

## **RIGHT TO INFORMATION ACT**



### **ACHARYA N G RANGA AGRICULTURAL UNIVERSITY ADMN. OFFICE, LAM, GUNTUR-522 034**

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 Acharya N. G. Ranga Agricultural University.
- The monthly remuneration of regular employees working in ANGRAU as on 01-01-2014.
- Budget particulars from 2008-09 to 2019-20.
- 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 Acharya N. G. Ranga Agricultural University, Lam, Guntur, Andhra Pradesh.

Acharya N.G. Ranga Agricultural University is a public funded State Agricultural University

Acharya N G Ranga Agricultural University (ANGRAU) was established on the 12<sup>th</sup> June 1964 in the name of Andhra Pradesh Agricultural University (APAU) under the APAU Act 1963. Later on the 7th of November 1996 it was renamed as Acharya N G Ranga Agricultural University in honour and memory of the noted Parliamentarian and Kisan Leader, Sri Gogineni Ranga Nayukulu (popularly known as N G Ranga). Consequent to bifurcation of Andhra Pradesh State into two states of residual Andhra Pradesh and Telangana on the 2nd of June 2014, the ANGRAU has been bifurcated 'on order to serve basis' into the Acharya N G Ranga Agricultural University for the State of the Residual Andhra Pradesh and Professor Jayasankar Telangana State Agricultural University for the State of Telangana. The University is entrusted with the responsibility of generating and grooming the personnel for the agricultural services (Education), formulating and pursuing research activities in agriculture science (Research) and transferring the fruits of research and development to farmers and other stake holders (Extension).

## MANDATE

### Teaching

Train human resource needed for Agriculture, Agriculture Engineering and Technology, Home Science and allied sectors for the development of the State of Andhra Pradesh.

### Research

Constantly strive to generate technologies for improving production of crops, Agriculture Implements & machinery, home science and allied sectors.

### Extension

Assist in the process of Transfer of Technology through the dissemination of knowledge in collaboration with the Department of Agriculture.

## MISSION

The mission of Acharya N.G. Ranga Agricultural University is to play pivotal role in Teaching, Research and Extension education services related to Agriculture and Allied Sciences/Sectors.

The multi-faculty and multi-campus University has 12 Colleges (5 in Agriculture, 2 in Agricultural Engineering, 2 in Food Science & Technology, 1 in Home Science and 1 Post Graduate Centres), 19 Polytechnics (15 in Agriculture, 1 in Seed Technology, 2 in Agricultural Engineering and 1 in Organic farming), 30 Research Stations including 6 Regional Agricultural Research Stations, 13 District Agricultural Advisory and Transfer of Technology Centres (DAATTCS), 13 Krishi Vigyan Kendras (KVKS), AI&CC, Electronic Wing, Farmers call centre (1 each) and a host of other centres across the state with around 2356 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, NIPPCD, IFS, Ford Foundation, FAO, UNDP, IDRC, USWA CIRDAP, UNICEF, HRD, APPCB, HRD, APPCB, DPEP, Sonnencarb-Germany etc. The Government of India finances 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 contain 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 ANGRAU has been kept in the website [www.angrau.ac.in](http://www.angrau.ac.in) and all citizens can access it and the information is periodically updated.

Citizens can visit any of the offices of ANGRAU 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 ANGRAU spread over the state. The Registrar, ANGRAU, Guntur 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 Acharya N.G. Ranga Agricultural University (ANGRAU) was established on 12th June 1964 under the APAU act 1963. Later, it was renamed as Acharya N. G. Ranga Agricultural University on the 7<sup>th</sup> of November, 1996 in honour and memory of the noted Parliamentarian and Kisan Leader, Acharya N. G. Ranga. At the verge of completion of Golden Jubilee Year of the ANGRAU, it has given birth to a new State Agricultural University namely Prof. Jayashankar Telangana State Agricultural University with the bifurcation of the state of Andhra Pradesh as per the Andhra Pradesh Reorganization Act 2014. The ANGRAU at LAM, Guntur is serving the students and the farmers of 13 districts of new State of Andhra Pradesh with renewed interest and dedication. The university mandate is to generate manpower for agriculture and allied fields (Education), develop technologies for improvement in agriculture and home Science (Research) and enlighten the farmers on new farm technologies (Extension).

The Veterinary and Horticulture components which were originally with ANGRAU got de-linked with the formation of separate Universities of their own in the year 2005 and 2006 respectively.

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 Agriculture, Dean of Agriculture Engineering & Technology, Dean of Home Science, Director of Research, Director of Extension, Dean of PG Studies, Dean of Student Affairs, COE, Comptroller, Estate Officer and the University Librarian in University management.

The academic affairs of the University are governed by the Academic Council and respective Faculty Boards led by the Vice-Chancellor. 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 PG dean looks 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 University Librarian maintains all the campus libraries and organizes their services.

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

ANGRAU has Under Graduate and Post Graduate programmes of study in Agriculture, Agricultural Engineering and Home Science; only postgraduate programmes in Agri. Business Management, Agricultural Biotechnology and Environmental Science and Technology. The University offers two year diploma courses in Telugu medium for 10th class passed rural students. In all, the University has 12 Colleges and 19 Agricultural Polytechnics (15 in Diploma in Agriculture, 1 in Diploma in Seed Technology, 2 in Diploma in Agricultural Engineering and 1 in organic farming). There are 34 Research Stations situated across the six agro-climatic zones of the state. It has 13 District Agricultural Advisory and Transfer of Technology Centres located one each in all the 13 rural districts and 13 Krishi Vigyan Kendras at different locations besides the Agricultural Information and Communication Centre (AI&CC) and Electronic Wing at the main campus. The Farmer's call centre which receives queries and questions by phone related to agriculture will be attended immediately to solve the problems of farmers.

His Excellency, the Governor of Andhra Pradesh, Sri S. Abdul Nazeer is the Chancellor of the University.

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
- State Level Coordination Committee (SLCC) of Research and Extension

## A. AUTHORITIES OF THE UNIVERSITY

### 1. Board of Management

The Board of Management of ANGRAU 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 of Management has representatives from State Legislature / Parliament (4), the Agro-industry (2) and State Chamber of Panchayat Raj (1) as well as Agricultural Scientific Community (1). In addition, one representative from the Indian Council of Agricultural Research, three Members of Academic Council of the University, and Secretaries to Government from Panchayat Raj and Finance Departments and Director of State Departments of Agricultural and Animal Husbandry are also the Members of the Board of Management of ANGRAU. Members of Board of Management, ANGRAU.

<b>Chairman</b>	<b>Dr R. Sarada Jayalakshmi Devi</b> Vice-Chancellor & Chairperson
<b>Members</b>	
<i>Four Ex-Officio Members</i>	<b>Sri. Budithi RajaSekhar, IAS</b> Special Cheif Secretary to Government Panchayat Raj and Rural Development, 5 <sup>th</sup> Block, Ground Floor, Room No:103, A.P Secretariat Office, Velagapudi Phone: 0863-2445509/5507 Email: prlsecy_pr@ap.gov.in
	<b>Sri. Ch. Hari Kiran, IAS</b> Special Commissioner for Agriculture Directorate of Agriculture, Government of Andhra Pradesh, Old Market Yard, Chuttugunta Road, Guntur Phone:0863-2233640 Email:comm_mktg@yahoo.com
	<b>Sri. K. V. V. Satyanarayana, IRAS</b> Special Secretary to Government Special 2nd Block, 1st Floor, Room No.286, Andhra Pradesh, Secretariat Office, Velagapudi Phone : 0863-2442496. E mail: secyfinanceba@gmail.com
	<b>Dr. R. Amarandra Kumar,</b>

	Director of Animal Husbandry, 2nd Floor, Veterinary Hospital, Government of Andhra Pradesh Labbipet, Vijayawada, Krishna District Ph. No. 040-23391335, Mobile: 99899 98048, Email Id: dirahd@yahoo.com
<b>Other Members</b>	
<i>ICAR Nominee</i>	
<i>Distinguished Agricultural Scientist</i>	
<i>Three Persons from Academic Council</i>	

<i>Four Persons from Members of Legislative Assembly / Parliament</i>	
<i>Four Persons from Progressive Agriculturists, of whom one shall be a woman</i>	



<i>One Person from among the Members of the State Chamber of Panchayat Raj</i>	
<i>Two Persons from among Agro-industrialists and other Entrepreneurs, including Self-Employed Graduates</i>	
<i>Secretary</i>	<b>Dr. G. Rama Rao</b> Registrar (i/c)

## **2. Officers of the University**

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

<b>University Officers</b>	
<i>Vice-Chancellor</i>	<b>Dr. R. Sarada Jayalakshmi Devi</b>
<i>Registrar</i>	<b>Dr. G. Rama Rao (Incharge )</b>
<i>Comptroller</i>	<b>Dr. A. V. Ramana (Incharge )</b>
<i>Dean of Agriculture</i>	<b>Dr. P. Sudhakar (Incharge)</b>
<i>Dean of Agril. Engg. &amp; Technology</i>	<b>Dr. A. Mani (Incharge )</b>
<i>Dean of Home Science</i>	<b>Dr. L. Prasanthi ( Incharge )</b>
<i>Dean of Postgraduate Studies</i>	<b>Dr. G. Rama Rao (Incharge)</b>
<i>Director of Experimental Stations</i>	<b>Dr. L. Prasanthi ( Incharge )</b>
<i>Director of Extension</i>	<b>Dr. A. Subbarami Reddy (Incharge)</b>
<i>Dean of Student Affairs</i>	<b>Dr. P. Sambasiva Rao (Incharge )</b>
<i>University Librarian</i>	<b>Dr. A. Mani (Incharge )</b>
<i>Controller of Examinations</i>	<b>Dr. P. Sudhakar (Incharge )</b>
<i>Estate Officer</i>	<b>Sri. P. Ravi</b>

## **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. State Level Coordination Committee (SLCC)**

The State Level Coordination Committee (SLCC), headed by Vice-Chancellor with Director of Extension as Convener and Director of Research, Deans, Associate Directors of ANGRAU, three each of Farmers and NGOs representing three regions of the State and Directors of Line Departments of Agriculture as Members, reviews the functioning of districts centres in the state.

- To provide for instruction, training and research in agriculture.
- To provide for the advancement and dissemination of knowledge in the field and extension in agriculture.
- 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 a 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 agriculture 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**

### **1. 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. It shall be the duty of the Registrar to issue under direction of the Board or the Vice-Chancellor all notices concerning meetings of the Board and Academic Council and attend the meetings and maintain the minutes thereof;
2. He shall execute all processes connected with the election of members of the Board by the Members of the State Legislature and the Registered Graduates of the University;
3. He shall, in the execution of his duties, be subject to immediate direction and control of the Vice-Chancellor and shall generally render such assistance as may be desired by him in the performance of his official duties.
4. He shall, on application previously made by any member of the Board or Academic Council or Board of Faculty for the perusal of the proceedings of the Board or Academic Council or Board of Faculty respectively, fix with the approval of the Vice-Chancellor or a convenient hour and date which shall ordinarily be within ten days of the receipt of the application, and arrange for the perusal of the said proceedings and any documents connected with such proceeding at the said hour date. If, however, there is any difficulty in furnishing any record asked for by the member, he should inform the Board or Academic Council or Board of Faculty as the case may be accordingly at the meeting of the concerned authority following the members requisitions.
5. Subject to the provisions of the Act the Statutes the Registrar shall conduct correspondence relating to the University and be responsible for the proper maintenance of all the records of the University.
6. He shall be the custodian of office library of the University.
7. He shall be responsible for the general discipline of the University Office and shall have disciplinary control over the employees of the University Office.
8. He shall be in charge of registration of the University and shall maintain a register of all degrees and diplomas conferred by the University.
9. He shall be responsible for admission of students to the University including the supervision of the entrance examination.
10. He shall prepare and maintain a register of all registered graduates in the prescribed form.
11. He shall, with respect to the employees working under him, exercise powers drawing, disbursing and collection of money under relevant statutes and regulations.
12. He shall have the power to countersign the Traveling Allowance bills and sanction leave of the employees working under him.
13. He shall have power:
  - a. to incur expenditure chargeable to contingencies as under:
    - i) Non-recurring expenditure up to Rs. 10,000/- in each case.
    - ii) Recurring expenditure up to Rs.1,200 per annum in each case

- b. to sign cheques for payment of sanctioned pay and allowances of the Comptroller.

