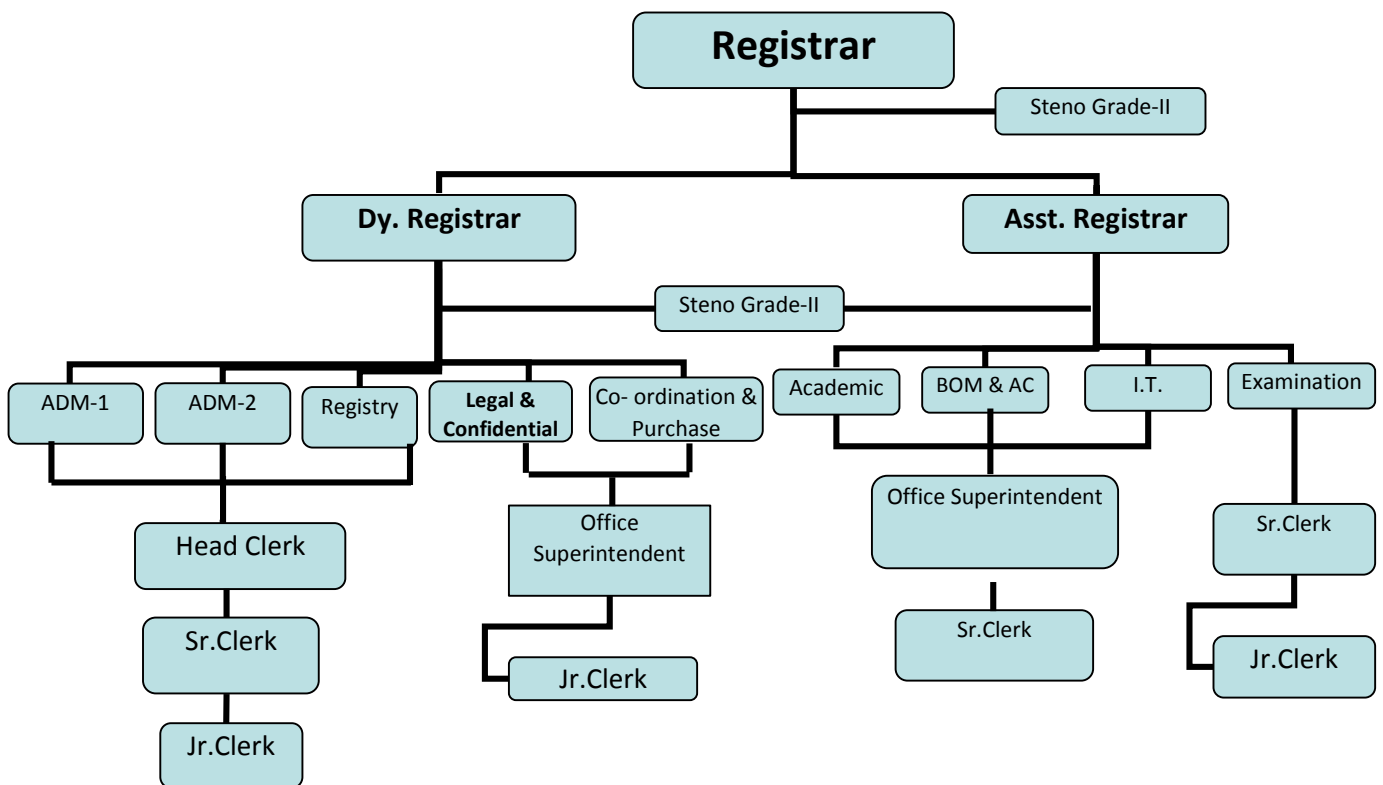




Office of the Registrar

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

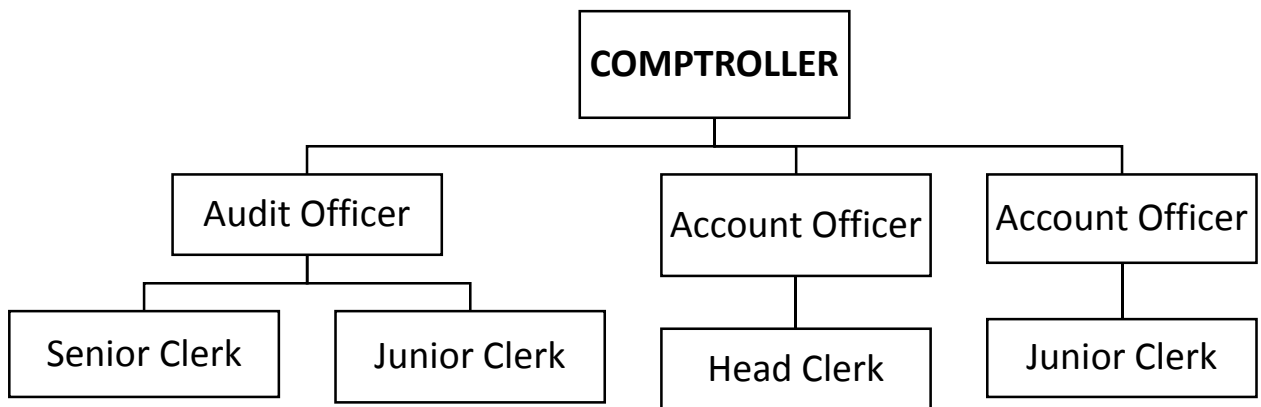
The Registrar counsels and advises students, faculty, and staff on academic matters; and interprets and enforces policies and regulations of the University, Boards and and Councils. Additionally, the Registrar chairs the various Committees as per Statutes, and is a member of various other Councils and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





Office of the Comptroller

The Accounts Officer-cum-Comptroller is responsible to the Vice-Chancellor in the preparation of the budget and statement of accounts of the University, and for ensuring that expenditure are made as authorized in the budget. He may 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.

