

GOVERNMENT OF KERALA

Personnel and Administrative Reforms Department

Work Study Report

**Kerala Veterinary and Animal Sciences
University (KVASU)**

2022

**PREPARED BY
PERSONNEL AND ADMINISTRATIVE REFORMS (AR- 7) TEAM**

CONSISTING OF

BIJEESH B. GOPAN	SECTION OFFICER
MANU R.S	ASSISTANT SECTION OFFICER
SREEKANTH K.S	ASSISTANT SECTION OFFICER

GUIDED BY

Smt.USHA A.R	DEPUTY SECRETARY
Shri. SUDHEER BABU T.	DEPUTY SECRETARY
Smt. SEEMA S.	DEPUTY SECRETARY

**FINALISED BY
Dr. ASHA THOMAS IAS, ADDITIONAL CHIEF SECRETARY**

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CHAPTER 1 INTRODUCTION

"The best doctor in the world is the veterinarian. He can't ask his patients what is the matter-he's got to just know." — Will Rogers

Agriculture and animal husbandry are considered as the backbone of Indian economy, which plays the most crucial role in the socio-economic sphere of the country. Over the years, drastic changes have taken place in the field of veterinary science which resulted in the incorporation of state-of-the-art technology and upgradation of skills. These changes are mainly brought about by the changes happened in the fields of veterinary science education, research and training.

There is evidence of close interaction between man and animals from pre-historic period. Literature pertaining to ancient period reveals the existence of veterinary hospitals even during the reign of the Mauryas. At that time, veterinarians were called as *Salihotriya* and designated as *Salutri*, after the famous horse medicine authority *Salihotra*. As per available records, veterinary education institutionally started in India in 1862 with the establishment of an Army Veterinary School in Pune. To cope with animal disease problems, in 1928, The Royal commission of agriculture in the Indian subcontinent recommended fourfold increase in the recruitment of veterinary surgeons. Later on, departments for Veterinary Science started in various agricultural universities in India. Still later, separate universities for veterinary and animal sciences were established in various states, including Kerala.

In accordance with the provisions of KAU Act of 1971, the Agricultural College and Research Institute at Vellayani and the College of Veterinary and Animal Sciences, Mannuthy, were brought under the Kerala Agricultural University (KAU). Twenty-one agricultural and animal husbandry research stations were also transferred to the KAU for taking up research and extension programmes on various crops, animals, birds, etc. The mission of the University is to attain excellence in Agricultural Education, Research and Extension for Sustainable Agricultural Development and Livelihood security of farming community.

In 2011, KAU was trifurcated into Kerala Veterinary and Animal Sciences University (KVASU), Kerala University of Fisheries and Ocean Studies (KUFOS) and Kerala Agricultural University (KAU). The Kerala

Veterinary and Animal Sciences University (KVASU) was established by the Government of Kerala in December, 2010 vide Act 3 of 2011 called The Kerala Veterinary and Animal Sciences University Act 2010 to further education, research and extension services in the field of Veterinary and Animal Sciences. The territorial jurisdiction of the University extends to the whole of the State of Kerala. The Headquarters of the University is located at Pookode, Wayanad.

The University encompasses three faculties - the Faculty of Veterinary and Animal Sciences, the Faculty of Dairy Science and the Faculty of Poultry Science, with eight constituent colleges. The University has wide network of instructional and research farms spread throughout the state. KVASU hosts the All-India Co-ordinated Research Project on Poultry, Centre for Advanced Studies in Poultry Science and Centre for Advanced Studies in Animal Breeding and Genetics at Mannuthy. The University initiates inter-disciplinary schools and centres, with emerging academic features of importance. The University strives to function as a tropical referral and training centre in the area of tropical animal production and veterinary medicine and to offer multidisciplinary courses in the area of Veterinary and Animal Sciences, including Wildlife Science. It focuses on improving the employment opportunities and entrepreneurship in the sector. It facilitates communication and exchange of ideas between scientists and farmers.

KVASU has been able to develop healthy liaising and good rapport with Animal Husbandry Department, Dairy Development Department, NABARD and State Planning Board. The collaboration with international universities such as University of Edinburgh, University of Western Australia (UWA), University of Bristol and University of Calgary has already been utilized for academic research and extension programmes of KVASU.

CHAPTER 2

GENESIS OF THE STUDY

Consequent upon the trifurcation of Kerala Agricultural University (KAU), 486 non-teaching posts in KAU were shifted to Kerala Veterinary and Animal Sciences University (KVASU), as per orders issued in GO(Rt.) No. 2350/2012/AD dated. 05.12.2012 (ANNEXURE-II). Later on, the KVASU submitted a proposal to Government to sanction 110 non-teaching posts citing shortage of non-teaching staff. The Hon'ble Minister for Animal Husbandry, in the file no. F2-150/2019/AH of the Animal Husbandry Department, suggested that a detailed work study may be conducted in the KVASU and a staff pattern may be fixed in respect of the non-teaching staff. The Hon'ble Chief Minister entrusted the task with the Personnel and Administrative Reforms Department.

2.2 Terms of Reference of the Study

- ◆ Study and review the organizational structure.
- ◆ Assessment of present staff structure of non-teaching staff and suggest modifications, if required, for administrative efficiency and effectiveness.
- ◆ Study the duties and responsibilities of various cadres of non-teaching staff.
- ◆ Study and review the workload and distribution of work with reference to posts.
- ◆ Fix the staff pattern of the non-teaching staff.

CHAPTER 3

METHODOLOGY

Kerala Veterinary and Animal Sciences University (KVASU) is the primary and the principal instrumentality of the Kerala state in providing human resources, skills and technology required for the sustainable development of its livestock, through conducting, interfacing and integrating education, research and extension.

3.2 Though the workstudy conducted in the KVASU primarily focussed on the quantification and analysis of the workload of the ministerial staff, attempt has been made to have a holistic understanding of the functioning and activities of the University and their impact on the workload and performance of the employees, as academic and allied activities of the University are having direct bearing on the workload of the ministerial and other supporting staff.

3.3 At the beginning of the study, the team headed by the Deputy Secretary, Personnel & Administrative Reforms Department had a detailed discussion with the higher functionaries of the KVASU, headed by the Vice Chancellor. The Vice Chancellor and the Registrar gave an overview of academic and administrative functioning of the university. The Vice Chancellor dealt at length on the achievements of the university and highlighted the pivotal role it plays by way of providing human resources, skills and technology for the sustainable development of the state's livestock. The Vice Chancellor and the Registrar highlighted the difficulties being faced with the low number of staff incompatible with the rise in the number of institutions, student intake in existing institutions and the projects being undertaken by various directorates and departments. They also lamented the administrative logjam arose due to the non-sanctioning of posts created during restructuring and the resultant hardships being faced by the employees who retire from service. The Deputy Secretary, Personnel & Administrative Reforms Department, explained in detail the terms and reference of the upcoming study and the methodology adopted.

3.4 The base year selected by the team for collecting data on workload related matters is calendar year 2018 (i.e., 01.01.2018 to 31.12.2018). Various components of work study like organizational analysis, functional review and work measurement were put into application. The team visited outstation centres, colleges, directorates as well as the wings and sections

stationed in the KVASU Headquarters to collect data pertaining to the workload of the staff. The team examined the data obtained in the prescribed format and also employed work study tools such as duty list, activity list, organisation chart, flow chart, self-logging, brainstorming, case study, discussions, interviews, etc. The team also made use of synthetic data wherever possible, especially with regard to the establishment related works. Standard timings for carrying out various items of work have been arrived at by computing the time taken through Case Studies and Analytical Estimation of the various types of activities performed by the employees. Personal and Fatigue allowance @ 15% has also been added to the total time for original items of work and routine items of work. The basic time for different activities performed by the employees have been projected on their annual frequency, Personal & Fatigue Allowance (P & F Allowance) added, annual workload arrived at and thereby the manpower requirement has been assessed on the principle that a State Government employee has to work 1700 manhours/year. In order to assess the workload of the Ministerial staff, work measurement technique was used and the manpower requirement was arrived at by dividing the total annual workload in man-hours by 1700 manhours. When the total requirement of posts was determined, the decimal more than 0.33 has been rounded to 1 and less than 0.33 has been ignored. Based on the assessed annual workload, the staff requirement for each institution has been computed and staff pattern has been arrived at. Certain posts were considered as positional posts and different criteria have been adopted in the case of such posts.