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

In addition to the powers conferred and duties imposed upon the Comptroller by or under the Act, the Comptroller shall:

1. Be the custodian of all properties of the University;
2. Sign all contracts made on behalf of the University;
3. Advise in regard to the financial policy of the University and take measures to develop its resources;
4. Purchase all materials and properties required by the University and its various units except as otherwise provided by the Act, Statutes or Regulations;
5. Place the financial position of the University before the Board through the Vice-Chancellor at its meeting;
6. Subject to the acceptance by the Board, receive all contributions grants, gifts and endowments made in favour of or for the purpose of the University;
7. Ensure that:
  - a) The accounts of the University are properly kept and audited;
  - b) The budget of the University is prepared and submitted to the Vice- Chancellor and that the financial sanctions are obtained in time; and
  - c) 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;
1. Devise and install suitable system of accounting and business procedure and keep an account manual for use in all University offices;
2. 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;
3. Maintain service records of all members of the staff of the University;
4. Prescribe financial forms to be used in the University;
5. 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;
6. With respect to the employees working under him, exercise powers drawing, disbursing and collection of moneys under relevant Statutes and regulations;
7. Have powers to countersign T.A. bill and sanction leave of the employees working under him, and
8. 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, in consultation with the Director of Agricultural Exp. Stations and Director of Extension prepares a programme for employment of students in the Experiment stations and the extension field and put it up to the Vice-Chancellor for approval.
9. He shall explore the possibilities of finding suitable employment for graduates and arrange their interview with prospective employers.
10. He shall with respect to the employees working under him exercise powers of drawing disbursing and collection of moneys under relevant statutes and regulations.
11. He shall have powers to countersign T.A. bills and to sanction all kinds of leave of the employees working under him.
12. 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 Agricultural Experimental Stations:**

The director of Agricultural Experiment Stations shall have the following powers and duties, namely:-

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 to sanction leave of any nature admissible to the employees working under him.

#### **7. 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 agricultural cooperatives, rural youth programmes, 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.

**8. Powers and duties of the Principal/Associate Dean:**

A principal shall have the following powers and duties, namely:-

1. He shall subject to the overall control of the Dean of the Faculty concerned, exercise control over the college of which he is the administrative and academic head in respect of all employees, students and facilities.
2. He shall supervise the teaching, research and extension work of the staff of the College and be responsible for the work and conduct of all students of the College.
3. He shall exercise such powers and discharge such duties as other officers may with respect to the maintenance and operation of the College under his control, delegate to him with the approval of the Dean of the Faculty concerned.
4. He shall discharge such other duties as may be assigned to him by the Dean of the faculty concerned.
5. He shall be responsible to the Dean for educational use of the buildings and rooms assigned to the college and for the general equipment of the college.
6. He shall be entitled to grant casual leave to the teachers of the College.
7. He shall with respect to the employees working under him exercise powers of drawing, disbursing and collection of moneys under relevant statutes and regulations.
8. He shall have the powers of countersign T. A. bills and sanction leave of the employees working under him.

#### **9. 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.

#### **10. Powers and Duties of the University Librarian:**

The University Librarian shall have the following powers and duties, namely:

1. He shall maintain all the libraries in the University Campus and organize their services in the manner most beneficial to the needs of teaching, research and extension.
2. Subject to the general control of the Vice-Chancellor, he shall exercise all powers in relation to the office routine, the control of the library staff and the efficient organization and working of the University Library.
3. He shall have powers to purchase catalogue, cards, labels and other library requisites out of the provision in the Budget for such purposes.
4. He shall be responsible for the proper care and upkeep of all books, manuscripts, periodicals and back-numbers of periodicals in the library of the University.

5. He shall conduct annually in the month of April a detailed checking of all books, manuscripts and periodicals in the libraries and shall submit his report to the Vice-Chancellor through the Registrar.
6. He shall submit to the Vice-Chancellor at the end of each academic year, an annual report and statistics showing the progress of the library in the University campus.
7. He shall seek the guidance of the Vice-Chancellor in all matters relating to the general policy, development and working of the libraries.
8. He shall prepare the annual budget for the University libraries.
9. He shall discharge such other duties as may be assigned to him by the Vice-Chancellor or Academic Council.
10. He shall with respect to the employees working under him exercise powers of drawing, disbursing and collection of moneys under relevant Statutes and Regulations.
11. He shall have powers to countersign T.A. bills and sanction all kinds of leave of employees working under him.

#### **11. Powers and Duties to the post of 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.
1. 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.
2. He/she shall exercise Financial Powers on par with other University Officers issued in ANGRAU (Financial Powers) Regulations, 2011.

## **12. Powers and Duties of the Manager of the University Press:**

The manager of the University press shall have the following powers and duties, namely:-

1. He shall design, print and distribute the publications of the University He shall not interfere with the right of College or Department of the University-
2. To reproduce materials by means other than printing and to distribute the same;
3. To distribute any materials as a part of the University Extension Service; and
4. To approve for publication research manuscripts in such general form and in such numbers as they may determine.
5. He shall be responsible for the secrecy of the papers given to him by the University for printing
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 the powers to countersign T.A. bills and sanction all kinds of leave of employees working under him.

## **FACULTY OF AGRICULTURE**

### **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 RAWE/in plant training/RHWE, Arranging special lecturers by Principal Scientists, Chief Superintendent

for conducting examinations, 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, RytuSadassu 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

Apart from the above functions, specialized duties as Professor in respective Departments are mentioned in the Annexure I to XIII

### **Soil Science & Agril. Chemistry**

<b>Professor</b>	<b>Associate Professor</b>	<b>Assistant Professor</b>
Development of Soils Museum and providing technical guidance on problem soils and their management.	Maintenance and upkeep of sophisticated instruments like X-Ray diffraction apparatus, Auto analyzer, UV-VIS-Spectrophotometer, Calorimeter, Flame Photometer etc.	Maintenance of distillation sets/distilled water plants/gas plant etc.
Providing Linkages with other research institutes in and around Hyderabad in inter-Institute collaborative programmes.	Establishment and Maintenance of Soil Profiles, Profile description.	Preparation of solutions, maintenance of equipment in instrument room and analysis of soils, water, plants and fertilizers.
Establishment of centres of excellence in the related fields where expertise is available.	Working in plant health clinics/ with diagnostic teams	Maintenance of Laboratories, greenhouses and net houses

### **Entomology**

<b>Professor</b>	<b>Associate Professor</b>	<b>Assistant Professor</b>
Providing technical guidance to the extension functionaries of the University and State Department of Agriculture and Horticulture about pest problems in the state	Maintenance of Plant Health Clinic, Vermicompost Unit etc.	Maintenance of cultures of field and stored product insects
Undertaking paid up trials, if any	Offering Technical Guidance to the farmers about pest problems	Preservation of insects and damaged plant parts and maintenance of museum in the department
Monitoring the functioning of Plant Health	--	--



Clinic, Vermicompost Unit, Department Museum etc.		
Rearing of insects	Rearing of insects	-
Rearing of productive insects (apiculture, sericulture)	-	-
Maintenance of Plant health clinics	-	-
Technical assistants for diagnosis of pests	Technical Assistants for diagnosis of pests	Technical Assistant for Diagnosis of pests
Green House Maintenance	--	--
<b>Plant Pathology</b>		
<b>Professor</b>	<b>Associate Professor</b>	<b>Assistant Professor</b>
Plant Health Clinics	Plant Health Clinics	Plant Health Clinics
Maintenance of Cultures	--	--
Field Diagnosis	Field Diagnosis	--
Department Museum	Department Museum	--
Extension Services like Kisan Melas, Exhibitions and Farmers Day	Extension Services like Kisan Melas, Exhibitions and Farmers Day	Extension Services like Kisan Melas, Exhibitions and Farmers Day
Technical Guidance related to Plant disease problems	Technical Guidance related to Plant disease problems	--
Overall supervision and allotment of works in the department	--	--
Attending Technical meetings and ZREAC Meetings	Attending Technical meetings and ZREAC Meetings	--
Maintenance of cultures	Maintenance of cultures	--

(Fungal/bacterial/biological control agents)	(Fungal/bacterial/biological control agents)	
Technical Assistance for diagnosis of diseases	Technical Assistance for diagnosis of diseases	Technical Assistance for diagnosis of diseases

### **Agricultural Microbiology and Bio-energy**

<b>Professor</b>	<b>Associate Professor</b>	<b>Assistant Professor</b>
Technical Guidance and supply of instructional materials on bio-fertilisers	Technical Guidance and supply of instructional materials on biofertilisers	--
Maintenance of Bacterial Cultures	Maintenance of Bacterial Cultures	--
Technical Guidance on Microbiology of Biogas Production	Technical Guidance on Microbiology of Biogas Production	--
Preparation of material on Microbial Insecticides	Preparation of material on Microbial Insecticides	--
Quality Control of Bacterial inoculants (Bio-fertilizers)	Quality Control of Bacterial inoculants (Bio-fertilizers)	--
Technical guidance and supply of instructional material on bio-fertilizers	--	--
Preparation of modules on bio-pesticides	--	--

### **Biochemistry**

<b>Professor</b>	<b>Associate Professor</b>	<b>Assistant Professor</b>
Providing information for combining the biochemistry and information technology for the bio-informatic centres	--	--
Providing information on biochemical techniques for the crop improvement programme	--	--

Preparation of brochures on biochemical aspects of post-harvest technology	Preparation of brochures on biochemical aspects of post-harvest technology	--
Preparation of biovisual aids on biochemical pathways	Preparation of biovisual aids on biochemical pathways	--

### **Agricultural Economics**

<b>Professor</b>	<b>Associate Professor</b>	<b>Assistant Professor</b>
Organizing and supervising the cost of cultivation data and returns, to advise farmers and policy makers	To impart training to farmers on farm planning and budgeting maintenance of farm records and accounts, processing and marketing WTO and rural credit	Conducting Economic surveys including bench mark surveys in adopted villages, preparation of schedules, collection of data and analysis work, marketing research, price spread analysis, co-operative marketing, production and farm management studies.
Providing leadership and technical guidance to the faculty members	To undertake research in Agricultural Economics of current topics i.e. marketing systems, cost studies, rural development etc.	Data bank will be maintained on cost of cultivation of crops in the state
To revise and update the syllabus to U.G. and P.G. programmes from time to time in consultation with all the faculty members	Conducting students and staff seminars including invited lectures	Participating in student activities such as RAWEP, NSS, clean and green programme and evaluation etc.
To undertake research in the current topics in Agricultural Economics including market intelligence, WTO, etc.	--	--

### **Agronomy**

<b>Professor</b>	<b>Associate Professor</b>	<b>Assistant Professor</b>
Technical control and supervision on farm operations in the college farms including cropping programme	--	--
Raising crop cafeteria for instructional purpose	Raising crop cafeteria for instructional purpose	--
Documentation of meteorological data	Documentation of meteorological data	--
Preparation of cost of cultivation sheets	Preparation of cost of cultivation sheets	--
1. Overall maintenance of the farm 2. Preparing cropping programmes for the farms 3. Drawing and disbursing of the salaries/wages 4. Allotting labour for different field operations 5. Income generation activities 6. Any other work assigned by Associate Dean	--	--

### **Genetics & Plant Breeding**

<b>Professor</b>	<b>Associate Professor</b>	<b>Assistant Professor</b>
Technical Assistance for foundation seed production/various seed production programmes	Growing of all specimen crop for UG and PG instructional purpose (for morphological study and Hybridization programme)	Growing of all specimen crop for UG and PG instructional purpose (for morphological study and Hybridization programme)
Continuity of student research programmes, different breeding materials generated by the students over the years	--	--
Continuity of student research programmes, different breeding materials generated by the	Tissue Culture Lab in charge	--

students over the years		
Tissue Culture Lab in charge	--	--
Periodical supervision of Field/Lab Research Work of PG and Ph.D students	Preparation, Protocol and Maintenance	Preparation, Protocol and Maintenance
<b>Horticulture</b>		
<b>Professor</b>	<b>Associate Professor</b>	<b>Assistant Professor</b>
Maintenance of Kitchen Garden for instruction purpose	--	--
Maintenance of botanical garden	--	--
Campus Beautification	Campus Beautification	--
Post-Harvest Technology and value addition	Post-Harvest Technology and value addition	--
Maintenance of Model Orchard	Maintenance of Model Orchard	--
Coordination of Training Programmes Horticulture Supervisors	Coordination of Training Programmes Horticulture Supervisors	--
Core committee and committee members in self-finance courses	Core committee and committee members in self-finance courses	--
Dias committee duties of all university functions/college functions	Dias committee duties of all university functions/college functions	Dias committee duties of all university functions/college functions
<b>Extension</b>		
<b>Professor</b>	<b>Associate Professor</b>	<b>Assistant Professor</b>
Maintenance of information centre	--	--
Bringing out college publications	Bringing out college publications	--
Implementing the village adoption	Implementing the village adoption	--

programme	programme	
Conducting guided tours of visitors	--	--
Assisting Associate Dean in the maintenance of information centre at college	--	--
Brining out college publications	Brining out college publications	--
Implementing the village adoption programme	Implementing the village adoption programme	--
Conducting tours of visitors to college	--	--
Conducting of colleges/level Kisan Melas	Conducting of colleges/level Kisan Melas	Conducting of colleges/level Kisan Melas
Conduct of open house	Conduct of open house	--

### English

<b>Professor</b>	<b>Associate Professor</b>	<b>Assistant Professor</b>
Preparation of Reports / College Magazine	--	--
Maintenance of Language Lab and Department Library and collecting thesis	Maintenance of Language Lab and Department Library and collecting thesis	--
Assisting the students in preparing for competitive exams / TOFEL / GRE	Assisting the students in preparing for competitive exams / TOFEL / GRE	--
Verbal Communications	Verbal Communications	--
Spoken English	Spoken English	--
Guiding the students in library activities	Guiding the students in library activities	--

<b>Plant Physiology</b>		
<b>Professor</b>	<b>Associate Professor</b>	<b>Assistant Professor</b>
Raising of crops for micronutrient deficiencies of few important crops	Raising of crops for micronutrient deficiencies of few important crops	--
Assisting Plant Health Clinics	Assisting Plant Health Clinics	--
Diagnostic Work (Extension Work)	Diagnostic Work (Extension Work)	Diagnostic Work (Extension Work)
<b>Agricultural Engineering</b>		
<b>Professor</b>	<b>Associate Professor</b>	<b>Assistant Professor</b>
Utilization of non-conventional energy sources	--	--
Technical Assistance to farm machinery and implements	Technical Assistance to farm machinery and implements	--
Transport / Electricity Water Maintenance	Transport / Electricity Water Maintenance	--
Maintenance of farm machinery in the campus including that of college farm	--	--
Maintenance of college transportation	--	--
Maintenance of farm processing units including those of PHT labs in the campus	--	--
Watershed Planning and maintenance in the campus	--	--
Green Houses constructions and their maintenance in the university campus	--	--
Design, installation and maintenance of water supply systems in the campus	--	--

## **JOB CHARTS FOR VARIOUS FUNCTIONARIES**

### **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 agricultural research under the University, the following scientific functionaries are involved. Director of Research Associate

#### **Director of Research**

- Associate Director of Research (Headquarters)
- Zonal Associate Directors of Research
- Principal Scientists (Professors) for each of the major crops 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 agricultural research for supporting States agricultural development. He will perform the following functions. Getting suitable research projects prepared to tackle the existing, emerging and anticipated problems hindering agricultural 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 agroclimatic 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
- 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

### **Associate Directors of Research (ADRs):**

These posts were created with the reorganization of research under the World Bank aided National Agricultural Research Project (NARP) during the year 1978. Their job functions were broadly outlined by the World Bank. These posts have come under State Non-Plan on completion of NARP.