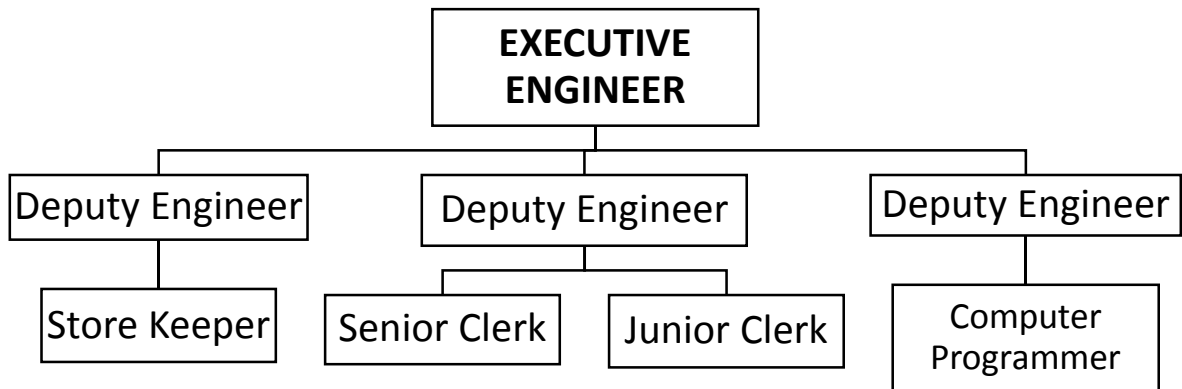




Office of the Executive Engineer

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

In addition, the office of the Executive Engineer also looks after transport facility, communication and security services, housekeeping, hostel facility and stationary, etc.





Faculty-Dairy Science

The responsibility of the Dean's Dairy Science Faculty as under:

- To organize and conduct the Academic activities of the Dairy Science faculty including in the respective dairy science college.
- To prepare academic regulations as well as regulations of affiliations of the courses offered by the university in the Dairy Science faculty.
- To preparing the academic programs as regard to Academic Calendar, Course offered and Educational Tour programs of the students.
- To organize examination in consultation with the Registrar.