CHAPTER 4

ORGANIZATIONAL ANALYSIS

The Kerala Veterinary and Animal Sciences University came into existence as per the Act 3 of 2011, with headquarters at Pookode in Wayanad district. The territorial jurisdiction of the university extends to the entire state of Kerala and the landed assets of the university come to about 866.52 acres. The mandate of the University is to lead the state with innovative research and education in Animal Agriculture and Veterinary Sciences as well as supporting and allied subjects along with management and policy sciences. Another facet is the responsibility to train farmers to enhance productivity and profit in animal agriculture, promote factor productivity by entrepreneurship, if necessary, by forming companies, focus on entrepreneurship, actable research and commercialization of research productivity are the innovative aspects of institutional design.

4.2 The Governor of Kerala is the Chancellor and the Minister for Animal Husbandry, the Pro-Chancellor of the University. The powers of the University are vested with the Management Council chaired by the Chancellor, the Board of Management and Academic Council chaired by the Vice Chancellor. The ex-officio members include the Chancellor, Vice Chancellor, Registrar, Finance Officer, Directors and Deans. The academic staff comprises of Professors, Associate Professors and Assistant Professors apart from research fellows and scholars. Their functions and powers are defined in the University Act. The University has a teacher-student ratio of 1:8. The academic activity is supported by non-teaching staff.

4.3 The Vice Chancellor is the ex-officio chairman of the Management Council, Board of Management, and Academic Council. He shall ensure that all the provisions of the Act, the Statutes and the Regulations are observed and shall have all the powers necessary for that purpose. The office of the Vice Chancellor consists of the Private Secretary to Vice Chancellor (in the cadre of Assistant Registrar), Officer on Special Duty to the Vice Chancellor (Assistant/Associate Professor), Assistant, Personal Assistant and Office Attendant.

4.4 As per the provisions in Kerala Veterinary and Animal Sciences University Act & Statutes, Registrar is the Chief Administrative Officer & Vigilance Officer of the University. The Registrar works under the supervision, direction and control of the Vice Chancellor. Also, the Registrar acts as the Member Secretary of Management Council, Board of

Management, Academic Council and such statutory Bodies and Committees as provided under Act and Statutes. The Registrar is assisted by the Joint Registrar, Deputy Registrar, Assistant Registrars and Labour Officer.

4.5 The University has three faculties- the Faculty of Veterinary and Animal Sciences, the Faculty of Dairy Science and Faculty of Poultry Sciences; with eight constituent colleges and one affiliated college, Sarathi Institute of Veterinary & Animal Sciences, Thaliparamba, Kannur. The University has wide network of instructional and research farms spread throughout the state. The products developed under various stations of the University are being marketed under the brand '*Kasavu*'. Kerala Veterinary and Animal Sciences University is funded primarily by the legislature of the state of Kerala as grant-in-aid in its annual budgets. Apart from this, the University receives funds from Indian Council for Agricultural Research (ICAR), Externally Aided Projects from agencies and internal revenue of the University.

The study was conducted on the basis of the staff strength fixed as per G.O(Rt)No.2350/2012/AD dated 05.12.2012 and restructuring of Non-Teaching Staff done by the Committee constituted as per Proceedings No.KVASU/GA/B/1507/2014 dated 06.11.2014 of the Kerala Veterinary and Animal Sciences University. The changes effected by the university, if any, during the period of the study had not been taken into consideration.

CHAPTER 5
ORGANIZATIONAL SETUP, WORK MEASUREMENT & ANALYSIS OF
OFFICE OF THE VICE CHANCELLOR & GENERAL ADMINISTRATION
WING

5.1 OFFICE OF THE VICE CHANCELLOR

The existing staff pattern of the office of the Vice Chancellor is follows:

Name of the Post	Sanctioned Strength
PS to Vice Chancellor (Assistant Registrar)	1
Assistant	1
Office Attendant	1
Driver (LDV)	1

Workload and Man Power Requirement Analysis

The seat wise workload and requirement of Assistants is given below:

Sl. No	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	Genl.	1002.34	150.35	225	1377.69
Total					1377.69
Total strength					1
Manpower index					.81

The present strength of Assistants is 1. As per the workload assessment, the manpower index is .81. Hence, the sanctioned post of Assistant may be retained.

An officer in the rank of Assistant Registrar is working as Private Secretary to the Vice Chancellor. The post may be retained.

The other posts may be retained.

Recommendations:

It is recommended to retain the sanctioned posts.

5.2 GENERAL ADMINISTRATION WING

As per the provisions in Kerala Veterinary and Animal Sciences University Act & Statutes, Registrar is the Chief Administrative Officer & Vigilance Officer of the University. The Registrar works under the supervision, direction and control of the Vice Chancellor. Also, the Registrar acts as the Member Secretary of Management Council, Board of Management, Academic Council and such statutory bodies and committees as provided under Act and Statutes. The Registrar is assisted by the Joint Registrar, Deputy Registrar, Assistant Registrars and Labour Officer.

The General Administration, Labour and Estate divisions come under the administrative control of the Registrar. The General Administration handles the establishment and service matters of Teachers, Non-Teaching Staff and Labourers. The University has 335 Teaching Posts, 486 Non-Teaching Posts, 471 Permanent Labourer posts and 99 posts of Casual Labourers.

Name of the Post	Sanctioned Strength
Joint Registrar	1
Deputy Registrar	1
Assistant Registrar	1
Labour Officer (deputation post)	1
Section Officer	3
Office Superintendent	1
Assistant	12
Computer Assistant	1
Class IV	3
Driver (LDV)	1

5.2 (i) General Administration A Section

The General Administration A Section has six seats, A1, A2, A3, A4, A5 and A6. But there are only 5 sanctioned posts. The workload of A6 seat is divided between A1 and A5 seats and the A5 seat is occupied by a temporary hand. The files are forwarded to the Registrar through Section Officer (GA-A), Deputy Registrar and Joint Registrar.

A1 seat deals with the establishment matters of Statutory Officers, Directors, Assistant and Associate Directors, Finance Officer, establishment matters of Assistant Professors including transfer and postings, all correspondence to government in matters related to the aforementioned officers, recruitment and selection to statutory posts, CAP of faculty members, implementation of UGC/Government norms, proposal for creation and abolition of teaching posts and HRD trainings for Teaching staff.

A2 seat deals with reporting of vacancies to KPSC, recruitment, appointment, transfer, sanctioning of leave and deputation of NTS, service regularisation, declaration of probation, promotion, fixation of cadre strength, communication to Government regarding creation of posts, audit objections, confidential reports, RTI, reply to FIW, inter-university transfer of NTS, service verification, leave travel concession, die- in- harness appointment, pay revision anomalies, pay fixation, disciplinary action, relieving, NLC, NOC, work and conduct certificates, surrender of EL, application for GPF Closure, medical advance, SCL, Experience certificates, increments, by transfer appointments, etc.

A3 seat deals with the recruitment, appointment, transfer, sanction of leave, service regularisation of farm staff, technical staff, declaration of their probation, cadre strength fixation, promotion to higher posts, deputation, correspondence with Government, RTI, pay revision anomalies, disciplinary action, NLC, NOC, sanction of medical advance, experience certificates, appointment of staff on provisional basis, sanction of wages to staff engaged on daily wages, on contract, sanction of wage enhancement, preparing minutes of office meetings, deputation of staff to workshops and seminars conducted by other authorities.

A4 seat deals with recruitment, appointment, transfer and posting, leave sanction, service regularisation, declaration of probation, promotion, cadre strength fixation, RTI, Die- in -harness appointment, disciplinary action, NLC, sanction of Medical Advance and special allowance of Office

Attendants, HDV/LDV Drivers, Bus Attendants, Tractor Drivers, Technicians and Part-time Sweepers and Clerical Assistants.

The subjects assigned to the non-sanctioned A6 seat may be distributed among the seats which have least workload.

Workload and Man Power Requirement Analysis

The seat wise workload and requirement of Assistants is given below:

Sl. No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	A1	1492.33	223.85	225	1941.18
2	A2	1423.67	213.55	225	1862.22
3	A3	1113.66	167.05	225	1505.71
4	A4	940.18	141.03	225	1306.21
5	A5	748.09	112.21	225	1085.30
Total					7700.62
<i>Present strength</i>					5
<i>Manpower Index</i>					4.52

The present strength of Assistants in the General Administration A Section is five. As per workload analysis, the manpower index is 4.52. On the basis of the manpower index, it is proposed to retain the existing strength of Assistants in the General Administration A Section. The other posts may be retained.

Recommendations

It is proposed to retain the existing posts in the General Administration A Section.

5.2 (ii) General Administration B Section

The General Administration B Section has three seats, B1, B2 and B3. The files are forwarded to the Registrar through the Section Officer

(GA-B), Assistant Registrar, Deputy Registrar and Joint Registrar (Admn.I).