### **Associate Director of Research (Headquarters):**

- The Assoc. Director of Research (Headquarters) will be under the direct control of Director of Research and will assist him in all research related matters dealt by him.
- All files dealt in Research wing will be routed through him via the respective Asst. Directors of Research.
- Monitoring the implementation of research projects and programmes as approved by the Director of Research.
- Conducting Review Meetings / Workshops and all research meetings.
- Responsible for upkeep and maintenance of files and correspondence in the Directorate of Research.

Follow up action on all research matters. Any other work assigned by the Director of Research from time to time

### **Zonal Associate Directors of Research (ADRs):**

The Assoc. Directors of Research at the Zonal level will be responsible for proper administration of the research projects and personnel at the Zonal level as DRs representative

Responsible for the development of physical and infrastructure facilities.

- He will finalize the research programmes in the Zone in association with the respective scientists in the Zone. Principal Scientists and University Head of the Department concerned and inform the Zonal REAC (ZREAC) results.
- He will report the research findings and Extension results in the Zone to the ZREAC under his Chairmanship and also to the Director of Research / Director of Extension.
- He will sanction the funds to various Research Stations in the Zone (including Zonal Headquarters) as per the powers delegated to him.
- Work out ways and means for internal resource generation.

- He will report the needs and developments in respect of agriculture in the zone to Director of Research for information and follow up, beyond his level.
- He will maintain close liaison and relationship with district administration including the line departments in the zone.
- He will monitor the implementation of various programmes of the University in the Zone (Research and Extension).
- Organize training programmes, Kisan Melas, Exhibitions etc.
- He will look after the personnel management, to the extent of powers delegated, in his zone.
- He will constitute Disease/Pest Diagnostic/Disaster Management Teams in the zone to assist the line departments in diagnosis and assistance works.
- He will be assisted by Administrative Officer and Asst. Comptroller on administrative and accounts matters respectively in the zone.
- Any other work assigned by the Director of Research from time to time.
- Principal Scientists (Rice Millets, Pulses, Oilseeds, Groundnut, Cotton, Sugarcane, Horticulture, Agronomy, Water Management, Post-Harvest Technology- Agril. Engg., Seed Production) / Chief Scientists (Dryland Agri. Soil Sci., Agril. Engineering).
- The Principal / Chief Scientist of respective crop / discipline wherever located, will be responsible for all the technical aspects relating to that crop / discipline for the entire State.
- He will have state-wide jurisdiction and responsibility for that crop / discipline programme formulation and proper implementation.
- Responsible for planning, coordination, monitoring and evaluation, documentation for respective crop/discipline in the state.
- He will serve as a reference source for all technical aspects relating to the crop / discipline
- Organize trainings, seminars / workshops for the crop / discipline
- Maintain rapport with officials of line departments
- Responsible for bringing out new initiatives to improve research for the respective crop / discipline.
- He will be under the direct control of the Head of the Research Station where he is located. Any other work assigned by the Director of Research or Assoc. Director of Research or Head of the Research Station.

### **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 Assoc. Director of Research Concerned.
- He will report all matters / developments concerning to the station and agriculture in his jurisdiction to the Assoc. Director of Research concerned and DR for information and followup 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 agricultural 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 Assoc. Director of Research concerned and Director of Research

Any other work assigned by the Director of Research or Assoc. 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 crop / discipline
- Responsible for development and release of improved crop varieties / hybrids 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, Agril.
- 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, analyse 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 Scientists or Assoc. Director of Research

### **Scientific Staff at Headquarters:**

(Asst. Director of Research / Asst. Agril. Economist / Asst. Statistician)

Director of Research will be assisted by Assoc. Director of Research (Headquarters) and Asst.

Directors of Research, Asst. Agril. Economists and an Asst. Statistician, who in-turn will be assisted by the supporting staff comprising five sections, each 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. They will assist the Associate Director of Research (HQ) and Director of Research. Asst. Directors of Research will pass the files put up by the respective Superintendents after their scrutiny and remarks to the ADR (HQ) for approval by DR / Comptroller / Registrar / VC.

Staff Attendance, tappel marking, Personal Registers of staff, discipline in the sections, file movement, project proposals processing, budget, sanctions, variety release, notification reports, replies, approval of each programme all correspondence to and from the Director of Research will be monitored by Asst. Directors of Research.

They will arrange for the successful conduct of interaction meetings, review meetings, discussion meetings, workshop, seminars, symposia, 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.

They will compile and prepare Crop Contingency Plans, Research Highlights and other Research Reports.

Any other work assigned by the Director of Research or Assoc. Director of Research (Headquarters)

## **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 Agril. Cooperatives, 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/Agril. 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

#### **Deputy Director of Extension and Asst. Director of Extension:**

- Monitoring extension programmes and budget of different extension units and schemes functioning under DOE
- Organizing meeting such as SLTP/REAC/SLCC/Memorial lecture etc.
- Organizing Agril. Exhibitions/Kisan Melas/Rytu Sadassus/Meetings etc.
- Preparation of reports
- Any other activity suggested by ANGRAU from time to time
- Senior Scientist (Extension) Associate Professor Cadre at RARS
- Establishing first stage/early demonstrations/FLDS on proven technologies
- Organizing specialized training programmes for progressive farmers and extension personnel.
- Training the SMSs of State department of Agriculture under T&V system in the bi-monthly workshops.
- Providing advisory services to farmers in specialized areas
- Conduct of field extension studies on important problems
- Assist the Associate Director of Research in all be extension activities in the zone

- Developing updating information centres and disseminates agricultural technologies through publications, letters, farm radio and T.V. programmes.
- Assisting ADR in implementation of RAWA programme for UG Students of ANGRAU
- Implementation of village adoption programme
- Assist ADR in Planning and recording of Distance Education programmes
- Assist ADR in conduct of ZREAC meetings
- Any other work organized by ADR/University

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

- Training Organizer: (Assoc. Professor in Extension Education)
- Responsible to the ADR and DE 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;
- Agriculture, Animal Husbandry, Fisheries, Sericulture, Home Science, Horticulture & Farm Forestry
- Coordinating the activities of Centre
- To establish appropriate linkages and Coordinate with the line departments and Agri. 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-to-day functioning of the staff and the centre
- Any other work assigned by the University and zonal coordinator
- Training Associate (Agronomy): (Asst. Professor Cadre)
- 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 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

- Maintaining farm on commercial lines
- Any other technical and administrative work assigned by the training organizer/University

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

- Responsible to, and assist the T.O. 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 T.O. 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 T.O./University.

#### **Training Associate (Pl. Protection): (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 crop 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 (Horticulture): (Asst. Professor Cadre)**

- Formulating technical programme based on the recommendations of SAC, ZREAC and SLTP meeting
- Laying out model demonstration units on KVK farm with improved horticulture management components as resource for training the
- Organizing field demonstrations as per the technical programme
- Developing and delivering need based horticulture crop production technologies for the training programmes organized by KVK
- Timely reporting crop condition and the results of demonstrations and feedback
- Designing need based vocational training courses for youth and 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 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.



## **DAATT CENTRES**

### **Coordinator: (Asst./Assoc. Professor Cadre)**

- Coordinate the activities of district Agricultural Advisory and Transfer of Technology Centre
- Establish appropriate linkages with the work in collaboration with the line departments and Agril. Research Station
- Drawing and disbursing officer
- Conduct DLCC meeting finalizing seasonal action plans
- Organize training programmes to extension personnel and farmers
- Ensure timely submission of reports, reforms, periodicals, diagnostic survey report etc.
- Prepare Action plans based on database and mandal wise and month wise cropping plans
- Monitor & evaluate the day-to-day work, functioning of the staff and the centre
- Any other work assigned by the University

### **Scientist (Crop Production): (Asst./Assoc. Professor Cadre)**

- Responsible to and assist the coordinator in the functioning of DAATTCs
- Training and defining technologies
- Make malady-remedy analysis of problem
- Identify constraints, give feedback to scientists
- Assist/help implementation of RAWEP
- Conduct on-farm research and trials
- Farming systems and conduct on-farm trials
- Prepare mandal wise, month wise cop plans of the district
- Formulate technical programme based on the database, recommendations of DLCC/ZREAC/ SLTP
- Organize trials/demonstration as per the approved technical programme
- Develop need based production technologies for the training programmes organized by the centre
- Report weather and crop conditions
- Participate in the diagnostic surveys as a team member
- Provide technical information to the line departments for printing, multiplication and distribution
- of information materials among the farmers and extension personnel
- Extend technical expertise related to crop production in the training programmes organized by
- the line department and T.V. Bi-monthly workshops
- Any other work assigned by the Coordinator/University

- Organize Kisan Melas / Exhibition / Field days / Rythu Sadassus / Group discussions
- Develop and update Agril. Information centre in the DAATTCs premises
- Coordinate with AIR, electronic media and print media for dissemination of need based technologies in the district
- Complete and prepare monthly and annual reports of the centre
- Organize training programmes for farmers/extension personnel
- Lay out OFDs and FLDs in the farmers field in collaboration with other scientists of the centre
- Monitor and collect feedback of minikits laid by the department of agriculture for discussion in
- DLCC/ZREAC/SLTP
- Implement the RAWE programme at field level under UG programme of ANGRAU
- Prepare of model lesson plan for training programmes and crop based training manuals to the extent possible
- Any other work assigned by the Coordinator / University

#### **Scientists (Animal Husbandry): (Asst./Assoc. Professor Cadre)**

- Develop and update of database related to animal wealth of the district
- Diagnose the diseases and suggesting appropriate remedial measures
- Participate in the animal health camps in collaboration with department of animal husbandry of the district
- Formulate technical programme based on the need are recommendations of DLCC/ZREAC/ SLTP
- Assist and implement Internship programme of veterinary U.G. Students of ANGRAU
- Act as resource person to the concerned line departments in training of officials and farmers
- Popularize fodder crops
- Any other work assigned by the Coordinator / University

#### **Scientists (Home Science): (Asst./Assoc. Professor Cadre)**

- Develop and update of database related to Women & Foods & Nutrition and income generating activities in the district
- Child development
- Family resource management
- Formulate technical programme based on the need and recommendations of DLCC/ZREAC / SLTP

- Popularize income generating activities among the rural poor women
- Implement RAWES similar programme of UG Home Science students of ANGRAU
- Act as resource person to line departments in training of women empowerment programmes officials/ rural women
- Organize awareness campaigns on aspects like consumer education, identification of food and nutrition issues, clean milking practices, safe drinking water, waste recycling and utilization and conservation of energy resources in collaboration with line departments
- Any other work assigned by the Coordinator / University

## **ELECTRONIC WING**

### **Coordinator**

- Coordinate activities of Electronic Wing of the Acharya N.G. Ranga Agricultural University
- Establish appropriate linkages with the various institutions of University for production of T.V. Programmes
- Plans and produce T.V. Programmes with the assistance of other scientists of the Electronic Wing
- Act as a liaison between the University and State Department of Agriculture and other allied departments in production of Rythumitra programmes
- Develop linkages with the various Mass media channels liked Doordarshan, E.T.V., Gemini, Teja and other private channels
- Finalization of identified topics, Identification on suitable resource persons to the T.V. Programme to be telecast through Rythumitra and Distance Education with the approval of the University.
- Finalization of resource person from the University for Phone in live session for Rythumitra with the approval of the University.
- Organize Training Programmes to the resource persons in preparation and presentation of T.V. scripts.
- Developing evaluation mechanisms to improve the quality of the programmes
- Responsible to the Director of Extension in the overall functioning of electronic wing of the University.