Faculty- Fisheries Science

Kamdhenu University started Post Graduate Center for education and research in Fisheries. A 4-semester degree programme leading to M.F.Sc. degree in Aquaculture has been started at this center from August 2015. Three students were admitted in the first batch of M.F.Sc. in first semester, and the course is continuing as per schedule.

A research project carrying out studies on effect of earth worms on growth and survival of P. Monodon, is at hand, the work is in progress.

A budgetary proposal for starting a research station at village Rajpur in Himmatnagar taluka to conduct research in fresh water aquaculture is submitted to Government of Gujarat. Quality research on growth, feeding, and disease control in Indian major carps will be conducted at this research station.

Another budgetary proposal also has been submitted to Government of Gujarat to start a vocational training center in fisheries for less educated fisher folk at Jafrabad. Short term vocational and specific job oriented trainings in Fisheries viz. Aquaculture, boat engine repairing, fabrication of fishing gears, fish processing techniques, refrigeration, value addition to trash fish ornamental fish culture, pearl culture etc. Will be conducted at this training center.



PROACTIVE DISCLOSURE

All the decisions will be in writing except in emergency. For taking any decision the files will be opened at subordinate levels and route through the channel of submission. Decision on file will be as per the delegation of powers to each individual officer. Even in case of the emergency the verbal instructions / orders of the competent authority will be within the framework of rules and will be followed and implemented by the subordinate/support staff. In such cases the matter will be put up to the competent authority for written confirmation at the earliest. The decision taken in the meeting of more than two members will be minutised at the earliest and will be sent to all concerned. The implementation of any such decision will be approved on file by the appropriate authority after scrutinizing the matter with the provisions of relevant rules and regulations.



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

Section 4(1)(b)(iv)

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

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



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

Section 4(1)(b)(v)

- Regulations for Affiliation of Colleges of Dairy Science to Kamdhenu University, 2015.
- Regulations for Affiliation of Colleges of Polytechnic in Animal Husbandry to Kamdhenu University, 2015.
- Syllabus for Diploma in Animal Husbandry.
- Academic Regulations for B.Tech (Dairy Technology).
- Academic Regulation for Diploma in Animal Husbandry.
- Academic Regulation for Post-Graduation Courses.

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

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



PROACTIVE DISCLOSURE

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

Section 4(1)(b)(vi)

Official documents and their availability:

- Kamdhenu University Information Brochure.
- Dairy Science Information Brochure.
- Kamdhenu University's Magazine- Kalarav.
- Minutes of the Board of Management and Academic Council, placed on University's website from time to time.
- Brochures and Prospectus prepared by various Departments regarding admissions for various courses in the University are available in print form in the respective Faculties/ Departments. Many of them are also available on the website of the University.
- Annual Report of the University.
- Annual Accounts Report.
- Audit Reports.
- Academic Calendar of the University.
- List of holidays observed by the University.

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



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

Section 4(1)(b)(vii)

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

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

Section 4(1)(b)(viii)

- ❖ Board of Management
- ❖ Academic Council
- ❖ Research Council
- ❖ Extension Education Council
- ❖ Planning Board
- ❖ Finance Committee
- ❖ Library Committee
- ❖ Construction Committee
- ❖ Various Other Committee / Council are Constituted by the University for smooth functioning of the University, the minutes of meeting are accessible to public through website <http://www.ku-guj.org> and in some cases on demand as per the provision of RTI Act.



PROACTIVE DISCLOSURE

A directory of its officers and employees.

Section 4(1)(b)(ix)

(A) List of University Officers

Sr. No.	Name	Designation	E-mail ID
1.	Prof. M. C. Varshneya	Vice Chancellor	vc@ku-guj.com
2.	Dr. D. B. Patil	Director of Research	dr@ku-guj.com
3.	Dr. P. H. Vataliya	Director of Extension Education	dee@ku-guj.com
4.	Dr. V.M. Ramani	Dean, Dairy Faculty	prin.dsc.amreli@ku-guj.com
5.	Mr. N. G. Akolkar	Dean, Fisheries Faculty	dean.fish@ku-guj.com
6.	Mr. V. P. Macwan	Registrar	registrar@ku-guj.com
7.	Dr. B. N. Patel	Director of Student Welfare	dsw@ku-guj.com
8.	Mr. S. K. Patel	Comptroller	comptr@ku-guj.com