B1 seat deals with matters related the to Act & Statute of the University including Amendments, works related to elections to various statutory bodies of the University, works related to Board of Management and management council including preparation and communication of the minutes, works related to elections to various sub committees of the University, works related to sub-committees of the University including preparation of minutes, LA interpellation, papers related to Chief Secretary's monthly meetings, papers related to official language, works related to training of officers, IUMS computer application, convocation of the University informing date to BoM and MC Members, annual reports to Government, papers related to Governor's conference etc.

B2 seat deals with the purchase of postage stamps, permanent advance, campus agreement with Microsoft, purchase of stationery, payment of telephone bill, wages to Security Guards, payment to private agencies, issue of photo ID Cards to staff, purchase of printed registers, Bio-Metric Punching, State plans, uniform allowance to security staff, AMC of E-Vet Connect, Reimbursement of newspaper, payment for periodicals, etc.

B3 seat deals with the works related to RTI Act, GPF, LIC, GIS, SLI, Professional Tax, GPAIS, GST, LPC, Salary Certificate, Monthly and Annual Accounts, Monthly demand for fund, Income tax and TDS filing Quarterly/Annual, etc.

Workload and Man Power Requirement Analysis

The seat wise workload and requirement of Assistants is given below:

Sl. No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	B1	2141.58	321.24	225	2687.82
2	B2	772.08	115.81	225	1112.89
3	B3	2300.43	345.06	225	2870.49
Total					6671.2

<i>Present strength</i>	3
<i>Manpower Index</i>	3.9
<i>Additional manpower proposed</i>	1

The present strength of Assistants in the General Administration B Section is three. As per workload analysis, the manpower index is 3.9. This shows that an additional post is required in this Section. In this circumstance, it is recommended to create one post of Assistant in the General Administration B Section. For this, one post, found excess in General Administration C section may be shifted to this section. It is seen that workload of B3 seat is comparatively lower. It is recommended to redistribute the workload evenly among the Assistants.

Recommendations

It is recommended to shift one post of Assistant, found excess in General Administration C section to this section.

5.2 (iii) General Administration C Section

The General Administration C Section has three seats, C1, C2 and C3. Of these, C3 seat is lying vacant. The files are forwarded to the Registrar through Assistant Registrar, Deputy Registrar and Joint Registrar.

C1 seat deals with the starting of university institution at Kayyoor, construction of 110 KV substation in Mannuthy campus, FSSAI registration, fuel advance, settlement and reimbursement of 3 vehicles, labours for cleaning works and gardening works from Kudumbasree units, madikkai project, land issues with KLDB, papers related to vehicles, representation from student's unions, independence day celebration, Republic day celebrations, purchase of cows from military farms, Mannuthy station land issues, etc.

C2 seat deals with collection of details for preparation of Statement of Facts, collection of details and furnishing reply for RTI applications, appointment of Standing Counsel & Associate Standing Counsels, providing facilities for law Officer, processing of disciplinary actions, consumer disputes and settlement, submission of reports in connection

with sexual harassment, papers related to Lok Ayukta, Right to Services Act, MoU related works, court related matters, matters related to SC/ST commission, Youth Welfare Commission, other backward class commission, payment to Standing counsels, Labour commission and matters related to appointment of Ombudsman.

Workload and Man Power Requirement Analysis

The seat wise workload and requirement of Assistants is given below:

Sl. No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	C1	889.59	133.44	225	1248.03
2	C2	1402.58	210.39	225	1837.97
Total					3086
<i>Present strength</i>					2
<i>Manpower Index</i>					1.8

The present strength of Assistants in the General Administration C Section is three. As per workload analysis, the manpower index is 1.8. This shows that the vacant C3 seat is not required in the section. In this circumstance, it is recommended shift the sanctioned post, which is lying vacant, to B section.

Recommendations

It is recommended to retain two sanctioned posts of Assistants in the General Administration C Section and to shift the sanctioned post, which is lying vacant, to B section.

5.2 (iv) Labour Section

The General Administration Labour Section has one sanctioned post of Assistant. The files are forwarded to the Registrar through the Assistant Registrar and Labour Officer.

The LO seat deals with selection and appointment of Casual Labourers, service regularisation, absorption of casual labourers in permanent vacancies, fixing seniority norms and work norms of labourers for different farms, addressing the demands and grievances raised by labour organisations and holding discussions regarding matters related to both permanent and casual labourers, liaising with Government and like departments in Government on service matters of both permanent and casual labourers, implementation of Worker's Provident Fund, Pension scheme and other welfare scheme to farm labourers, advice to Heads of Stations/Farms on labour related issues, sanctioning of special disability leave, special casual leave, LWA for more than 30 days and maternity leave to permanent/casual labourers, preparation of SF, affidavit and counter affidavit to legal section for permanent/casual labourers, preparation of notes to Board of Management, explanation to Management Council, disciplinary actions, RTI, grievances of both permanent and casual labourers, etc.

Workload and Man Power Requirement Analysis

The seat wise workload and requirement of Assistant is given below:

Sl. No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	LO	441.97	66.29	225	733.26
Total					733.26
<i>Present strength</i>					1
<i>Manpower Index</i>					0.4

The present strength of Assistants in the General Administration (Labour) Section is one. As per workload analysis, the manpower index is 0.4. This shows that no additional post is required in this Section. In this circumstance, it is recommended to retain the sanctioned post of Assistants in the General Administration Labour Section.

Recommendations

It is recommended to retain the sanctioned post of Assistant in the General Administration (Labour) Section.

Span of Control and responsibilities of officers of and above the rank of Section Officers

At present, there are 3 Section Officers and an Assistant Registrar in the General Administration wing. The duties and responsibilities of the Assistant Registrar posted in the General Administration are similar to that of the Section Officers. So, it is proposed to shift the post of Assistant Registrar from General Administration to the proposed Audit section and to create a post of Section Officer for the section. It is also proposed to revamp the span of control and responsibilities of the Section Officers as detailed below:

Designation	Sections /Seats (present)	Sections/Seats (proposed)
Section Officer-I	A1, A5	A1, A5, B4 (proposed)
Section Officer-II	A2, A3, A4	A2, A3, A4
Section Officer-III	B1, B2, B3	B1, B2, B3
Section Officer -IV (proposed) (charge held by Assistant Registrar at present)	C1, C2, Labour	C1, C2, Labour

There is a Joint Registrar, Deputy Registrar and a Labour Officer. Their span of control and responsibilities (present and proposed) are detailed below:

Designation	Sections/Seats	
	Present	Proposed
Joint Registrar	Seats under Section Officer-I, Section Officer-II, Section Officer-III and Assistant Registrar (except LO seat) (through Deputy Registrar)	Seats under Section Officer-I & Section Officer -II

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Deputy Registrar	Seats under Section Officer-I, Section Officer -II, Section Officer-III and Assistant Registrar (except LO seat)	Seats under Section Officer -III, Section Officer-IV (except LO seat)
Labour Officer	Labour Section	Labour Section

CHAPTER 6

ORGANIZATIONAL SETUP, WORK MEASUREMENT & ANALYSIS OF FINANCE WING

The Finance Officer is the Head of the Finance Wing. It consists of 8 Sections. The Finance Officer is assisted by Joint Finance Officer, Deputy Finance Officer and Assistant Finance officers.

Name of the Post	Sanctioned Strength
Finance Officer (Deputation)	1
Joint Finance Officer	1
Deputy Finance Officer	1
Assistant Finance Officer	2
Section Officer	3
Office Superintendent	1
Assistant	13
Computer Assistant	1
Class IV	3
Driver (LDV)	1

6.1 Establishment Section

The Establishment Section has two Assistants. The files are forwarded to the Finance Officer through the Section Officer-II, Assistant Finance Officer -II and Deputy Finance Officer.

Establishment 1 seat deals with the processing of salary of staff in the Finance Wing, recovery & remittance of suspense's, maintenance of cash book, preparation of monthly & annual accounts of plan & non-plan, preparation of annual reports, etc.

Establishment 2 seat deals with the works related to the purchase of stationery, stamp, fuel and servicing of vehicles, works related to GPF advances and closure, sanctioning of annual increments, preparation of reports for chancellor's award, etc.

Workload and Man Power Requirement Analysis

The seat wise workload and requirement of Assistants is given below:

Sl. No	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	Estt.1	863	130	225	1218
2	Estt.2	827	124	225	1176
Total					2394
Total strength					2
Manpower index					1.4

The present strength of Assistants in Finance Establishment section is 2. As per the Workload assessment, the manpower index is 1.4. Hence, the two sanctioned posts of Assistants may be retained in the section.