Presentation of work done report and getting Technical programme approved in State Level Technical programme Meetings Attend to any other work assigned by the Director of Extension/ Principal Agricultural Information Officer

## **Scientists**

(Crop production/Crop protection/Horticulture/Animal Husbandry)

- Collecting District wise data base and Crop Plans from Directorate of Extension, ANGRAU.
- Formulate the T.V. Programmes to be telecast through Rythumitra and Distance Education based on the prepared district wise crop plans
- Identify the topics to be disseminated through Electronic media
- Conversion of Scientific scripts received into suitable format (Story board format)
- Assist the Coordinator in Planning and production of T.V. programmes of the Electronic Wing
- Assist the Senior Scientist in conduct of Training to the University Scientists in Story board preparation etc.
- Preparation of monthly and annual reports and submitting to the Senior Scientist (Extn.) for consolidation
- Assist the Senior Scientist (Extn.) in evaluation of T.V. programmes
- Monitoring the editing of Video Programmes produced by the electronic wing
- Any other works assigned from time to time by the Director of Extension.

## **FACULTY OF COMMUNITY SCIENCE**

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

#### **Dean of Faculty of Community Science**

- Chief Executive Officer of the Home Science and directly responsible to the Vice-Chancellor
- Organize and conduct the teaching, research and extension programs of the faculty
- Formulate and present policies to the Home Science faculty board
- Review the registration and progress of Home Science students / faculty improvement
- Preparation of the budget for the faculty
- Allocation of budget to various departments of the faculty
- As a member, assist Vice-Chancellor in the recruitment / transfer of the faculty
- Review progress / problems of Home Science colleges with Vice-Chancellor
- Inspection of the departments and offices of Home Science colleges
- Participation in all review meetings organized by Vice-Chancellor as representative of the faculty

### **Associate Dean of College of Community Science**

- Over all administration of the Home Science college including academic management
- Preparation and utilization of the Home Science college budget/ finance management ( including drawing and disbursing functions)
- Prompt preparation and submission of reports, returns etc.
- Conduct Inspection of the college departments
- Personnel management ( Teaching, Non- teaching and supporting labourers)
- Maintenance of discipline, law and order in the colleges and hostels
- Supervision of the work of teachers
- Management of physical and infrastructural facilities
- Proper educational use of the infrastructural facilities
- Campus development
- New initiatives / innovations for the development of Home Science colleges
- Implementation of RHWE / Internship/ NSS and other programs of the college
- Arranging guest lectures on the Home Science subjects by the concerned eminent speakers
- Acts as a Chief Superintendent for conducting the examinations (Supervise the conduct of
- examinations, evaluation and preparation of Performance registers)
- Acts as a 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 of the department
- Coordinate the activities of concerned departments in the college of Home Science
- Planning, formulation execution, monitoring and review of departmental research / extension
- programmes and material development by the faculty
- Curriculum development, monitoring teaching learning process in the University
- Overall supervision of examination systems in her discipline in the University
- Submission of progress reports and teaching programmes to the University
- Review of progress in terms of quality and quantity by the faculty in association with head of the department.
- Any other duty assigned by superiors.

## Head of the Departments (Common)

General administration (Tech, Non-Tech, finance, labour)

- Guide the Professor, Assoc. Professor, Asst. Professor and supervising them for the smooth execution of their duties.
- UG and PG Teaching and PG student guidance.
- Programme implementation, General discipline, Upkeep and management of department in the college.
- Allotment of work load to each faculty in consultation with University Head of the department.
- Supervise the conduct of examination, evaluation and preparation of performance registers of the department
- Procurement of latest books and relevant periodicals
- Arranging Guest Lectures.
- Supervision of the work of supporting staff.
- Formulation and implementation of income generation programmes.
- Identification of research gaps for suggesting areas for future research.
- To take steps to look after new courses, certificate courses etc, and encourage staff research through adhoc schemes submitted to different funding agencies.
- To procure latest equipment and identify new technologies for departmental development.
- Identifying relevant user agencies, entrepreneurs and line departments
- Identifying Job Opportunities arising from time to time.
- Monitoring Consultancy and Counseling Services.
- Any other duty assigned by superiors.

## Professor

Teaching (UG and PG) and PG research guidance

- Responsible for the management of departmental affairs besides research and extension activities.
- Prioritization, formulation and execution of research programmes
- Curriculum development, Supervision and conduct of the examination, Evaluation and preparation of performance register.
- Authoring Quality Text books and manuals.
- Help the Associate Dean in conducting and coordinating the activities besides helping in the maintenance of discipline, law and order in college and hostels.
- Participation in different administrative and academic committees

- Providing required technical services to the farmers/farmwomen as and when required
- Maintaining correspondence and records.
- Participation in Kisan Melas, RytuSadassu etc.
- Identification and execution of Income generation plans.
- Consultancy and Interdisciplinary Services.
- Implementing adhoc research projects
- Developing low cost technologies suitable for rural families.
- Disseminating research findings through appropriate communication media
- Preparing leaflets, folders, booklets, CDs and Video Cassettes and relevant technologies on subject matter concerned.
- Organizing Training Programmes, Exhibitions/Open House/Demonstrations/Kisan Melas to impart skills/knowledge.
- Participation in Village adoption programmes.
- Any other work assigned by the Head/Associate Dean/University.

### Associate Professor

- Teaching (UG & PG) and PG research guidance after accreditation
- Responsible for conducting research and extension activities.
- Participation in the curriculum development and other activities.
- Authoring Quality Text books and manuals.
- Arranging Guest Lectures whenever necessary.
- Assisting the Head of the department in the procurement of the departmental requirements.
- Maintenance and Repairs of laboratory equipment
- Conduct of co-curricular and extra-curricular activities assigned by the University.
- Management of hostels and other duties assigned.
- Effectively serve as advisor to students.
- Conduct of examination, evaluation and programme preparation of performance registers.
- Assist head of department in creation and maintenance of facilities including administrative matters.
- Coordinating certificates / short courses besides participating in the Income generation schemes.
- Collection of Case Studies of successful entrepreneurs, NGOs and Alumni etc.
- Help/Assist Associate Dean in maintenance of discipline, law and order in colleges and hostels.
- Production/publication of technical research and extension material.
- Implementation of adhoc/departmental research projects.

- Organizing Training Programmes, Exhibitions/Demonstrations/Kisan Melas to impart skills/knowledge.
- Participation in Village adoption programme, RHWEF and other related programmes of the college.
- Developing low cost technologies suitable for rural families
- Any other work assigned by the Head/Associate Dean/University.

### **Assistant Professor**

#### **Teaching research and extension**

- P.G. Teaching and Research guidance after accreditation
- Advisory services to UG and PG students.
- Preparation of Lecture Outlines and Lesson Plans for the course.
- Preparation of Audio Visual Aids for concerned courses.
- Preparation of practical manuals in consultation with Associate Professor
- Collection of case studies of successful entrepreneurs, NGOs and Alumni etc.
- Arranging Guest Lectures whenever necessary.
- Conduct of examinations, evaluation and preparation of performance registers.
- Extending support to concerned Head in revision of syllabus in keeping up-to-date with the current developments in the field.
- Upkeep of laboratory for practical classes.
- Departmental correspondence.
- Maintenance of academic records, stores stocks, Dept. Library etc.
- Participation in departments developmental activities.
- Assisting the head of the department in the procurement of the departmental requirements.
- Conduct of co-curricular, curricular activities as assigned.
- Assist Associate Dean in maintenance of discipline and law and order in college and hostels.
- Participation in curriculum development.
- Effectively serve as an advisor to students.
- Participation in income generation schemes.
- Planning and Guiding PG Research as an advisory committee member
- Implementing Adhoc/Departmental Research Projects.
- Participation in all the extension activities of the department.
- Functioning as an Officer In-charge of NSS/other programmes of the college.
- Any other work assigned by the Head/Associate Dean/University.

<b>Joint Registrar</b>	Overall Supervision of the Administration in all issues.
<b>Deputy Registrar</b>	Supervise all the administrative matters and recruitments, appointments, promotions, transfers and all court cases.



<b>Deputy Comptroller</b>	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.
<b>Assistant Comptroller</b>	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
<b>Assistant Registrar</b>	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.
<b>Administrative Officer</b>	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.
<b>Administrative Officer</b>	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.
<b>Superintendent</b>	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.
<b>Senior Assistant</b>	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.
<b>Junior Assistant Cum Typist</b>	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.
<b>Under Division Stenographer</b>	Act as personal Assistant to the Officer and maintain confidential Records. He will record minutes of different meetings and maintain the concerned files.
<b>Cashier</b>	Drawing and disbursing of cash with respect to salaries, TA etc., maintain relevant records and write cash book.
<b>Agricultural</b>	Supervision of all Farm Operations, Cultivation of Crops, Preparation

<b>Officer</b>	of the land required for by various departments and maintenance of crop cafeteria of farm. Maintain stock registers and stores and supervise the Sub-Assistants. Operation and maintenance of machinery, electrical motor pump sets. Attends muster, distribution of labour, preparation of labour wages and maintenance of acquaintances.
<b>Agricultural Extension Officer</b>	He has to look after filed works, collection of data, supervision of fields and assist scientists in conducting- experiments, collection of experiments & weather data to write the DMS and to supervise the work of casual labourers and any other duties assigned by the scientists.
<b>Field Supervisor</b>	Supervise labour, field operations and issue Farm implements and tools. Maintenance of Farm Machinery, Bullocks drawn implements and carts
<b>Cine/Projector Operator</b>	Arrange public address system for any official meeting in the University and repair the equipment.
<b>Artist-Cum-Photographer</b>	Take photos in all functions of the University, NSS cams, sports activities etc.,
<b>Mechanic Grade-I</b>	Assist the course in charge in conducting practical classes of all the courses related to work shop, Farm Machinery and Power Laboratories, processing laboratory and other laboratories of the college. Attend minor repairs and maintenance of the Machinery including Tractors, Farm Machinery and other Machinery. Responsible for Overall maintenance of the work shop.
<b>Senior Technician</b>	Maintenance and repairs of all Audio, Video and Computer equipment. Edit Video Recorded Tapes, maintain Seminar Hall and Electronic equipment and record extension programmes.
<b>Electrician</b>	Maintenance, repairs and replacements of Electrical items.
<b>Carpenter</b>	Maintain Wooden Farm Implements, repair Wooden plough body and handles and Farm Implements.
<b>Assistant Librarian</b>	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.
<b>Technical Assistant</b>	Take the responsibility of Assistant Librarian in the absence, Monitor the computerization, maintain the recent additions, classification and cataloguing of documents.
<b>Senior Library Assistant</b>	Acquisition control, look after ordering, classification and cataloguing. In charge of text books, reference books and abstracting service on computer.
<b>Junior Library Assistant</b>	In charge of the Periodicals, renewals, subscriptions, reminders, etc.,
<b>Shelf Assistants</b>	Shelving the books, look after the circulation counter, issuing reader tickets, etc.,

<b>Junior Binder</b>	Library binding work, repairs of the books, labeling, posting and stamping etc.,
<b>Deputy Executive Engineer</b>	Look after the new constructions in the University and also in charge of sanctions.
<b>Assistant Engineer</b>	Supervise the works in the University and miscellaneous works
<b>Record Assistants</b>	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.
<b>Drivers</b>	Driving of Tractor, Jeep, Car and heavy vehicles as per the instructions of the higher authorities / immediate Officer.
<b>Tractor Driver</b>	Maintenance of Tractors, Trailers and Tractor drawn implements. Operation of power tiller and its maintenance.
<b>Office Subordinate</b>	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.
<b>Watchman</b>	Watch and ward duty for safeguarding the University property (movable and immovable) during day time and night time.
<b>Agricultural Workman</b>	To assist the Scientist & Technical Staff on the field in conducting field experiments and preparation of fields like sowing, irrigation, weeding and harvesting.

## **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

Principal Secretary to Government of Andhra Pradesh, Panchayat Raj and Rural Development, Secretary to Government, Finance & Planning Department, Government of Andhra Pradesh. Commissioner and Director of Agriculture, Government of Andhra

Pradesh. Director of Animal Husbandry, Government of Andhra Pradesh and Nominee of the Director General, Indian Council of Agricultural Research, New Delhi.

Members Representing; Distinguished Agricultural Scientist (One); Academic Council of ANGRAU (Four); A.P. State Legislature and Parliament (Four); Progressive Agriculturists (Four); Agro-industrialists and Entrepreneurs (Two)

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 Agriculture, Home 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. The REAC is guided by the Zonal Research and Extension Advisory Councils (ZREAC) constituted for each of the seven Agro-climatic Zones. The REAC as well as ZREACs have representatives from the Line departments of the Government of Andhra Pradesh such as Agriculture, Horticulture, Animal Husbandry, Fisheries and Women and Child Welfare, farmers, industries, besides academicians.