(B) List of the Board Of Management Member

Sr. No.	Class - I Ex-Officio Members	Name
1	The Vice-Chancellor, Chairman	Prof. M. C. Varshneya
2	The Secretary to Government, in-charge of Animal Husbandry or his representative not below the rank of the Deputy Secretary to Government	Smt. Mona Khandhar
3	The Secretary to Government, Finance Department or his representative not below the rank of the Deputy Secretary to Government.	Shri Sanjivkumar, Representative Shri K. H. Pandya, Deputy Secretary, Finance Department



PROACTIVE DISCLOSURE

4	The Secretary to Government, Education Department (Technical) or his representative not below the rank of the Deputy Secretary to Government.	Shri Pankaj Joshi
5	The Director of Animal Husbandry, Gujarat State	Dr. Hita Patel
6	The Commissioner of Fisheries, Gujarat State	Dr. M. A. Narmawala
7	One representative of Veterinary Council of India, New Delhi	Dr. K. Krishna Kumar representative of Veterinary Council of India
8	The President, Gujarat Veterinary Council and	Dr. Hita Patel
9	The Registrar, ex-officio Secretary	Shri V. P. Macwan

(C) List of the Academic Council Members

Sr. No.	Members	Name
1	The Vice-Chancellor, Ex-Officio Chairman	Prof. M. C. Varshneya
2	The Director of Animal Husbandry, Gujarat State or his representative not below the rank of Joint Director	Dr. Hita Patel
3	The President, Gujarat Veterinary Council or its representative of Academic Committee of Council	Dr. Hita Patel
4	The Deans of Faculties	1) Dr. P. H. Vataliya, Dean, Faculty of Veterinary Science 2) Dr. V. M. Ramani, Dean, Faculty of Dairy Science 3) Shri. N. G. Akolkar, Dean, Faculty of Fisheries Science



PROACTIVE DISCLOSURE

5	The Deans of Colleges	1) Dr Dharmendra A. Shukla, Dean and Principal MIDFT, Mahesana
6	The Directors	1) Dr. D. B. Patil, Director of Research and Dean PG Studies 2) Dr P. H. Vataliya, Director Extension Education 3) Dr. Bhavik N. Patel, Director of Student Welfare
7	The Librarian	Vacant
8	The Registrar as Member Secretary	Shri V. P. Macwan
9	Four members from amongst the Heads of Departments, of which two members from the Faculty of Veterinary Science and one each from the Faculty of Dairy and Fishery, to be nominated by the Vice-Chancellor, by rotation, in the manner as may be prescribed.	Vacant
10	Three Co-opted members	Vacant



PROACTIVE DISCLOSURE

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

Section 4(1) (b) (x)

Sr. No.	Post	Pay Scale
Teaching Posts		
1	Vice Chancellor	75000 + 5000 special pay
2	Director of Research	37400-67000+ GP 10000
3	Director of Extension Education	37400-67000+ GP 10000
4	Associate Director of Research	37400-67000+ GP 10000
5	Associate Director of Extinction Education	37400-67000+ GP 10000
6	Principal	37400-67000+ GP 10000
7	Director Information Technology	15600-39100+ GP 8000
8	Director of Student Welfare	15600-39100+ GP 5400
9	Associate Professor	15600-39100+ GP 9000
10	Assistant Professor	15600-39100+ GP 6000
11	University Librarian	15600-39100+ GP 5400
12	Planning Officer	15600-39100+ GP 6600
Non-Teaching Posts		
12	Registrar	15600-39100+ GP 7600
13	Comptroller	15600-39100+ GP 5400
14	Deputy Registrar	15600-39100+ GP 6600
15	Assistant Registrar	15600-39100+ GP 5400
16	Executive Engineer	15600-39100+ GP 5400
17	Deputy Engineer	9300-34800+ GP 5400