6.2 Pension Section

The Pension Section has three sanctioned posts of Assistants. The files of Pension -1 & 2 seats are forwarded to the Finance Officer through the Section Officer-III, Assistant Finance Officer -II and Deputy Finance Officer. The files of Pension -3 seat are forwarded to the Finance Officer through the Section Officer-II, Assistant Finance Officer -II and Deputy Finance Officer.

Pension -1 seat deals with all matters related to sanctioning and disbursement of monthly pension and family pension of teaching staff, non-teaching staff and labourers, matters related to disbursement of retirement benefits, processing and disbursement of terminal surrender and earned leave, income tax related works in respect of pensioners, etc.

Pension -2 seat deals with verification personal files, service books and connected pensionary documents of teaching, non-teaching and technical staff, preparation, processing and forwarding of pension fixation statements to audit section for authorisation, clearing audit objects, etc.

Pension-3 seat deals with matters connected to NPS.

Workload and Man Power Requirement Analysis

The seat wise workload and requirement of Assistants is given below:

Sl No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	PEN1	1322.5	198.3	225	1745.8
2	PEN2	979.5	146.9	225	1351.4
3	PEN3	352	87	225	664
Total					3761.2
Total strength					3
Manpower index					2.2

The present strength of Assistants in Finance Pension section is 3. As per the Workload assessment, the manpower index is 2.2. It is seen that two assistants are sufficient to handle the workload. Hence it is proposed to shift one post of Assistant to Audit Section and works allotted to the Pension section may be equitably distributed between the two assistants.

6.3 Pay Slips, Projects & Scholarships Section

The Pay Slips, Projects & Scholarships Section has two sanctioned posts of Assistants. The files are routed to the Finance Officer through the Section Officer- III, Assistant Finance Officer-II and Deputy Finance Officer.

Payslip-1 seat deals with all matters related to pay, allowances and leave in respect of staff coming under UGC scale of pay.

Payslip-2 seat deals with all matters related to issue of pay slip, sanction of leave, upkeep of personal files and audit register of non-teaching staff and professors, fixation of pay on promotion, pay revision and sending personal files of staff nearing retirement.

Workload and Man Power Requirement Analysis

The seat wise workload and requirement of Assistants is given below:

Sl. No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	PS-1	1224	183.6	225	1632.6
2	PS-2	1117	167.55	225	1509.55
Total					3142.5
Total strength					2
Manpower index					1.8

The present strength of Assistants in Pay Slips, Projects & Scholarships Section is 2. As per the Workload assessment, the manpower index is 1.8. Hence, it is proposed to retain the two sanctioned posts of Assistants in the section.

6.4 Provident Fund Section

The Provident Fund section consists of two assistants. The files of the PF-1 seat are routed to the Finance Officer through the Section Officer-III, Assistant Finance Officer-I and Joint Finance Officer. The files of the PF-2 seat are routed to the Finance Officer through the Section Officer-I, Assistant Finance Officer-I and Joint Finance Officer.

The PF1 seat deals with preparation of GPF/WPF credit cards, maintenance of allied registers, admission to and closure of GPF/WPF accounts, admission to and sanction of FBS/WFS/WFBS/WWFS, matters related to Board of Management and Management Council Meetings, etc.

The PF2 seat deals with works related to withdrawal from GPF and WPF, payment from EAP, Fee, IR, General Fund, RIDF, Revolving Fund, NSS, etc. and maintenance of cashbooks of GPF, WPF, EAP, Fee, IR, etc.

Workload and Man Power Requirement Analysis

The seat wise workload and requirement of Assistants in EPA section is given below:

Sl. No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	PF1	1376	206.4	225	1807.4
2	PF2	1428	214.2	225	1867.2
Total					3674.6
Total strength					2
Manpower index					2.1

The present strength of Assistants in PF section is 2. As per the Workload assessment, the manpower index is 2.1. Hence, it is proposed to retain the two sanctioned posts of Assistants in the section.

6.5 Accounts & Audit Section

The Accounts and Audit section consists of two assistants. The files of the section are routed to the Finance Officer through the Section Officer-I, Assistant Finance Officer-I and Joint Finance Officer.

Accounts 1 seat deals with works related to audit conducted in the university, correspondence with LFA, AG and Finance Inspection Wing pertaining to audit and clearance of objections, preparation of monthly accounts and annual accounts of the university, etc.

Accounts 2 seat deals with verification of statements forwarded by the station heads/deans/special officers in connection with revolving fund and IR, etc., compilation of accounts of the same, release and request of plan fund, fund release of EFC, RIDF, RKVY projects and maintenance of registers, etc. The Assistant in this seat also deals with the audit related matters such as compilation of data according to the instructions of the AG Audit party, collection of files and registers for AG Audit, compile replies to the AG Audit, etc.

Workload and Man Power Requirement Analysis

The seat wise workload and requirement of Assistants is given below:

Sl. No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	AC (1)	775	116	225	1116
2	AC (2) & Audit	3391.5	508.73	225	4125.23
Total					5241.23
Total strength					2
Manpower index					3.1
Additional manpower proposed					1

The present strength of Assistants in the Accounts & Audit section is 2. As per the workload assessment, the manpower index is 3.1. The manpower index indicates that there is actual requirement of 3 posts of assistants while the present strength is 2. The Finance Officer of the KVASU submitted that the finance wing is in dire need of enhancement in the strength of non-teaching staff to clear pendency of accounts and replies to audit reports. It is submitted that the major objections pointed out by the Accountant General, Kerala State Audit Department and Finance Inspection Wing could have been averted if there were sufficient staff. At present, the Assistant in Accounts (2) seat deals with the files related to audit matters.

In the light of the workload and manpower requirement analysis and the submission from the Finance Officer, it is proposed to create a separate Audit section. The proposed Audit section will have 2 Assistants and an Assistant Registrar as the head. For this, one post of Assistant found excess in the pension section and one in College of Veterinary and Animal Sciences, Pookode may be shifted to this section. One post of Assistant Registrar found excess in General Administration may be shifted to the proposed section.

It is also proposed to retain the two sanctioned posts of Assistants in the Accounts section.

6.6 Funds Section

The Funds Section has one Assistant. The files of the section are routed to the Finance Officer through the Section Officer- II, Assistant Finance Officer-I and Joint Finance Officer.

This section is entrusted with the disbursement of salaries to SDOs, NGOs, permanent labourers and casual labourers, deductions from salary, contingency fund transfer to stations, request for additional fund, preparation of budget, fixation of non-plan schemes, etc.

Workload and Man Power Requirement Analysis

The seat wise workload and requirement of Assistants is given below:

Sl. No.	Seat	File Work	P&F Allowance (@15% of the File work in hours)	Non-File Work	Total (in hrs.)
1.	FUNDS	1400	210	225	1835
Total					1835
<i>Present strength</i>					1
<i>Manpower Index</i>					1.07

The present strength of Assistants in Funds section is 1. As per the Workload assessment, the manpower index is 1. Hence, it is proposed to retain the sanctioned post of Assistant in the section.

6.7 EAP & SS Section

The EAP & SS section has one Assistant. The files of the section are routed to the Finance Officer through the Section Officer-I, Assistant Finance Officer-I and Joint Finance Officer.

This section deals with all works related to research projects such as externally aided projects, ICAR Development grant, various scholarships, etc.

Workload and Man Power Requirement Analysis

The seat wise workload and requirement of Assistants is given below:

Sl. No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	EAP&SS	818	122.7	225	1165.7
Total					1165.7
Present strength					1
Manpower Index					0.68

The present strength of Assistants in the Funds section is 1. As per the Workload assessment, the manpower index is 1. Hence, it is proposed to retain the sanctioned posts of Assistant in the section.

6.8 Span of Control and responsibilities of officers of and above the rank of the Section Officers

At present, there are 3 Section Officers in the Finance Wing. It is also proposed to revamp the span of control and responsibilities of the Section Officers as detailed below:

Designation	Sections /Seats (present)	Sections (proposed)
Section Officer-I	Accounts, Audit, EAP&SS, PF-2	Accounts, EAP&SS, Funds
Section Officer-II	Establishment, Funds, Pension-3	Establishment, Pay Slips, Projects & Scholarships
Section Officer-III	Pension-1, Pension-2, PF-1, Pay Slips, Projects & Scholarships	Pension and PF

There are two Assistant Finance Officers, one Deputy Finance Officer and one Joint Finance Officer. It is proposed to create a post of Assistant Registrar/Assistant Finance Officer for the proposed Audit section. For this, one post of Assistant Registrar found excess in General Administration may be shifted to the proposed section. Their span of control and responsibilities (present and proposed) are detailed below:

Designation	Sections/Seats	
	Present	Proposed
Assistant Finance Officer -I	Accounts, EAP&SS, PF, Funds	Accounts, EAP&SS, PF, Funds
Assistant Finance Officer -II	Establishment, Pension, Pay Slips, Projects & Schemes	Establishment, Pension, Pay Slips, Projects & Schemes
Assistant Finance Officer -III	-	Audit
Deputy Finance Officer	Sections/Seats under Assistant Finance Officer -II	Sections/Seats under Assistant Finance Officer -II
Joint Finance Officer	Sections/Seats under Assistant Finance Officer -I	Sections/Seats under Assistant Finance Officer -I, Two seats under the proposed Audit Wing in accordance with the subject.