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

In Addition to the powers and functions mentioned in section 20 of the Act, the Board shall exercise and perform the following powers and functions, namely:-

- (i) to declare by Statute that the University shall include any other Faculty under sub-section (1) of section 23;
- (ii) to publish an annual report containing the review of the progress made in different spheres of activities of the University;
- (iii) to submit to the Government legislative proposals which it considers necessary for the betterment and promotion of Agriculture;
- (iv) to consider the proposals of the Boards of Faculties for the institution of Fellowships, Scholarships, Bursaries, Medals and Prizes. Term of the teachers nominated by the Vice-Chancellor to the Academic Council:

The term of the teachers nominated by the Vice-Chancellor to the Academic Council shall be two years from the date of nomination or from the date of Occurrence of the vacancy whichever is later.

### **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.

### **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.

(ii) 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**

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 as such;
- (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 38 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.	<b>Registrar</b>
2. All Research records, stock files etc.	<b>Director of Research</b>
3. All teaching records, stock files, admissions (UG & Diploma), student particulars, hostel Particulars, curriculum and examinations, degrees etc.	<b>Dean of Agriculture</b>
4. All PG admissions, curriculum and examinations etc.	<b>Dean of PG Studies</b>
5. All Extension activities, stock files etc.	<b>Director of Extension</b>
6. Tenders, civil works etc.	<b>Estate Officer</b>
7. Library activities, stock files etc.	<b>University Librarian</b>
8. Budget records, stock files etc.	<b>Comptroller</b>
9. Basic records, stock files, field layout plan, Research records, stock registers	<b>Associate Director of the Research/Head of Research Station/Scheme</b>
10. Student particulars and hostel particulars, admissions, examinations etc.	<b>Associate Dean &amp; Principal</b>
11. Extension related records, on farm trials, training programmes, meetings etc.	<b>Coordinator DAATTC KVK, EEI, ATIC, electronic wing etc.</b>
12. Farmers call center records and stock files.	<b>Principal Scientist &amp; coordinator.</b>

**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:**

**BOARD OF MANAGEMENT**

The Board of Management of ANGRAU 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 Agro-industry (2) and State Chamber of Panchayat Raj (1) as well as Agricultural Scientific Community (1). In addition, one representative from the Indian Council of Agricultural Research, three Members of Academic Council of the University, Secretaries to Government from Panchayat Raj and Finance Departments and Directors of State Departments of Agriculture and Animal Husbandry are also the Members of the Board of Management of ANGRAU.

**1. Board of Management**

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The Board of Management has representatives from State Legislature / Parliament (4), the Agro-industry (2) and State Chamber of Panchayat Raj (1) as well as Agricultural Scientific Community (1). In addition, one representative from the Indian Council of Agricultural Research, three Members of Academic Council of the University, Secretaries to Government from Panchayat Raj and Finance Departments and Directors of State Departments of Agriculture and Animal Husbandry are also the Members of the Board of Management of ANGRAU.

**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 Agriculture (Research), Director of Animal Husbandry, three farmers, seven Members of Coordinator of DAATTCs, Programme Coordinators of KVKs, Board of Management of ANGRAU, all the Associate Directors of Research, representatives of Progressive Farmers of the nine agro-climatic zones, two representatives of Agri-business Consortium, two Eminent Scientists and Officers of Line Departments of Agriculture act as Members of the REAC. This Council suggests the research strategies based on feedback on the problems encountered by the farmers of the State.

### **4. District Level Coordination Committee (DLCC) for DAATTCs**

The District Level Coordination Committee (DLCC) for each DAATTC is constituted to oversee the functioning of the district centres in planning, coordination, execution, and midterm review of its programme.

#### **The District Level Coordination Committee consists of**

- i) ADR of the region : Chairman
- ii) Coordinator of DAATTC : Convener
- iii) Joint Director of the Line Departments/ District Level Officers of the line departments, Irrigation departments etc. : Members
- iv) Farmers representatives (One from each enterprise viz. Agril., Hortil., Animal Husbandry, Fisheries etc.) : Members
- v) Representatives of Input Agencies - 2 : Members
- vi) Representative of N.G.Os - 1 : Member

The members of DLCC under item no. iv, v and vi will be identified and proposed by the coordinator of DAATTC in consultation with the ADR of the zone and District Heads of the line Departments and this will be approved by the Director of Extension, ANGRAU.

District Level Coordination Committee will decide joint action plan of DAATTC to suit the farm and farming systems of the district.

District Level Coordination Committee will meet twice in a year, one before each session to decide seasonal joint action plans, to review the work done in the previous season/year in the district and suggest improvements needed. Whereas the heads of concerned line departments of the district will prepare their action plans for the district and present before DLCC for discussion and approval for implementation.

**DIRECTORY OF UNIVERSITY OFFICERS OF**  
**ACHARYA N.G. RANGA AGRICULTURAL UNIVERSITY ([www.angrau.ac.in](http://www.angrau.ac.in))**

Name of the University: **Acharya N.G.Ranga Agricultural University**

Place: **Lam, Guntur**

**Andhra Pradesh**

**Pin Code: 522 034.**

Website: [www.angrau.ac.in](http://www.angrau.ac.in)

1. Vice-Chancellor : **Dr. R. Sarada Jayalakshmi Devi**

Phone: Office: **0863-2347011**

Mobile No: -

E-mail: [vicechancellor@angrau.ac.in](mailto:vicechancellor@angrau.ac.in)

2. Registrar : **Dr. G. Rama Rao (Incharge)**

Phone: Office : **0863-2347101**

Mobile No : **8008943336**

E-mail: [registrar@angrau.ac.in](mailto:registrar@angrau.ac.in)

3. Comptroller : **Dr. A. V. Ramana (Incharge)**

Phone: Office: **0863-2347102**

Mobile No: **70934 03883**

E-mail: [comptroller@angrau.ac.in](mailto:comptroller@angrau.ac.in)

4. Dean of P.G. Studies: **Dr. G. Rama Rao (Incharge)**

Phone: Office: **0863-2347001**

Mobile No: **8008029413**

E-mail: [deanpgs@angrau.ac.in](mailto:deanpgs@angrau.ac.in)

5. Dean of Agriculture : **Dr. P. Sudhakar (Incharge)**

Phone: Office: **0863-2347002**

Mobile No: **91-96188 81023**

E-mail: [deanagri@angrau.ac.in](mailto:deanagri@angrau.ac.in)

6. Director of Research : **Dr. L. Prasanthi (Incharge)**  
Phone: Office: **0863-2347003**  
Mobile No: **91-95733 34506**  
Email-id: [directorresearch@angrau.ac.in](mailto:directorresearch@angrau.ac.in)
7. Director of Extension: **Dr. A. Subbarami Reddy(Incharge)**  
  
Phone: Office: **0863-2347004**  
Mobile No: **91-8008896185**  
E-mail: [directorextension@angrau.ac.in](mailto:directorextension@angrau.ac.in)
8. University Librarian: **Dr. A. Mani (Incharge)**  
  
Mobile No: **91-8008029413**  
E-mail: [univ.librarian@angrau.ac.in](mailto:univ.librarian@angrau.ac.in)
9. Controller of Examinations : **Dr. P. Sudhakar (Incharge)**  
  
Phone: Office: **0863-2347005**  
Mobile No: **7893520988**  
E-mail: [coe@angrau.ac.in](mailto:coe@angrau.ac.in)
10. Dean of Agril.Engg. &Technology : **Dr. A. Mani (Incharge)**  
  
Phone: Office: - **0863-2347006**  
Mobile No: **91-70934 03883**  
E-mail: [deanaet@angrau.ac.in](mailto:deanaet@angrau.ac.in)
11. Dean of Student Affairs :**Dr. P. Sambasiva Rao(Incharge)**  
  
Phone: Office: - **0863-2347008**  
Mobile No: **91-7331148418**  
E-mail: [dsa@angrau.ac.in](mailto:dsa@angrau.ac.in)
12. Dean of Community Science: **Dr. L. Prasanthi (Incharge)**  
  
Phone: - **0863-2347007**  
Mobile No: **91-98481 96489**  
E-mail: [deancs@angrau.ac.in](mailto:deancs@angrau.ac.in)

13. Estate Officer: **Sri P.Ravi (Incharge)**

Mobile No: 91-7331173700

E-mail: [estateofficer@angrau.ac.in](mailto:estateofficer@angrau.ac.in)

**THE MONTHLY REMUNERATION OF REGULAR EMPLOYEES WORKING IN ANGRAU AS ON 01-01-2021**

**Revised U.G.C. Pay Scales 2016**

<b>Sl.No</b>	<b>Designation</b>	<b>Scale of pay</b>	<b>Remarks</b>
1	2	3	4
1	<b>Vice-Chancellor</b>	2,10,000	--
2	<b>Registrar</b>	73270-108330	State Govt.
3.	<b>Dean</b>	1,44,200-2,18,200	-
4.	<b>Director</b>	1,44,200-2,18,200	-
5.	<b>Comptroller</b>	73,270-1,08,330	State Govt.
6.	<b>Estate Officer</b>	29,200-54,360	State Govt.
7.	<b>University Librarian</b>	1,44,200-2,18,200	-
8	<b>Associate Dean</b>	1,44,200-2,18,200	--
9.	<b>Vice-Principal</b>	1,31,400-2,17,100	--
10.	<b>Professor</b>	1,44,200-2,18,200	-
11.	<b>Associate Professor Selection Grade</b>	1,31,400-2,17,100	--
12.	<b>Associate Professor</b>	1,31,400-2,17,100	-
13.	<b>Assistant Professor Selection Grade (CAS)</b>	79,800-2,11,500	-
14.	<b>Assistant Professor (Senior Scale (CAS))</b>	68,900-2,05,500	-
15.	<b>Assistant Professor</b>	57,700-1,82,400	-
16.	<b>Associate Director of Research</b>	1,44,200-2,18,200	--
17.	<b>Principal Scientist</b>	1,44,200-2,18,200	--
18.	<b>Senior Scientist</b>	1,31,400-2,17,100	-
19.	<b>Scientist Selection Grade (CAS)</b>	1,31,400-2,17,100	-

20.	<b>Scientist Senior Scale (CAS)</b>	68,900-2,05,500	-
21.	<b>Scientist</b>	57,700-1,82,400	-
22.	<b>Physical Director</b>	57,700-1,82,400	--
23.	<b>Asst. Librarian Selection Grade</b>	1,44,200-2,18,200	--
24.	<b>Asst. Librarian Sr. Scale</b>	68,900-2,05,500	-
25.	<b>Asst. Librarian</b>	57,700-1,82,400	-
26.	<b>Farm Supdt. Selection Grade</b>	1,31,400-2,17,100	-
27.	<b>Farm Supdt. Sr.Scale</b>	68,900-2,05,500	-
28.	<b>Farm Supdt.</b>	57,700-1,82,400	
29.	<b>Physical Director(SG)</b>	1,31,400-2,17,100	-
30.	<b>Physical Director Sr. Scale</b>	68,900-2,05,500	-

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

(Proceedings No.277/BG/A1/2015, Dated 30-06-2015)

<b>S.No</b>	<b>Designation</b>	<b>Scale of pay</b>	<b>Remarks</b>
1.	<b>Registrar</b>	73270-108330	-
2.	<b>Comptroller</b>	73270-108330	-
3.	<b>Estate Officer</b>	56870-105810	-
4.	<b>Joint Registrar</b>	52590-103290	-
5.	<b>Executive Engineer (Civil)</b>	49870-100770	-
6.	<b>Deputy Registrar/ Deputy Comptroller</b>	46060-98440	-
7.	<b>Transport Officer</b>	42490-96110	-



8.	<b>Medical Officer</b>	40270-93780	-
9.	<b>Deputy Executive Engineer (Civil)</b>	42490-96110	-
10.	<b>Deputy Executive Engineer (Elec.)</b>	42490-96110	-
11.	<b>Assistant Registrar/ Assistant Comptroller/Administrative Officer/PA to Vice-Chancellor</b>	37100-91450	-
12.	<b>Manager (Press)</b>	35120-87130	-
13.	<b>Assistant Statistician 16150-42590</b>	31460-84970	-
14.	<b>Assistant Publicity Officer</b>	31460-84970	-
15.	<b>Agricultural Officer</b>	35120-87130	-
16.	<b>Assistant Executive Engineer (Civil)</b>	37100-91450	-
17.	<b>Assistant Engineer (Civil)</b>	31460-84970	-
18.	<b>Assistant Engineer (Elec.)</b>	31460-84970	-
19.	<b>Engineering Supervisor</b>	31460-84970	-
20.	<b>Automobile Supervisor</b>	31460-84970	-
21.	<b>Superintendent</b>	28940-78910	-
22.	<b>Special Grade Steno</b>	28940-78910	-
23.	<b>Foreman (Printing)</b>	26600-77030	-
24.	<b>Statistical Assistant</b>	28940-78910	-
25.	<b>Technical Assistant (Library)</b>	28940-78910	-
26.	<b>Computer Programmer</b>	26600-77030	-
27.	<b>Public Relation Officer</b>	26600-77030	-
28.	<b>Senior Assistant</b>	23100-67990(EIP) / 22460-66330	-