PROACTIVE DISCLOSURE

18	P.A. Grade - 1	9300-34800+ GP 4600
19	Office Superintendent	9300-34800+ GP 4600
20	Steno Grade - 2	9300-34800+ GP 4200
21	Head Clerk	9300-34800+ GP 4200
22	Steno Grade - 3	5200-20200+ GP 2400
23	Senior Clerk	5200-20200+ GP 2400
24	Assistant Librarian	9300-34800+ GP 5400
25	Account / Audit Officer	9300-34800+ GP 4600
26	Junior Clerk	5200-20200+ GP 1900
27	Store Keeper	5200-20200+ GP 2800
28	Driver	5200-20200+ GP 1900
Technical Posts		
29	Veterinary Officer	9300-34800+ GP 4600
30	Laboratory Technician	5200-20200+ GP 2800
31	Senior Research Assistant	9300-34800+ GP 4400
32	Computer Programmer	9300-34800+ GP 4200



PROACTIVE DISCLOSURE

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

Section 4(1)(b)(xi)

Demand No. :	4 પ્લાન યોજના	Major HEAD: 2403 પશુપાલન PLAN
Sub- Major Head: 101	101 પશુચિકિત્સા અને પશુ આરોગ્ય	
Minor Head:	19 – પશુરોગ ચિકિત્સા વિજ્ઞાન અને પશુપાલન યુનિ. ની સ્થાપના	
Sub-Head: (In Thousands of Rupees)	3135 – અન્વયે જનરલ સહાયક અનુદાન	

(Rs.In Lacs)

Sr. No	Head	Current Item			New Items		Total	
		Kamdhenu University Head Office Gandhinagar	College of Dairy Science	Poly. Animal Husbandry Himmatnagar	VC Office Strengthening Kamdhenu University Head Office	11 New Project Scheme		
1	2	3	4	5	6	7	8	9
૧	100	Pay of Officer	60.94	70.96	26.93	0.00	0.00	158.83
૨	101	Pay of Establishment	40.23	45.76	25.71	0.00	0.00	111.70
૩	103	Dearness Allowance	60.96	80.96	42.33	0.00	0.00	184.25
૪	104	Other Allowance	0.00	0.50	0.00	0.00	0.00	0.50
૫	105	Leave Travel Concession	2.25	2.25	0.25	0.00	0.00	4.75
૬	106	Reimbursement Medical Charges	0.00	0.00	0.25	0.00	0.00	0.25
૭	107	Medical Allowance	0.44	1.19	1.00	0.00	0.00	2.63
૮	108	Bonus	0.00	0.00	0.25	0.00	0.00	0.25



PROACTIVE DISCLOSURE

Sr. No		Head	Current Item			New Items		Total
			Kamdhenu University Head Office Gandhinagar	College of Dairy Science	Poly. Animal Husbandry Himmatnagar	VC Office Strengthening Kamdhenu University Head Office	11 New Project Scheme	
1	2	3	4	5	6	7	8	9
९	109	Leave Encashment	0.75	0.75	0.25	0.00	0.00	1.75
१०	110	House Rent Allowance	10.21	8.10	4.50	0.00	0.00	22.81
११	111	Compensatory Local Allowance	0.31	0.00	0.00	0.00	0.00	0.31
१२	113	Transport Allowance	0.11	0.00	0.00	0.00	0.00	0.11
१७	200	Wages	0.00	7.00	0.00	0.00	0.00	7.00
१८	1100	Domestic Travel Exp.	5.00	2.00	0.50	0.00	0.00	7.50
२०	1300	Office Expenses	90.00	26.10	10.00	0.00	0.00	126.10
२१	1400	Rent, Rates & Taxes	0.00	17.00	10.00	0.00	0.00	27.00
२२	1600	Publication	5.00	0.00	1.00	0.00	0.00	6.00
२३	2100	Supplies & Materials	0.00	10.00	0.00	0.00	0.00	10.00
२४	2600	Advertising & Publicity	2.00	1.00	0.50	0.00	0.00	3.50
२५	2700	Minor Works	5.00	5.00	0.00	0.00	0.00	10.00
२६	2800	Professional Service	0.00	0.00	0.00	0.00	0.00	0.00
३६	3400	Scholarships / Stipend	0.00	0.00	0.00	0.00	0.00	0.00
३८	5100	Moter Vehicles	0.00	0.00	0.00	0.00	0.00	0.00
४०		Moter Vehicles MAINTENECE	4.80	4.50	1.00	0.00	80.00	90.30
४१	5200	Machinery & Equipment	5.00	5.00	6.00	50.00	200.00	266.00
४२	5300	Major Works	0.00	0.00	50.00	0.00	44.17	94.17
		Total	293.00	288.07	180.47	50.00	324.17	1135.71