Recommendations:

1) It is proposed to create an Audit section with two Assistants and an Assistant Registrar. For this, one post of Assistant found excess in the pension section and one in College of Veterinary and Animal Sciences, Pookode may be shifted to this section. One post of Assistant Registrar

found excess in General Administration may be shifted to the proposed audit section.

2) Existing work distribution may be revamped as detailed in tables at para 6.8.

CHAPTER 7

ORGANIZATIONAL SETUP, WORK MEASUREMENT & ANALYSIS OF DIRECTORATES

7.1 Directorate of Academics and Research

The Directorate of Academics and Research of the KVASU is headed by the Director (Academics and Research) and is assisted by a Joint Registrar, a Deputy Registrar, two Assistant Registrars, three Section Officers, thirteen Assistants and two Computer Assistants. The Directorate implements, supervises and monitors all academic activities of the University as well as the research programmes.

KVASU offers doctoral, postgraduate, undergraduate, PG Diploma, Diploma and certificate programmes in veterinary and animal science, dairy science and technology and poultry science subjects. In addition to various technology enabled distance learning programmes, there are 40 courses offered by the university.

The existing staff pattern is given below:

Administration

Name of the Post	No. of posts transferred from KAU	No. of posts after restructuring	Occupancy	Vacancy
Joint Registrar	0	1	1	0
Deputy Registrar	0	1	1	0
Assistant Registrar	0	2	2	0
Section Officer	0	3	3	0
Office Superintendent	0	1	1	0
Assistant	0	13	12	1
Computer Assistant	0	2	2	0
LDV Driver	0	1	1	0
Office Attendant	0	3	3	0

Workload and Man Power Requirement Analysis

Administration:

The subjects dealt with in the directorate are distributed among 12 seats. Among these, Admin 1 (Bills and Accounts) seat deals with the payment of LIC, IT, SLI, Professional Tax, GPIAS, purchase of postage stamp, remittance of telephone bill, Budget, Plan & Non Plan, Audits, PA Recoupment, Bank Transaction, Treasury Transaction, RTI and Demand for grants.

Admin 2 seat deals with vehicle maintenance and servicing, purchase of office stationery, maintenance of hardware and software, administrative work, various types of leaves, verification and forwarding of PF admission, NPS, IUMS, Quarters Card, UGC option form of teaching staff, general transfer, IUT, Pension Book, GPF Closure, GPF NRA, LTA Advance, PG teaching recognition, fund disbursement and settlement procedure of seminar, conference, symposium, tour diary verification, reimbursement, etc.

R1 and R3 seats deal with the works related to ICAR Development Grant, works related to ICAR Library strengthening, works related to ICAR Scholarships, works related to other ICAR Grants under subcomponents SC Sub Plan, Niche Area of Excellence, Experimental learning, Tribal Sub Plan, AICRPS, externally aided projects, RKVY, Research Council, disease reporting, ranking of universities, submission of agenda for ICAR Regional Committee, deputation of faculty for attending various trainings, VC's conference, constitution of FRC, PCC groups, works related to Research Digest, payment of IUMS, LA Questions, etc.

R2 & R4 seats deal with Revolving Fund Project, evaluation of proposals, convening of Evaluation Committee Meeting, agenda preparation, preparation of minutes, RF projects, works related to E-Tender, GST Registration and works related to GST including filing of returns, granting sanction and issuing guidelines to different units for floating e-tenders, internal revenues, refund of EMD, running contract, invitation of tenders, advertisements in newspapers, collecting application fee/EMD maintenance of Registers, transfer of fee, executing agreement with firms, finalization of running contract and issuance of orders, refund of EMD, NABL accreditation, annual accreditation fee, its renewal, EFC projects, state plan projects of the university, invitation of plan proposals,

e-LAMS, Five Year Plans and CSS, NABARD RIDF, uploading of plan progress, AHD, ATMA, LA Questions, etc.

Academic A1 seat deals with maintenance of student's file, timely enclosing of CRCGS in file, final MVSc result notification, comprehensive result notification, JRF, project work of students, issuing late registration orders, issuing residency orders to MVSc programme, issuing AS and TS to MVSc synopses, issuance of proceedings based on minutes of Academic Council, submission of notes in board of Management, issuing proceedings based on minutes of Board of Management, etc.

Academic A2 seat deals with the PhD programme in various subjects (mainly 20 subjects), MS and MSc Programmes, SRF, Board of Management, Management Council, recognition of Courses, AISHE, KSHEC, etc.

Academics A3 seat deals with Result Notification (Comprehensive), Result Notification (Final), maintenance of students' file, timely enclosing of CRCGs in file, permanent and temporary discontinuation of orders, issue of late registration orders, submission of notes on inclusion of external member in advisory committee of MVSc students in academic Council, issuing proceedings based on minutes of Academic Council, Administrative and Technical sanction, JRF, SRF and Assistantships, works relating to Academic Council of BOM and MC, etc.

Academics B1 seat deals with collection of number of seats to which admission can be conducted as per the availability of the faculties, preparing a note to the Academic Council for getting approval, preparing notification indicating all the courses and its eligibilities preferred with the dates of online application, preparation of prospectus, preparation of academic programme books, deputation of faculty members for invigilation and valuation for various exams, conduction of interview and preparation of list for PG and PhD candidates, preparation of rank lists of all entrance examinations, transferring of fees collected, reporting details of admission, preparation of lists of certificates collected, admission to various courses, works related with Livestock Inspectors, seniority lists, preparation of agenda notes to the academic council, preparation of ATR, preparation of Minutes of Academic council meeting, LA interpellations, proposals for new colleges, affiliations, reconstitution of Board of studies, etc.

Academics B2 seat deals with all types of file work related to Diploma Programmes, Distance Learning Courses, Certificate Courses, regular 1st Semester to 2nd semester exam result publication (DDS course 1 to 4 semesters, re-exam results, verification of CRCGC, comparison of marks in IUMS, final result notifications, preparation of notes, etc.

Academics B3 seat deals with various Merit Scholarships, Late Registration, Attendance Shortage, Re- examination, discontinuation of courses, Caution Deposit, Internship and Externship Allowance, Talent mark, Duty Leave, College Transfer, Fee Revision, Certificate of Transfer, Board of Management, Academic Council, Amendment of Academic Regulation, ICAR accreditation, etc.

Academics E1 seat deals with preparation of Provisional Degree Certificate, Transcript, Degree Certificate, preparation of Position Certificate, Migration Certificate, Equivalency Certificate of MVSc, MS/MSc, PhD, MTech students, remuneration of external examiners, maintenance and distribution of additional sheets, practical answer sheets, work order for printing certificates, verification of TA bill, verification and attestation of certificates of MVSc, proceedings for deputing assistants for false numbering, etc.

Academics E2 seat deals with preparation of Provisional Certificate, preparation of transcript, preparation of original Degree/Diploma Certificate, Rank Certificate, Migration Certificate and Certificate Attestation, etc.

The seat wise workload and requirement of Assistants is given below:

Sl. No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	Admin 1	1595.7	239.3	225	2060
2	Admin 2	1041.65	156.25	225	1422.9
3	R1&R3	1779.75	266.96	225	2271.71
4	R2&R4	1817.68	272.65	225	2315.33

5	Acad A1	1314.51	197.18	225	1736.69
6	A2	1879.42	281.91	225	2386.33
7	A3	912.25	136.84	225	1274.09
8	B1	1743.28	261.49	225	2229.77
9	B2	1491.34	223.70	225	1940.04
10	B3	971.08	145.67	225	1341.75
11	E1	1737	260.55	225	2222.55
12	E2	2338.74	350.81	225	3139.55
Total					24340.71
Present strength					13
Manpower index					14
Additional manpower proposed					1

The analysis revealed that one more post of Assistant is required for the effective functioning of the unit. For this, the post of assistant, found excess in College of Veterinary and Animal Sciences, Pookode may be shifted to this directorate. It is also seen that works are not evenly distributed among the assistants. So, it is recommended to redistribute the works in an equitable way after internal deliberations.

To exclusively supervise the works in the examination wing, one more post of Section Officer is required. So, the post of Section Officer in CDST, Kolahalamedu may be shifted to the Directorate.