29.	<b>Upper Division Steno</b>	23100-67990(EIP) / 22460-66330	-
30.	<b>Draughtsman Grade-II</b>	24440-71510	-
31.	<b>Line Inspector</b>	21230-63010	-
32.	<b>Mechanical Supervisor</b>	21230-63010	-
33.	<b>Senior Proof Reader</b>	21230-63010	-
34.	<b>Artist-cum-Photographer</b>	21230-63010	-
35.	<b>Computer</b>	22460-66330	-
36.	<b>Field Investigator</b>	21230-63010	-
37.	<b>Foreman (Automobile)</b>	21230-63010 (ITI Certificate holders) 17890-53950 (for non ITI holders)	-
38.	<b>Mechanical Grade-I (Automobile)</b>	21230-63010 (ITI Certificate holders) 17890-53950 (for non ITI holders)	-
39.	<b>Mechanical Grade.I</b>	21230-63010 (ITI Certificate holders) 17890-53950 (for non ITI holders)	-
40.	<b>Senior Library Assistant</b>	23100-67990	-
41.	<b>Care Taker for hostel</b>	23100-67990	-
42.	<b>Laboratory Assistant</b>	19500-58330	-
43.	<b>Senior Technician(Production)</b>	18400-55410	-
44.	<b>Electrical Supervisor</b>	18400-55410	-

45.	<b>Senior Technician (Electronic Communication)</b>	18400-55410	-
46.	<b>Draughtsman Grade-III</b>	22460-66330	-
47.	<b>Pharmacist Grade-II</b>	18400-55410	-
48.	<b>Computer-cum Estimator</b>	18400-55410	-
49.	<b>Offset Cameraman</b>	18400-55410	-
50.	<b>Surveyor</b>	18400-55410	-
51.	<b>Overseer</b>	17890-53950	-
52.	<b>Mid Wife</b>	19500-58330	-
53.	<b>Senior Machine Minder</b>	17890-53950	-
54.	<b>Senior Compositor</b>	17890-53950	-
55.	<b>Junior Proof Reader</b>	17890-53950	-
56.	<b>Offset Machineman</b>	17890-53950	-
57.	<b>Projector/Cine Operator</b>	17890-53950	-
58.	<b>Driver(H.V) (Driver/Tractor)</b>	17890-53950	-
59.	<b>Printer-cum-Grinder (formerly known as Monocaster)</b>	17890-53950	-
60.	<b>Mechanic Grade-II (Auto)</b>	17890-53950 (for ITI Trade Certificate Holders) 15030-46060 (for non ITI holders personal)	-
61.	<b>Mechanic Grade.II</b>	17890-53950 (for ITI Trade Certificate Holders) 15030-46060 (for non ITI holders personal)	-

62.	<b>Machine Attendant</b>	17890-53950 (for ITI trade certificate holders) 15030-46060 (for non ITI holders personal)	-
63.	<b>Farm Mechanic</b>	17890-53950 (for ITI trade certificate holders) 15030-46060 (for non ITI holders personal)	-
64.	<b>Welder</b>	17890-53950 (for ITI trade certificate holders) 15030-46060 (for non ITI holders personal)	-
65.	<b>Turner</b>	17890-53950 (for ITI trade certificate holders) 15030-46060 (for non ITI holders personal)	-
66.	<b>Pump Set Driver</b>	17890-53950 (for those who possess the qualification prescribed under the rules) 14600-44870 (for unqualified existing incumbent)	-
67.	<b>Oil Engine Driver 9200-27000 / 7520-22430</b>	17890-53950 (for those who possess the qualification prescribed under the rules)	-

68.	<b>Instrument Mechanic</b>	17890-53950 (for those who possess the qualification prescribed under the rules)	-
69.	<b>Assistant Mechanic</b>	14600-44870 (for unqualified existing incumbent)	-
70.	<b>Electrician</b>	17890-53950 (for those who possess the qualification prescribed under the rules) 14600-44870 (for unqualified existing incumbent)	-
71.	<b>Mechanic Grade.III</b>	17890-53950 (for those who possess the qualification prescribed under the rules) 14600-44870 (for unqualified existing incumbent)	-
72.	<b>Pipeline Fitter</b>	17890-53950 (for those who possess the qualification prescribed under the rules) 14600-44870 (for unqualified existing incumbent)	-
73.	<b>Farm Machine Operator</b>	17890-53950 (for those who possess the qualification prescribed under the rules)	-

		14600-44870 (for unqualified existing incumbent)	
74.	<b>Gas Mechanic</b>	17890-53950 (for unqualified existing incumbent) 14600-44870 (non ITI holders)	-
75.	<b>Fitter</b>	17890-53950 (for those who possess ITI trade certificate) 13780-42490 (for unqualified existing)	-
76.	<b>Pipeline Operator</b>	17890-53950 (for those who possess ITI trade certificate) 13780-42490 (for unqualified existing incumbent personal)	-
77.	<b>Junior Library Assistant</b>	18400-55410	-
78.	<b>Drilling Machine Operator</b>	16400-49870	-
79.	<b>Tracer</b>	16400-49870	-
80.	<b>Junior Asst. (Converted as Junior Asst.cum-Typist)/Typist/Lower Division Clerk (Stores)</b>	16400-49870	-
81.	<b>Telephone Operator</b>	16400-49870	
82.	<b>Lower Division Steno</b>	16400-49870	-
83.	<b>Sub-Asst. (Agril.Ext.Officer)</b>	17890-53950	-
84.	<b>Computer Operator</b>	16400-49870	-

85.	<b>Data Entry Operator</b>	16400-49870	-
86.	<b>Field Assistant</b>	15460-47330	-
87.	<b>Driver(L.V) (Driver/Tractor)</b>	15460-47330	-
88.	<b>AutoDriver/MotorCycle Messenger</b>	15460-47330	-
89.	<b>Blacksmith Grade.I</b>	15030-46060 (for those who possess the qualification prescribed under the service rules for ITI certificate holders) 14600-44870 (for unqualified existing incumbent personal)	-
90.	<b>Carpenter Grade.I</b>	15030-46060 (for those who possess ITI trade certificate) 14600-44870 (unqualified existing incumbent personal)	-
91.	<b>Moulder</b>	15030-46060 (for those who possess ITI trade certificate) 13780-42490 (for unqualified existing incumbent personal)	-
92.	<b>Blacksmith Grade-II</b>	15030-46060 (for those who possess ITI trade certificate) 13780-42490	-

		(for unqualified existing incumbent personal)	
93.	<b>Carpenter Grade-II</b>	15030-46060 (for those who possess ITI trade certificate) 13780-42490 (for unqualified existing incumbent personal)	-
94.	<b>Cashier</b>	15460-47330	-
95.	<b>Compositor</b>	15030-46060	-
96.	<b>Offset Machine Attendant (formerly known as Copy Holder)</b>	15030-46060	-
97.	<b>Xerox Operator</b>	15030-46060	-
98.	<b>Roneo Operator</b>	15030-46060	-
99.	<b>Record Assistant</b>	15030-46060	-
100.	<b>Dark Room Assistant</b>	14600-44870	-
101.	<b>Shelf Assistant</b>	15030-46060	-
102.	<b>Plumber</b>	14600-44870	-
103.	<b>Jamedar</b>	14600-44870	-
104.	<b>Senior Binder</b>	14600-44870	-
105.	<b>Craftsman</b>	14600-44870	-
106.	<b>Pump Fitter</b>	14600-44870	-
107.	<b>Mason</b>	14600-44870	-
108.	<b>Work Inspector, Grade-III</b>	14600-44870	-
109.	<b>Dresser</b>	13780-42490	-



110.	<b>Cine Technician</b>	13780-42490	-
111.	<b>Tin Smith Grade. I</b>	13780-42490	-
112.	<b>Junior Binder</b>	13780-42490	-
113.	<b>Tin Smith Grade-II</b>	13390-41380	-
114.	<b>Head Waiter</b>	13390-41380	-
115.	<b>Cook</b>	13390-41380	-
116.	<b>Field Supervisor</b>	13780-42490	-
117.	<b>Nursing Orderly</b>	13000-40270	-
118.	<b>Cleaner</b>	13000-40270	-
119.	<b>Attender /Messenger</b>	13000-40270	-
120.	<b>Watchman</b>	13000-40270	-
121.	<b>Sweeper</b>	13000-40270	-
122.	<b>Kamati/Kamatan</b>	13000-40270	-
123.	<b>Scavenger</b>	13000-40270	-
124.	<b>Farrash</b>	13000-40270	-
125.	<b>Ward Boy</b>	13000-40270	-
126.	<b>Ayah</b>	13000-40270	-
127.	<b>Games Boy</b>	13000-40270	-
128.	<b>Runner</b>	13000-40270	-
129.	<b>Marker</b>	13000-40270	-
130.	<b>Laboratory Boy</b>	13000-40270	-

131.	<b>Gasman</b>	13000-40270	-
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S.No	Name of the Officer	Designation	Address	Phone Nos.
1	<b>Dr. G. Rama Rao</b>	Registrar ANGRAU	Administrative office, Lam, Guntur – 522 034	Phone : 0863-2347101 Mobile: 80089 43336 Email: registrar@angrau.ac.in

### Public Information Officers (PIOs)

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1	<b>Dr. A. Subbarami Reddy</b>	Director of Extension ANGRAU	Administrative office, Lam, Guntur Pin- 522 034	Phone: 0863-2347004 Mobile: 80088 96185 Email: <a href="mailto:directorextension@angrau.ac.in">directorextension@angrau.ac.in</a>
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3	<b>Dr. P. Sambasiva Rao</b>	Dean of Student Affairs ANGRAU	Administrative office, Lam, Guntur Pin- 522 034	Phone: 0863-2347008 Mobile: 7331148418 Email: <a href="mailto:dsa@angrau.ac.in">dsa@angrau.ac.in</a>
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6	<b>Dr. L. Prasanthi (Incharge)</b>	Dean of Home Science ANGRAU	Administrative office, Lam, Guntur Pin- 522 034	Phone: 0863-2347007 Mobile: 98481 96489 Email: <a href="mailto:deancs@angrau.ac.in">deancs@angrau.ac.in</a>
7	<b>Dr. A. Mani (Incharge)</b>	Dean of Agricultural Engineering ANGRAU	Administrative office, Lam, Guntur Pin- 522 034	Phone: 0863-2347006 Mobile: 70934 03883 Email: <a href="mailto:deanaet@angrau.ac.in">deanaet@angrau.ac.in</a>
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9	<b>Dr. A. Mani (Incharge)</b>	University Librarian ANGRAU	Administrative office, Lam, Guntur Pin- 522 034	Mobile: 7331148418 Email: <a href="mailto:univ.librarian@angrau.ac.in">univ.librarian@angrau.ac.in</a>
10	<b>Dr. A.V. Ramana (Incharge)</b>	Comptroller	Administrative office, Lam, Guntur Pin- 522 034	Phone: 0863-2347102 Mobile: 70934 03883 Email: <a href="mailto:comptroller@angrau.ac.in">comptroller@angrau.ac.in</a>

11	<b>Sri P.Ravi</b>	Estate Officer ANGRAU	Administrative office, Lam, Guntur Pin- 522 034	Mobile: 73311 73700 Email: <a href="mailto:estateofficer@angrau.ac.in">estateofficer@angrau.ac.in</a>
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1	<b>Dr. Cherukuri Sreenivasa Rao</b>	Director P&M Cell ANGRAU	Administrative office, Lam, Guntur Pin- 522 034	Mobile: 94419 47022 Email: <a href="mailto:directorpmcell@angrau.ac.in">directorpmcell@angrau.ac.in</a>

#### Assistant Public Information Officers (APIOs)

#### Colleges / Regional Agricultural Research Stations (RARSs)

S.No	Name of the Officer	Designation	Address	Phone Nos.
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2	<b>Dr. G. Prabhakara Reddy</b>	Associate Dean	Sri Venkateswara Agricultural College Tirupathi – 517 502 Chittoor Dist.	Phone: 0877 – 2248667 Mobile: 99896 25206 Email: <a href="mailto:ad.svagctpt@angrau.ac.in">ad.svagctpt@angrau.ac.in</a>
3	<b>Dr. D. Srinivas</b>	Associate Dean	Agricultural College Naira – 532 185 Srikakulam dist.	Phone: 08942 – 286509 Mobile: 94903 24776 Email: <a href="mailto:ad.agcnaira@angrau.ac.in">ad.agcnaira@angrau.ac.in</a>
4	<b>Dr. K.S.S. Naik</b>	Associate Dean	Agricultural College Mahanandi– 518 502 Kurnool Dist.	Phone: 08514 – 234752 Mobile: 83747 29292 Email: <a href="mailto:ad.agcmnd@angrau.ac.in">ad.agcmnd@angrau.ac.in</a>