PROACTIVE DISCLOSURE

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

Section 4(1)(b)(xii)

Kamdhenu University does not execute any subsidy programme.

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

Section 4(1)(b)(xiii)

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

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

Section 4(1)(b)(xiv)

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



PROACTIVE DISCLOSURE

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

Section 4(1)(b)(xv)

Kamdhenu University Library, Gandhinagar was established in May 2015 and at present it caters to the needs of PG students and teaching faculty in the field of Veterinary and Fisheries Science. The following are the details of reading material available:

Services		December 10, 2015
Books	:	65 (sixty five)
VCD's	:	09 (nine)
Research Journals	:	Nil
M.Sc. / Ph.D. Dissertation-Thesis	:	Nil (First batch of PG students admitted in July 2015)
Research Journals Bound Volumes	:	Nil

LIBRARY TIMINGS:

The library is kept open during office hours.



PROACTIVE DISCLOSURE

**The names, designations and other particulars of the Public Information Officers.
Section 4(1)(b)(xvi)**

Sr. No.	Office / Department	Public Information Officer	Assistant Public Information Officer	Appellate Officer
1	Administration related matters	Shri Manish Gupta Deputy Registrar	Shri M.R. Shodha, Office Superintendent	Shri V.P. Macwan Registrar
2	Academic & Exam related matters	Shri N.J. Dave, Assistant Registrar	Shri V.S. Vaghela, Computer Programmer	Shri V.P. Macwan Registrar
3	Accounts related matters	Shri H.R. Bhatt, Accounts Officer	Smt. Rajan Rana, Head Clerk	Shri S.K. Patel Comptroller
4	Student Welfare related matters	Dr. B.N. Patel, Director of Student Welfare	--	Shri V.P. Macwan Registrar
5	Engineering Department related matters	Shri S.G.Chandne, Exec. Engineer	Shri R. Bhalani, Deputy Engineer	Shri V.P. Macwan Registrar
6	Research related matters	Dr. R.G. Shah, Asso. Director of Research	Dr. Tanvir Fatima Senior Research Asstt.	Dr. D.B. Patil Director of Research
7	Extension Education related matters	Smt. Kadambary Asstt. Professor	Shri Jasmin Chovatiya, Head Clerk	Dr. P.H. Vataliya Director of Ext. Edu.
8	Faculty of Veterinary Science- College, Academic, Exam, Administration & Teaching related matters	Smt. Kadambary Asstt. Professor	Shri Jasmin Chovatiya, Head Clerk	Dr. P.H. Vataliya Director of Ext. Edu.
9	Faculty of Dairy Science- College, Academic, Exam, Administration & Teaching related matters	Dr. V.M. Ramani Dean, Faculty of Dairy Science	Shri B.V. Devganiya Accounts Officer	Shri V.P. Macwan Registrar
10	Faculty of Fisheries Science- College, Academic, Exam, Administration & Teaching related matters	Shri Vivek Srivastava, Office Superintendent	--	Shri N.G. Akolkar Dean, Faculty of Fisheries Science
11	Polytechnic in Animal Husbandry, Himmatnagar	Dr. Tejas P. Patel, Assistant Professor	Shri K. B. Kumpavat Office Superintendent	Dr. S.B. Despande Principal



PROACTIVE DISCLOSURE

Such other information as may be prescribed.

Section 4(1)(b)(xvii)

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

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

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