The existing strength of Assistant Registrar (2) may continue. It is felt that having a Joint Registrar and Deputy Registrar together would not be an effective span of control and would result in underutilisation of supervisory powers. It is, therefore, recommended to shift the post of Deputy Registrar to CDST, Mannuthy.

After internal deliberations, the responsibilities may suitably and effectively be delegated among the Joint Registrar and Assistant Registrars in the Directorate of Academic and Research.

The other existing posts may be retained.

Requirement of posts

Category	Sanctioned Posts (Posts transferred from KAU)	Posts after restructuring	No. of posts to be created/ shifted to*
(a)	(b)	(c)	(d)
Joint Registrar	0	1	0
Deputy Registrar	0	1	0 (may be shifted)
Assistant Registrar	0	2	0
Section Officer	0	3	1*
Office Superintendent	0	1	0
Assistant	0	13	1
Computer Assistant	0	2	0
LDV Driver	0	1	0
Office Attendant	0	3	0

Recommendations

- 1) One more post of assistant is required on the basis of the manpower requirement analysis. For this, the post of assistant, found excess in College of Veterinary and Animal Sciences, Pookode may be shifted to this directorate.
- 2) To exclusively supervise the works in the examination wing, the post of Section Officer in CDST, Kolahalamedu may be shifted to the Directorate.

3) The existing strength of Assistant Registrar (2) may continue. It is recommended to shift the post of Deputy Registrar to CDST, Mannuthy.

4) The other existing posts may be retained.

7.2 Directorate of Entrepreneurship

The Directorate of Entrepreneurship headed by the Director (Entrepreneurship) has Publications, Training, Entrepreneurship, Capacity building and knowledge transfer, Media and Informatics and Technology Enabled Distance Learning as major divisions. The Directorate of Entrepreneurship with headquarters at Pookode, Wayanad focuses on capacity building of farmers, entrepreneurs and extend services through outreach programmes, developing model farms, supporting self-help groups in improving production and productivity of livestock. This division also conducts need based researches in different fields, workshops, exhibitions and seminars on behalf of the University. The Publication Division coordinates the publication works of University publications. Technology enabled Distance Learning Centre coordinates the conduct of various distance learning courses of the University. The 24X7 Veterinary Services 'e- Vet connect' provides veterinary services and advisories to owners of large and small ruminants and pet animals in the State. The facilities for emergency veterinary services of experts even after normal working hours are provided. The Centre for Livestock Development and Policy Research undertakes policy research and capacity building. The Academic Staff College of the University functioning under the directorate, focuses on career advancement programmes of the faculty and other advanced training programmes.

The existing staff pattern is given below:

Administration

Name of the Post	No. of posts transferred from KAU	No. of posts after restructuring	Occupancy	Vacancy
Director	1	1	1	0
Assistant Registrar	0	1	1	0

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Section Officer	0	1	1	0
Assistant	0	3	2	1
Computer Assistant	0	1	1	0
LDV Driver	0	1	1	0
Office Attendant	0	2	2	0

Technical & Para Technical Staff

Name of the Post	No. of posts transferred from KAU	No. of posts after restructuring	Occupancy	Vacancy
Artist	0	1	1	0

Workload and Man Power Requirement Analysis

Administration:

The Centre is headed by the Director. He is assisted by an Assistant Registrar. A Section Officer and three Assistants (one post lying vacant) are posted under him.

The seat wise workload and requirement of Assistants is given below:

Sl. No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	A2	1980	297	225	2502
2	A3	1525.23	228.78	225	1979.01
Total					4481.01
Present strength					3
Manpower index					2.63

In the light of the above manpower index analysis, 3 posts of Assistants are required in the centre. Though there are 3 sanctioned posts,

only two are working at present. It is, therefore, recommended to fill up the vacancy. The other existing posts may be retained without any changes.

Requirement of posts

Name of the Post	Sanctioned Posts (Posts transferred from KAU)	Posts after restructuring	No. of posts to be created
(a)	(b)	(c)	(d)
Assistant Registrar	0	1	0
Section Officer	0	1	0
Assistant	3	2	1
Computer Assistant	0	1	0
LDV Driver	0	1	0
Office Attendant	0	2	0
Artist	0	1	0

Recommendations

All the existing posts may be retained.

7.3 Directorate of Farms

KVASU mandate stresses on active involvement in teaching, research and extension activities in livestock sector, so as to benefit the farmers and society as a whole. Since livestock farms are an inevitable part in all the three components of mandate, farms act as the back bone of the university. Naturally, effective co-ordination of the activities of farms, scattered in various campuses of the university, in various districts of Kerala is of utmost importance for achieving goals of the university. It is in this context that the Directorate of Farms was established, with the aim to provide information, guidance and technical support to produce high

quality animal products safely, efficiently and responsibly, ensuring sustainable livestock production. Director of Farms is the ex-officio member of Farm Advisory Committee of all the farms of KVASU. The Directorate is responsible for the planning and supervision of various research projects under the state plan and centrally sponsored schemes in various farms. Under the supervision of Director of Farms, problem oriented and adaptive research projects in feeding, breeding and management of livestock are undertaken in different farms.

The following institutions come under the control of Directorate of Farms:

University Livestock Farm & Fodder Research and Development Station, Mannuthy
 University Poultry and Duck Farm, Mannuthy
 AICRP on Poultry, Mannuthy
 Centre for Pig Production and Research, Mannuthy
 University Goat and Sheep Farm, Mannuthy
 Vechur Cattle Conservation Project, Mannuthy
 Small Animal Breeding and Research station, Mannuthy
 Rabbit Breeding and Research station, Mannuthy
 Instructional Livestock Farm Pookode, Wayanad
 Base Farm, Kolahalamedu, Idukki
 Cattle Breeding Farm, Thumboormuzhi, Thrissur
 Livestock Research Station, Thiruvazhumkunnu, Palakkad
 Avian Research Station, Thiruvazhumkunnu, Palakkad

Academic

Name of the Post	Sanctioned	Occupancy	Vacancy	Remarks
Professor & Head	1	1	-	
Associate Professor	1	0	1	
Assistant Professor	5	3	2	Three Assistant Professors are on working arrangement

Administration

Name of the Post	No. of posts transferred from KAU	No. of posts after restructuring	Occupancy	Vacancy
AO Gr.II/AC/AR/RO	Nil	1	1	0
Assistant	„	1	1	0
Office Attendant	„	1	1	0

Workload and Man Power Requirement Analysis**Academic Division:**

It is recommended to fill up the vacancies, if any.

Administration Division:

The Professor & Head is assisted by an Assistant Registrar, who functions as the Drawing and Disbursing Officer. He oversees all the file works as well as non-file works pertaining to administration and accounts. An Assistant posted under him handles matters related to establishment, accounts, etc.

The post of Assistant Registrar may be retained.

The seat wise workload and requirement of Assistants is given below:

Sl. No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	Genl.	1187	178	225	1590
Total					1590
<i>Present strength</i>					1
<i>Manpower Index</i>					0.93

In the light of the above, it is proposed to retain the post of Assistant. The post of Office Attendant may be retained.

Recommendations

All the existing posts may be retained without any changes.

7.4 Directorate of Clinics & The Teaching Veterinary Clinical Complex and Department of Veterinary Clinical Complex, Pookode

The Directorate of Clinics is headed by the Director of Clinics who is the ex-officio chairman of all the hospital management committees of the Kerala Veterinary and Animal Sciences University. The overall management of teaching under the clinical complex and veterinary hospitals/ dispensaries is also entrusted with him. The Director of Clinics is ex-officio member of the faculty research council. He is responsible for planning and supervision of research in clinical subjects. The Director of Clinics purchases medicines, vaccines, surgical material and other disposable items through tender system.

The Teaching Veterinary Clinical Complex (TVCC) and Department of Veterinary Clinical Complex, Pookode are functioning under the technical supervision of the Directorate of Clinics with the objectives of imparting highest level of veterinary education to under graduate, post-graduate and doctoral students, ensuring day one competence in veterinary practice to the graduates, imparting training and transfer of technology to professionals across the country, engaging research collaboration with institutions and at the same time extending veterinary services to the farming community, pet owners and animal lovers.