5	<b>Dr. Ch. Shyamraj Naik</b>	Associate Dean	Agricultural College Rajamahendravaram -533 101 East Godavari Dist.	Phone: 0883 – 2430465 Mobile: 98490 61351 Email: <a href="mailto:ad.agcrjy@angrau.ac.in">ad.agcrjy@angrau.ac.in</a>
6	<b>Dr. G. Karuna Sagar</b>	Associate Dean	Mekapati Gowtham Reddy Agricultural College Udayagiri -524 226 Nellore Dist.	Phone: Mobile: 7815923865 Email: <a href="mailto:ad.agcudayagiri@angrau.ac.in">ad.agcudayagiri@angrau.ac.in</a>
7	<b>Dr. D. D. Smith</b>	Associate Dean	College of Agricultural Engineering Bapatla – 522 101 Guntur Dist.	Phone: 08643 – 224068 Mobile: 99896 25205 Email: <a href="mailto:ad.caebpt@angrau.ac.in">ad.caebpt@angrau.ac.in</a>
8	<b>Dr. H. V. Hema Kumar</b>	Associate Dean	College of Agricultural Engineering Madakasira-515 301 Anantapuram Dist.	Phone: 08493 – 200166 Mobile: 77023 66113 Email: <a href="mailto:ad.caemdks@angrau.ac.in">ad.caemdks@angrau.ac.in</a>
9	<b>Dr. Y. Radha</b>	Associate Dean	College of Food Science and Technology Bapatla – 522 101 Guntur Dist.	Phone: 08643 – 224013 Mobile: 99896 25204 Email: <a href="mailto:ad.cfstbpt@angrau.ac.in">ad.cfstbpt@angrau.ac.in</a>
10	<b>Dr. M. Sardar Baig</b>	Associate Dean	College of Food Science and Technology Pulivendula-516 390 YSR Dist.	Phone: 08568 – 212405 Mobile: 91777 76692 Email: <a href="mailto:ad.cfstpvd1@angrau.ac.in">ad.cfstpvd1@angrau.ac.in</a>
11	<b>Dr. M. S. Chaitanya Kumari</b>	Associate Dean	College of Home Science, Lam, Guntur	Phone: 0863 – 2235106 Mobile: 80089 87132 Email: <a href="mailto:ad.ccslam@angrau.ac.in">ad.ccslam@angrau.ac.in</a>

12	<b>Dr. NC. Venkateswarlu.</b>	Associate Director of Research	Regional Agricultural Research Station Nandyal – 518 503 Kurnool Dist.	Phone: 08514 – 242296 Mobile: 99896 25208 Email: <a href="mailto:adr.rarsnandyal@angrau.ac.in">adr.rarsnandyal@angrau.ac.in</a>
13	<b>Dr. C. Ramana</b>	Associate Director of Research	Regional Agricultural Research Station Tirupathi – 517 502 Chittoor Dist.	Phone: 0877 – 2248739 Mobile: 99896 25209 Email: <a href="mailto:adr.rarstpt@angrau.ac.in">adr.rarstpt@angrau.ac.in</a>
14	<b>Dr. P.V.K. Jagannadha Rao</b>	Associate Director of Research	Regional Agricultural Research Station Anakapalle–531 001 Visakhapatnam Dist.	Phone: 08924 – 223370 Mobile: 99896 25211 Email: <a href="mailto:adr.rarsakp@angrau.ac.in">adr.rarsakp@angrau.ac.in</a>
15	<b>Dr. G.M.V. Prasada Rao</b>	Associate Director of Research	Regional Agricultural Research Station Lam – 522 034 Guntur Dist.	Phone: 0863 – 2524053 Mobile: 9948589748 Email: <a href="mailto:adr.rarslam@angrau.ac.in">adr.rarslam@angrau.ac.in</a>
16	<b>Dr. M. Bharathalakshmi</b>	Associate Director of Research	APRRI and Regional Agricultural Research Station Maruteru – 534 122 West Godavari Dist.	Phone: 08819 – 246283 Mobile: 89788 74446 Email: <a href="mailto:adr.rarsmtu@angrau.ac.in">adr.rarsmtu@angrau.ac.in</a>
17	<b>Dr. M. Suresh Kumar</b>	Associate Director of Research	Regional Agricultural Research Station Chintapalle–531 111 Visakhapatnam Dist.	Phone: 08937 – 238244 Mobile: 94907 48743 Email: <a href="mailto:adr.rarschintapalli@angrau.ac.in">adr.rarschintapalli@angrau.ac.in</a>

### Other Agricultural Research Stations

S.No	Name of the Officer	Designation	Address	Phone Nos
1	<b>Dr. P. Seetharamu</b>	Sr. Scientist (Ent.) & Head	Agricultural Research Station Seethampeta – 532 443 Srikakulam Dist.	Mobile: 73821 10830 Email: <a href="mailto:ars.seethampeta@angrau.ac.in">ars.seethampeta@angrau.ac.in</a>
2	<b>Dr. P.V. Satyanarayana</b>	Principal Scientist (Agro.) & Head	Agricultural Research Station Ragole – 532 484 Srikakulam Dist.	Ph: 08942 – 279836 Mobile: 98496 36324 Email: <a href="mailto:ars.ragolu@angrau.ac.in">ars.ragolu@angrau.ac.in</a>
3	<b>Dr. T. Sreelatha</b>	Pl. Scientist & Head	Agricultural Research Station Amadalavalasa-532 185 Srikakulam Dist.	Ph: 08942 – 286270 Mobile: 80088 82991 Email: <a href="mailto:ars.amadalavalasa@angrau.ac.in">ars.amadalavalasa@angrau.ac.in</a>
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9	<b>Dr. B.V.S. Prasad</b>	Principal Scientist (Agril. Engg.) & Head	Post Harvest Technology Centre Bapatla – 522 101 Guntur Dist.	Ph: 08643 – 225180 Mobile: 94419 36374 Email: <a href="mailto:phtc.bapatla@angrau.ac.in">phtc.bapatla@angrau.ac.in</a>



10	<b>Dr. P. Prasuna Rani</b>	Principal Scientist (S.S.) & Head	Saline water Research Scheme Bapatla – 522 101 Guntur Dist.	Ph: 08643 – 225098 Mobile: 80083 33985 Email: <a href="mailto:sws.bapatla@angrau.ac.in">sws.bapatla@angrau.ac.in</a>
11	<b>Dr. A. Ashok Kumar</b>	Principal Scientist (Agronomy)	AICRP on Farm Implements & Machinery, Bapatla	Mobile: 98481 86842 Email: <a href="mailto:fim.bapatla@angrau.ac.in">fim.bapatla@angrau.ac.in</a>
12	<b>Dr. P.R.K. Prasad</b>	Principal Scientist (Micro Bio.) & Head	Agricultural Research Station, Amaravathi – 522 020 Guntur Dist.	Ph: 08645 – 213345 Mobile: 94907 76084 Email: <a href="mailto:ars.amaravathi@angrau.ac.in">ars.amaravathi@angrau.ac.in</a>
13	<b>Dr. V. Saida Naik</b>	Sr. Scientist (Agro.) & Head	Agricultural Research Station & Seed Production Farm, Jangamaheswarapuram – 522 415 Guntur Dist.	Ph: 08649 – 213108 Mobile: 81069 56111 Email: <a href="mailto:ars.jmpuram@angrau.ac.in">ars.jmpuram@angrau.ac.in</a>
14	<b>Dr. K. Nagendra Rao</b>	Principal Scientist (Pl. Br.) & Head	Sugarcane Research Station, Vuyyuru – 522 165 Krishna Dist.	Ph: 08676 – 233236 Mobile: 94408 53096 Email: <a href="mailto:srs.vuyyuru@angrau.ac.in">srs.vuyyuru@angrau.ac.in</a>
15	<b>Dr. M. Girija Rani</b>	Principal Scientist (Pl. Br.) & Head	Agricultural Research Station Machilipatnam–521 002	Ph: 08672 – 223266 Mobile: 94418 14007 Email: <a href="mailto:ars.machilipatnam@angrau.ac.in">ars.machilipatnam@angrau.ac.in</a>
16	<b>Dr. S.B.S. Narasimha Rao</b>	Principal Scientist (Agro.) & Head	Agricultural Research Station, Garikapadu – 515 701	Mobile: 98481 48522 Email: <a href="mailto:ars.garikapadu@angrau.ac.in">ars.garikapadu@angrau.ac.in</a>
17	<b>Dr. V. Satya Priya Lalitha</b>	Principal Scientist (Pl. Br.) & Head	Agricultural Research Station Ghantasala – 521 133 Krishna Dist.	Ph: 08671 – 203160 Mobile: 92488 38628 Email: <a href="mailto:ars.ghantasala@angrau.ac.in">ars.ghantasala@angrau.ac.in</a>
18	<b>Dr. S. Bharathi</b>	Scientist (Ento.) & Head	Agricultural Research Station Darsi – 523 247 Prakasam Dist.	Ph: 08407 – 253248 Mobile: 94405 66582 Email: <a href="mailto:ars.darsi@angrau.ac.in">ars.darsi@angrau.ac.in</a>
19	<b>Dr. D. Nagarjuna</b>	Scientist (Agro) & Head i/c	Agricultural Research Station Kavali – 524 202 SPS Nellore Dist.	Ph: 08626 – 241528 Mobile: 94412 91807 Email: <a href="mailto:ars.kavali@angrau.ac.in">ars.kavali@angrau.ac.in</a>
20	<b>Dr. U. Vineetha</b>	Sr.Scientist (Agro) & Head	Agricultural Research Station Nellore – 524 004 SPS Nellore Dist.	Ph: 0861 – 2327803 Mobile: 94903 27424 Email: <a href="mailto:ars.nellore@angrau.ac.in">ars.nellore@angrau.ac.in</a>

21	<b>Dr. O.Venkateswarlu</b>	Principal Scientist (Pl. Br.) & Head	Agricultural Research Station Podalakur – 524 345 SPS Nellore Dist.	Ph: 08621 – 225279 Mobile: 94405 04096 Email: <a href="mailto:ars.podalakur@angrau.ac.in">ars.podalakur@angrau.ac.in</a>
22	<b>Dr. R.P. Vasanthi</b>	Principal Scientist & Head	Agricultural Research Station Perumallapalle–517 505 Chittoor Dist.	Ph: 08772 – 2276240 Mobile: 94400 69501 Email: <a href="mailto:ars.perumallapalle@angrau.ac.in">ars.perumallapalle@angrau.ac.in</a>
23	<b>Dr. M. Sreenivasa Chari</b>	Principal Scientist & Head	Agricultural Research Station Utukur – 516 003 YSR Dist.	Ph: 08562 – 231150 Mobile: 74164 67796 Email: <a href="mailto:ars.utukur@angrau.ac.in">ars.utukur@angrau.ac.in</a>
24	<b>Dr. B. Sahadeva Reddy</b>	Principal Scientist (D.L.A.) & Head	Agricultural Research Station Anantapuram - 515 001 Anantapuram Dist.	Ph: 08554 – 200303 Mobile: 92474 29771 Email: <a href="mailto:ars.anantapur@angrau.ac.in">ars.anantapur@angrau.ac.in</a>
25	<b>Dr. Y. Padmalatha</b>	Principal Scientist (Agro.) & Head	Agricultural Research Station Reddipalli – 515 001 Anantapuram Dist.	Ph: 08554 – 200277 Mobile: 94901 21319 Email: <a href="mailto:ars.reddipalli@angrau.ac.in">ars.reddipalli@angrau.ac.in</a>
26	<b>Dr. D. Sampath Kumar</b>	Principal Scientist (Agro.) & Head	Agricultural Research Station Kadiri – 515 591 Anantapuram Dist.	Ph: 08494 – 221180 Mobile: 94404 39658 Email: <a href="mailto:ars.kadiri@angrau.ac.in">ars.kadiri@angrau.ac.in</a>
27	<b>Dr. D. Nagarjuna</b>	Officer In-Charge	Agricultural Research Station Chinapavani Prakasam	Email: <a href="mailto:ars.chinapavani@angrau.ac.in">ars.chinapavani@angrau.ac.in</a>

#### KRISHI VIGYANA KENDRAS (KVKs)

S.No	Name of the Officer	Designation	Address	Phone Nos
1	<b>Dr. S. N. Malleswari</b>	Programme Coordinator	Krishi Vigyana Kendra Reddipalli – 515 701 Bukkarayasamudram (M) Anantapuram Dist.	Phone: 08554 – 2400418 Mobile: 99896 23825 Email: <a href="mailto:kvk.reddipalle@angrau.ac.in">kvk.reddipalle@angrau.ac.in</a>
2	<b>Dr. P. Venkata Subbaiah</b>	Programme Coordinator	Dr. K.L. Rao – Krishi Vigyana Kendra Garikapadu – 521 175 Krishna Dist.	Phone: 08654 – 288238 Mobile: 99896 23824 Email: <a href="mailto:kvk.garikapadu@gmail.com">kvk.garikapadu@gmail.com</a>