The following units are also functioning under the TVCC:

1. TVCC Hospital, Pookode
2. Ambulatory Clinic, Kakkavayal
3. Farm Clinic, Pookode

TVCC is operating a monthly multispeciality clinic at District Veterinary Centre, Kozhikode with special emphasis on ophthalmology, nephrology, cardiology, dermatology and infertility cases. The station is running in association with Departments of Veterinary Clinical Medicine, Preventive Medicine, Surgery and Animal reproduction utilizing the

expertise of their staff and available infrastructure. With collaboration of the departments of Microbiology, Biochemistry, Pathology and Parasitology, TVCC runs a diagnostic laboratory, examine clinical specimens and diagnosis of diseases. The courses in Veterinary Laboratory Diagnosis are also conducted with their collaboration. TVCC has a fully equipped veterinary ambulance with facilities for animal lifting, transportation, emergency surgeries, conducting animal birth control surgeries by laparoscopy, one ambulatory van for transportation of students, staff and medicines for ambulatory clinics and health camps and one epidemiology van for conducting disease investigations.

The existing staff pattern in the Directorate of Clinics is given below:

Administration

Name of the Post	No. of posts transferred from KAU	No. of posts after restructuring	Occupancy	Vacancy
Director of Clinics	0	1	1	0
Assistant	0	1	0	1
Office Attendant	0	1	0	1

The existing staff pattern in the TVCC is given below:

Academic

Name of the Post	Sanctioned	Occupancy	Vacancy	Remarks
Head	1	1*	1	An Assistant Professor holding charge

Administration

Name of the Post	No. of posts transferred from KAU	No. of posts after restructuring	Occupancy	Vacancy
Assistant	0	1	1	0
Office Attendant	0	1	1* (on daily wages)	1

Technical and Para Technical

Name of the Post	No. of posts transferred from KAU	No. of posts after restructuring	Occupancy	Vacancy
Farm Supervisor Gr. II/Farm Assistant (Vety.)	0	1	0	1
Pharmacist	0	1	0	1
Radiographer	0	1	1* (on daily wages)	1

Workload and Man Power Requirement Analysis of Directorate of Clinics and TVCC

Since the Teaching Veterinary Clinical Complex (TVCC) and Department of Veterinary Clinical Complex, Pookode are functioning under the technical supervision of the Directorate of Clinics, it is felt desirable to bring the staff of the TVCC under the administrative control of the Director of Clinics.

In the Administration division of the Directorate of Clinics, an Assistant and an Office Attendant are posted. The Assistant is responsible for the maintenance of cash book for non-plan funds and revolving funds of the directorate. These posts were created as part of restructuring. The posts are lying vacant.

An Assistant Professor is now holding charge of the TVCC. There are sanctioned posts of an Assistant and an Office Attendant.

The seat wise workload and requirement of Assistant is given below:

Sl. No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	TVCC	1390.78	208.617	225	1824.39
Total					1824.39
Present strength					1
Manpower index					1.07

In view of the above, it is proposed to have a common administration set up under the Director of Clinics with the existing staff of both the Directorate of Clinics and TVCC.

Technical and Para Technical:

There are no technical/para-technical staff in the Directorate of Clinics. It is proposed to retain the existing posts of Pharmacist and Radiographer in the TVCC. It is proposed to create one post each of Laboratory Technician, Laboratory Assistant Gr.II and Operation Theatre Assistant. The staff may be brought under the administrative control of the Director of Clinics.

Requirement of posts

Category	Sanctioned Posts (Posts transferred from KAU)	Posts after restructuring	No. of posts to be created
(a)	(b)	(c)	(d)
Assistant	0	2	0
Office Attendant	0	2	0
Farm Supervisor Gr. II/Farm Assistant (Vety.)	0	1	0
Pharmacist	0	1	0
Radiographer	0	1	0
Laboratory Technician*	0	0	1
Laboratory Assistant Gr. II*	0	0	1
Operation Theatre Assistant	0	0	1

*Post to be created

Recommendations

- 1) It is proposed to have a common administration set up under the Director of Clinics with the existing staff of both the Directorate of Clinics and TVCC.
- 2) It is proposed to create one post each of Laboratory Technician, Laboratory Assistant Gr. II and Operation Theatre Assistant. It is proposed to retain the other existing posts of Technical and Para Technical Staff and all the vacant posts may be filled up.

CHAPTER 8

ORGANIZATIONAL SETUP, WORK MEASUREMENT & ANALYSIS OF COLLEGES

8.1 The University has eight constituent colleges:

1. Colleges of Veterinary and Animal Sciences, Mannuthy, Thrissur
2. College of Veterinary and Animal Sciences, Pookode, Wayanad
3. College of Dairy Science and Technology, Mannuthy, Thrissur
4. College of Dairy Science and Technology, Pookode, Wayanad
5. College of Dairy Science and Technology, Thiruvananthapuram
6. College of Dairy Science and Technology, Kolahalamedu, Idukki.
7. College of Food Technology, Thumburmuzhy, Thrissur
8. College of Avian Sciences and Management, Thiruvazhamkunnu, Palakkad

Each of these colleges undertake academic, research and extension activities in the areas assigned to them. The University owns about 1000 acres of landed assets, with livestock and Poultry farms in various campuses, for instructional and research programmes.

8.2 LIST OF ACADEMIC PROGRAMMES OFFERED IN THE UNIVERSITY

Regular Programmes offered for 10+2 qualified candidates

- B.V.Sc. & A.H
- B.Tech. (Dairy Technology)
- B.Tech. (Food Technology)
- B.Sc. (Poultry Production and Business Management)
- Diploma in Dairy Science
- Diploma in Poultry Production
- Diploma in Laboratory Techniques
- Diploma in Feed Technology

Regular Programmes offered for candidates qualified B.V.Sc. & A.H

- M.V.Sc. in 20 disciplines.

Regular Programmes offered for candidates qualified B.Tech. (DT)

- M.Tech. (Dairy Technology)
- M.Tech. (Dairy Chemistry)
- M.Tech. (Dairy Microbiology)

Regular Programmes offered for Graduates

- M.S. in Wildlife Studies
- M.Sc. in Biostatistics
- M.Sc. in Quality Control in Dairy Industry
- M.Sc. in Biochemistry and Molecular Biology
- M.Sc. in Applied Microbiology
- M.Sc. in Animal Biotechnology
- M.Sc. in Animal Sciences

Post Graduate Diploma Programmes offered for Graduates

- P.G. Diploma in Climate Services in Animal Agriculture
- P.G. Diploma in Climate Services
- P.G. Diploma in Veterinary Cardiology
- P.G. Diploma in Veterinary Anaesthesia

Programmes offered for PG Holders

- Ph.D. Programmes in Veterinary and Animal Sciences.
- Ph.D. Programmes in Dairy Sciences and Technology.
- Ph.D. Programmes in Biosciences.
- Ph.D. Programme in Climate Change in Animal Agriculture.

Various Technology Enabled (Distant) Learning Programmes

Various Certificate Programmes offered by the University Departments.

8.3 College of Veterinary and Animal Sciences, Pookode

The College of Veterinary & Animal Sciences, Pookode, is sprawled over 100 acres in the scenic hilly terrain of Wayanad. The college offers Under Graduate (BVSc. & AH) (80 seats), Post Graduate (MVSc.) (71 seats) and Doctoral (PhD.) Programmes (32 seats) in Veterinary & Animal Sciences.

There are 21 departments in this college. A total number of 735 students are studying in this institution. Out of which, 500 are in BVSc & AH, 74 in MVSc. and 12 are doing PhD programme. The college also offers courses like BSc. (Poultry Production and Business Management) (25 seats) and Diploma in Dairy Science (30 seats). A total 149 students are attending these courses.

The existing staff pattern is given below:

Academic

Name of the Post	Sanctioned	Occupancy	Vacancy
Dean	1	1	0
Professor	21	4	17
Associate Professor	19	1	18
Assistant Professor	85	79	6

Administration

Name of the Post	No. of posts transferred from KAU	No. of posts after restructuring	Occupancy	Vacancy
Deputy Registrar (A.O Gr. I)	0	1	1	0
Section Officer	4	3	3	0
Office Superintendent	0	2	2	0
Assistant	11	12	10	2
Computer Assistant	6	1	1	0
LDV Driver	1	1	0	1
Matron	1	1	0	1 (Two Temporary hands working)
Clerical Assistant/ Lab Assistant Gr. III	13	2	1	1
Bus Attendant	2	1	0	1
Cook -cum- Care Taker	1	1	0	1
Office Attendant	50	24	10	14

Technical and Para Technical

Name of the Post	No. of posts transferred from KAU	No. of posts after restructuring	Occupancy	Vacancy
Assistant Librarian	1	2	1	1
Reference Assistant/Library Assistant	2	3	1	2 (2 Temp.)
Senior Farm Supervisor	2	0	0	0
Farm Supervisor Gr. I / Farm Superintendent	0	1	0	0
Farm Assistant (Vety.)	17	11	0	0
Pump Operator	2	1	0	1
Technician Gr. II	1	1	0	1 (1 Temp.)