3	<b>Dr. T.S.S.K. Patro</b>	Programme Coordinator	Krishi Vigyana Kendra Rastakuntabai – 535 523(Via) Gummalaxmipuram Vizianagaram Dist	Phone: 08922 – 223199 Mobile: 94400 19058 89190 89155 Email:kvk.rastakuntabai@angrau.ac.in <a href="mailto:pckvkrkbai123@gmail.com">pckvkrkbai123@gmail.com</a>
4	<b>Dr. K. Bhagya Lakshmi</b>	Programme Coordinator	Krishi Vigyana Kendra Agril. Research Station Amadalavalasa –532 185 Srikakulam Dist.	Phone: 08942 -286210 Mobile: 99896 23822 Email: <a href="mailto:kvk.amadalavalasa@angrau.ac.in">kvk.amadalavalasa@angrau.ac.in</a>  kvk_adv2006@yahoo.co.in
5	<b>Dr. A.Veeraiah</b>	Programme Coordinator	Krishi Vigyana Kendra Utukur – 516 003 YSR Kadapa Dist.	Phone: 08562 – 231331 Mobile: 99896 23826 Email: <a href="mailto:kvk.utukur@angrau.ac.in">kvk.utukur@angrau.ac.in</a> <a href="mailto:kvkutkkdp@gmail.com">kvkutkkdp@gmail.com</a>
6	<b>Dr.N.Mallikarjuna Rao</b>	Programme Coordinator	Krishi Vigyana Kendra Opp. to Civil Supply Godown Undi – 534 199 West Godavari Dist.	Phone: 08816 – 228322 Mobile: 99896 23823 Email: <a href="mailto:kvk.undi@angrau.ac.in">kvk.undi@angrau.ac.in</a> kvkundi@yahoo.co.in
7	<b>Dr. G.L. Siva Jyothi</b>	Programme Coordinator	Krishi Vigyana Kendra Agril. Research Station Nellore – 524 004 Nellore Dist.	Phone: 0861 – 2300025 Mobile: 99896 23828 Email: <a href="mailto:kvk.nellore@angrau.ac.in">kvk.nellore@angrau.ac.in</a>
8	<b>Dr. NVVS.Durga Prasad</b>	Programme Coordinator	Krishi Vigyana Kendra Agril. Research Station Darsi – 523 247 Prakasam Dist.	Phone: 08407 – 254768 Mobile: 99896 23827 Email: <a href="mailto:kvk.darsi@angrau.ac.in">kvk.darsi@angrau.ac.in</a>
9	<b>Dr. C. Radha Kumari</b>	Programme Coordinator	Smt. Lakshmi Devi - Krishi Vigyana Kendra Garudapuram – 515 761 Kalyandurg Anantapuram Dist.	Phone: 08497 – 220160 Mobile: 77025 44492 Email: <a href="mailto:kvk.kalyandurg@angrau.ac.in">kvk.kalyandurg@angrau.ac.in</a>

10	<b>Dr. P.Sujathamma</b>	Programme Coordinator	Krishi Vigyana Kendra Banavasi Yemmiganur Kurnool Dist.	Phone: 08512 – 228588 Mobile: 94905 75664 Email: <a href="mailto:kvk.banavasi@angrau.ac.in">kvk.banavasi@angrau.ac.in</a>
11	<b>Dr. G.S. Pandu Ranga</b>	Programme Coordinator	Krishi Vigyana Kendra Kalikiri – 517 234 Chittoor Dist.	Phone: 08586 – 276025 Mobile: 80085 00320 Email: <a href="mailto:kvk.kalikiri@angrau.ac.in">kvk.kalikiri@angrau.ac.in</a>
12	<b>Dr. P. Srilatha</b>	Programme Coordinator	Krishi Vigyana Kendra Ghantasala – 521 133 Krishna Dist.	Phone: 08671 – 254464 Mobile: 80082 01253 Email: <a href="mailto:kvk.ghantasala@angrau.ac.in">kvk.ghantasala@angrau.ac.in</a>
13	<b>Dr. N. Raja Kumar</b>	Programme Coordinator	Krishi Vigyana Kendra Kondempudi, Visakhapatnam	Mobile: 94410 75852 Email: <a href="mailto:kvk.kondempudi@angrau.ac.in">kvk.kondempudi@angrau.ac.in</a>

### District Agricultural Advisory and Transfer of Technology Centres(DAATTCs)

S.No	Name of the Officer	Designation	Address	Phone Nos
1	<b>Dr. G. Kishore Babu</b>	Coordinator	DAATT Centre Regional Agricultural Research Station Lam, Guntur– 522 034 Guntur Dist.	Phone: 0863 – 2524009 Mobile: 99896 23806 Email: <a href="mailto:daattc.guntur@angrau.ac.in">daattc.guntur@angrau.ac.in</a> <a href="mailto:daattcguntur1998@gmail.com">daattcguntur1998@gmail.com</a>
2	<b>Dr. K. Lakshmana</b>	Coordinator	DAATT Centre Agricultural Research Station Premises Vizianagaram – 535 001 Vizianagaram Dist.	Phone: 08922 – 228812 Mobile: 99896 23801 Email: <a href="mailto:daattc.vizianagaram@angrau.ac.in">daattc.vizianagaram@angrau.ac.in</a> <a href="mailto:daattcvzm1998@gmail.com">daattcvzm1998@gmail.com</a>
3	<b>Dr. Ch.V. Narasimha Rao</b>	Coordinator	DAATT Centre Agril. Research Station Premises Peddapuram, Kakinada	Phone: 0884 – 2348780 Mobile: 99896 23803 Email: <a href="mailto:daatta.kkd@angrau.ac.in">daatta.kkd@angrau.ac.in</a>
4	<b>Dr. J.Jagannadham</b>	Coordinator	DAATT Centre Chintalaveedhi, ITDA, Paderu, ASR district	Phone: Mobile: 99896 23800 Email: <a href="mailto:daattc.asr@angrau.ac.in">daattc.asr@angrau.ac.in</a>

5	<b>Dr. B. Bhavani</b>	Coordinator	DAATT Centre AIMS Engineering College, Mummidivaram , Amalapuram, Konaseema	Phone: Mobile: 99896 23802 Email: <a href="mailto:daattc.konaseema@angrau.ac.in">daattc.konaseema@angrau.ac.in</a>
6	<b>Dr. K. Phani Kumar</b>	Coordinator	DAATT Centre AMC, Eluru, Eluru district	Phone: Mobile: 99896 23804 Email: <a href="mailto:daattc.eluru@angrau.ac.in">daattc.eluru@angrau.ac.in</a>
7	<b>Dr. M. Nanda Kishore</b>	Coordinator	DAATT Centre RBK-2, Divan Cheruvu Rajanagaram Mandal, Rajahmundry, E.G. district	Phone: Mobile: 99896 23805 Email: <a href="mailto:daattc.eastgodavari@angrau.ac.in">daattc.eastgodavari@angrau.ac.in</a>
8	<b>Dr. Ch.Varaprasad</b>	Coordinator	DAATT Centre Narasaraopeta, Palanadu	Phone: Mobile:99896 23807 Email: <a href="mailto:daattc.palanadu@angrau.ac.in">daattc.palanadu@angrau.ac.in</a>
9	<b>Dr. M.C.Obaiah</b>	Coordinator	DAATT Centre Agriculture College Farm, Bapatla	Phone: Mobile: 99896 23808 Email: <a href="mailto:daattc.bapatla@angrau.ac.in">daattc.bapatla@angrau.ac.in</a>
10	<b>Dr. R. Sarada Jaya Lakshmi</b>	Coordinator	DAATT Centre Old Collectors Office, Greamspet, Chittoor-517002	Phone: Mobile: 99896 23809 Email: <a href="mailto:daattc.chittoor@angrau.ac.in">daattc.chittoor@angrau.ac.in</a>
11	<b>Dr. S. Saralamma</b>	Coordinator	DAATT Centre Regional Agril. Research Station, Nandyal	Phone: Mobile: 99896 23810 Email: <a href="mailto:daattc.nandyal@angrau.ac.in">daattc.nandyal@angrau.ac.in</a>
12	<b>Dr. T. Murali Krishna</b>	Coordinator	DAATT Centre Agril. Research Station Premises Utukur, Kadapa	Phone: Mobile:99896 23811 Email: <a href="mailto:daattc.kadapa@angrau.ac.in">daattc.kadapa@angrau.ac.in</a>
13	<b>Dr. K.Ramasubbaiah</b>	Coordinator	DAATT Centre Building No.24,Janoddha rana Buildings, Puttaparthi, Sri Satya Sai district	Phone: Mobile: 99896 23812 Email: <a href="mailto:daattc.sss@angrau.ac.in">daattc.sss@angrau.ac.in</a>

## POLYTECHNICS

### Agriculture

S.No.	Name of the College	Phone No.	Email
1.	Dr SVS Gopala Swamy. Principal Agricultural Polytechnic, Regional Agricultural Research Station, Anakapalli-531001, Visakhapatnam Dist.	7732080474, 08924- 226217	<a href="mailto:agp.akp@angrau.ac.in">agp.akp@angrau.ac.in</a>
2.	Dr. M. Bharathalakshmi Principal Agricultural Polytechnic, RARS, and APRRI Maruteru,-534122 West Godavari Dist.	9177291369, 9948431916	agp.maruteru@angrau.ac.in
3.	Dr.O.Venkateswarlu Principal Agricultural Polytechnic, Agricultural Research Station, Podalkur - 524345 SPSR, Nellore Dist.	9701363780	agp.podalakur@angrau.ac.in
4.	Dr. Y.Padmalatha Principal Agricultural Polytechnic, Agricultural Research Station, BK Samudram Reddipalli-515701, Ananthapur Dist.	9848148522	agp.reddipalli@angrau.ac.in
5.	Dr. M. Srinivasa Chari Principal Agricultural Polytechnic, Agricultural Research Station, Utukur- 516003,YSR Kadapa Dist.	9849834220 9490747570 9494685323 08562231013	agp.utukur@angrau.ac.in

6.	Dr. G. Narayana Swamy Principal Agricultural Polytechnic, Agricultural Research Station, Madakasira- 515301, Ananthapur	7702366113 9959898739, 08493 200343	agp.madakasira@angrau.ac.in
	Dist.		
7.	Dr. I. Bhaskara Rao Principal Agricultural Polytechnic, Agricultural Research Station, Garikapadu- 515701, Krishna	9014557648 9494245356, 9492922976 9848148522	agp.garikapadu@angrau.ac.in
8.	Dr. NC. Venkateswarlu Principal Agricultural Polytechnic, RARS, Nunepalli Nandyal-518520, Kurnool Dist.	9989625208, 9440839340, 0854 242296 9703648257	agp.nandyal@angrau.ac.in
9.	Dr. C. Ramana Principal Agricultural Polytechnic, Regional Agricultural Research Station, Tirupathi-517502, Chittoor Dist.,	7780713298 9966415942, 9440914961	agp.tirupati@angrau.ac.in
10.	Dr. B. Pramila Rani Principal Agricultural Polytechnic, Agricultural Research Station, Darsi, Prakasam	9490723412 8580857548 9948589748	agp.darsi@angrau.ac.in
11.	Dr.K.Pullam Raju Principal Agricultural Polytechnic, Somasila-524301, SPSR Nellore District.	9441206497 9701363780	agp.somasila@angrau.ac.in
12.	Dr. K. Ankaiah Kumar Principal Agricultural Polytechnic, tekalakona (V) moorevandiapalli (P) Madhana Palli Road Kalikiri -517234 KVK, Kalikiri, Chittoor Dist.	8008554448	agp.kalikiri@angrau.ac.in

13.	Dr. P. Sudhakar Principal, Agricultural Polytechnic, CLRC Building, Irlapalli (V) Rampachodavaram – 533 288, E.G. Dist .,	7093364895 9440011939 08864- 243843	agp.rmpcdm@angrau.ac.in
14.	Dr. P. Subrahmanyam	9963722002	agp.ramagiri@angrau.ac.in
	Principal, Agricultural Polytechnic, Ramagiri (V&M) Anantapuramu (Dist) Pin- 515672		
15.	Dr.V.Satya Priya Lalitha Principal Agricultural Polytechnic, ARS Agricultural Research Station, Ghantasala, Krishna Dist.,	9248838628 08671254399 9704896448	agp.ghantasala@angrau.ac.in
16.	Dr.R.Naseeruddin Principal Agricultural Polytechnic, Punganuru, Chittoor Dist.,	9966505285	agp.punganur@angrau.ac.in
17.	Dr. D. Sekhar Principal Agricultural Polytechnic, Thogaram, Srikakulam Dist.,	7981979119	agp.thogaram@angrau.ac.in

**SEED**

S.No	Name of the College	Phone	Email
1.	Dr. V.Saida Naik Principal Agricultural Polytechnic,(Seed Tech) Agricultural Research Station Gurajala(M) JM Puram-522415 Guntur Dist	9490784669 8106956111, 08649 213001	agp.jmpuram@angrau.ac.in

**ENGINEERING**



S.No.	Name of College	Phone	Email
1.	Dr. K. Ankaiah Kumar Polytechnic Agricultural Engineering, Kalikiri -517234 Chittoor Dist.	8008554448, 08586 276006	pae.kalikiri@angrau.ac.in
2.	Dr. S.V.S. Gopala Swamy Principal Polytechnic of Agril. Engg.,Anakapalli- 531001, Visakhapatnam Dist.	998925211, 08924 226217	pae.akp@angrau.ac.in

ORGANIC FARMING

S.No.	Name of College	Phone	Email
1	Dr. M. Suresh Kumar Principal Agricultural Polytechnic, High Attitude and Tribal Area Zone Regional Agricultural Research Station, Chintapalli – 531111, Visakhapatnam (Dist.)	9490748743, 9441075852	<a href="mailto:agp.chintapalle@angrau.ac.in">agp.chintapalle@ angrau.ac.in</a>