Workload and Man Power Requirement Analysis**Administration:**

The Centre is headed by the Dean, who is assisted by a Deputy Registrar with the help of 3 Section Officers and 12 Assistants.

The seat wise workload and requirement of Assistants is given below:

Sl. No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	Acad 1	749	112.35	225	1086.35
2	Acad 2	1157	173.55	225	1555.55

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3	Acad 3	959.05	143.85	225	1327.90
4	Poultry	581.82	87.27	225	894.09
5	Accnts 1	1203	180.45	225	1608.45
6	Accnts 2	1582	237.3	225	2044.3
7	Accnts 3	1289	193.35	225	1707.35
8	Accnts 4	1178	176.7	225	1579.7
9	Gen 2	602.5	90.37	225	917.87
10	Gen 1	925.5	138.82	225	1289.32
11	Estt 2	925	138.75	225	1288.75
12	Estt 1	730.5	109.57	225	1065.07
Total					16364.7
Present strength					12
Manpower index					9.62
Additional manpower proposed					-2

The analysis revealed that there are two posts of Assistants in excess of the actual requirement. It is also seen that works are not evenly distributed among the assistants. So, it is recommended to redistribute the works after internal deliberations so that works are distributed in an equitable way. One of the excess posts may be shifted to Audit Section in Finance Wing of KVASU Headquarters and the other to Directorate of Academic & Research.

The post of Deputy Registrar may be retained. The present strength of Section Officers (3) is sufficient to supervise the 10 Assistants. So those posts may be retained.

The Office Superintendent posts (2) may be retained.

The post of LDV Driver may be retained.

There is only one sanctioned post of Matron which is not sufficient considering the fact that there are separate hostels for boys and girls. So, one post of Hostel Manager may be created for the Men's Hostel.

There are two posts of Clerical Assistant after restructuring. The posts may be retained. The posts of Office Attendants may be retained.

The other existing posts may be retained without any changes. It is also proposed to appoint regular hands in posts which are now occupied by daily wages staff, if any.

Technical and Para Technical:

The vacant posts of Technical and Para Technical staff may be filled up urgently.

Requirement of posts

Category	Sanctioned Posts (Posts transferred from KAU)	Posts after restructuring	No. of posts to be created
(a)	(b)	(c)	(d)
Deputy Registrar (A.O Gr. I)	0	1	0
Assistant Registrar (A. O Gr. II)	1	0	0
Section Officer	4	3	0
Office Superintendent	0	2	0
Assistant	11	12	0
Computer Assistant	6	1	0
Data Entry Operator	1	0	0
Security Officer	1	0	0
HDV Driver	1	0	0
LDV Driver	1	1	0
Hostel Manager	1	0	1
Matron	1	1	0
Clerical Assistant/ Lab Assistant Gr. III	13	2	0
Bus Attendant	2	1	0

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Cook cum Care Taker	1	1	0
Duplicating Machine Operator	1	0	0
Office Attendant	50	24	0

Technical and Para Technical

Category	Sanctioned Posts (Posts transferred from KAU)	Posts after restructuring	No. of posts to be created
(a)	(b)	(c)	(d)
Assistant Executive Engineer	1	0	0
Assistant Engineer	1	1	0
Overseer	3	0	0
Technical Supervisor/ Technician	5	0	0
Assistant Librarian	1	2	0
Reference Assistant/Library Assistant	2	3	0
Senior Farm Supervisor	2	0	0
Farm Supervisor Gr.I / Farm Superintendent	0	1	0
Farm Assistant (Vety)	17	11	0
Pump Operator	2	1	0
Photographer	1	0	0
Radiographer	1	0	0
Specimen Curator	2	0	0
Operation Theatre Assistant	1	0	0

Operation Theatre Technician	1	0	0
Technician Gr. II	1	1	0
Post Mortem Attendant	0	0	1

Recommendations

1) It is proposed to shift the excess posts (2) of Assistants to the proposed Audit Section and the Directorate of Academic & Research. The other existing posts may be retained without any changes. It is also proposed to appoint regular hands in posts which are now occupied by daily wages staff, if any.

2) One post of Hostel Manager may be created for the Men's Hostel.

3) It is recommended to create a post of Post Mortem Attendant (new post) in the college. It is recommended to fill up the vacant posts of technical and para technical staff. It is also proposed to appoint regular hands in posts which are now occupied by daily wages staff, if any.

8.4 College of Veterinary and Animal Sciences, Mannuthy

College of Veterinary and Animal Sciences, Mannuthy came into existence in 1955 as the Government Veterinary College, to train sufficient veterinary professionals for Kerala State. Subsequently, the college was renamed as Kerala Veterinary College and Research Institute in 1961 and as College of Veterinary and Animal Sciences in 1972, when it became a constituent faculty under the Kerala Agricultural University. Subsequent to the formation of KVASU, it became a constituent college of the new University. The College campus is spread over an area of 400 acres.

In 1964, Post Graduate Programme was introduced (MVSc & Ph.D.) in Physiology, Parasitology and Nutrition. By 1974, all the existing departments started MVSc. programme. Ph.D. programme was started in a phased manner by 20 departments. After the inception of KVASU, MVSc. and Ph.D. programmes were offered by all the departments except Statistics.

The KVASU started new courses like Master of Science (M Sc./M S) and Diploma courses to develop more appropriate livestock production systems and processing technologies suited for state and national conditions that will be cost effective and profitable to farming community. These courses are also intended to attract young generation into livestock production sectors. The college is offering Master of Science programmes in Biostatistics, Quality Systems in Dairy Processing, Bio-Chemistry and Molecular Biology, Applied Microbiology and Animal Biotechnology. Various diploma courses, namely, Diploma in Poultry Production, Diploma in Laboratory Techniques, Diploma in Feed Technology and Diploma in Dairy Science were started after formation of KVASU. The College has five sub stations such as School of Applied Animal Production and Biotechnology, School of Animal Nutrition and Feed technology, School of Zoonoses, Public Health and Pathobiology, School of Bioenergy and Farm Waste Management and School of New Media and Research. It has three centres and three National Accreditation Boards for testing and calibration of Laboratories (NABL) accredited laboratories.

The student intake for the courses conducted in the college is as follows:

Course	No. of seats
BVSc.& AH	100
MVSc.	101
Ph.D	42
MSc. Programmes	66
PG Diploma programmes	40
Diploma programmes	125

The existing staff pattern is given below:

Academic

Name of the Post	Sanctioned	Occupancy	Vacancy
Dean	1	1	0
Professor	22	4	17

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Associate Professor	19	1	18
Assistant Professor	85	79	6

Administration

Name of the Post	No. of posts transferred from KAU	No. of posts after restructuring	Occupancy	Vacancy
Deputy Registrar (Administrative Officer Gr. I)	1	1	1	0
Section Officer	6	3	3	0
Assistant	18	12	10	2
Office Superintendent	2	3	3	0
Computer Assistant	8	1	1	0
Data Entry Operator	1	0	0	0
HDV Driver	1	1	0	1
LDV Driver	4	1	0	0
Hostel Manager	2	0	0	0
Matron	2	1	1	0
Clerical Assistant/ Lab Assistant Gr.III	8	4	0	4
Bus Attendant	0	2	1	1
Cook cum Caretaker	0	1	0	1
Duplicating Machine Operator	2	2	1	1
Office Attendant	43	25	15	10

Technical and Para Technical

Name of the Post	No. of posts transferred from KAU	No. of posts after restructuring	Occupancy	Vacancy
Instrumentation Engineer	1	0	0	0
Senior Technical Supervisor	0	1	1	0
Research Assistant	3	0	0	0
Artist	1	0	0	0
Chief Artist	0	1	0	1
Lab Assistant Gr. I/II	1	0	0	0
Technical Supervisor/ Technician	5	3	2 (Temporary)	3
Assistant Librarian	1	2	1	0
Programmer	1	0	0	0
Reference Assistant/ Library Assistant	3	3	1	2
Farm Supervisor Gr. I	0	1	1	0
Farm Officer Gr. II /Farm Assistant (Vety.)	22	11	4	7
Pump Operator	0	1	1	0

Workload and Man Power Requirement Analysis**Academic:**

It is recommended to fill up the existing vacancies of Academic staff.

Administration:

The Centre is headed by a Dean (Associate Professor). He is assisted by a Deputy Registrar (Administrative Officer Gr. I) with the help of three Section Officers, 12 Assistants and a Clerical Assistant.

The seat wise workload and requirement of Assistants is given below:

Sl. No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	Acad 1	863.49	129.52	225	1218.01
2	Acad 2	1912.25	286.83	225	2424.08
3	Acad 3	607.56	91.13	225	923.69
4	Acad4-Cash	630.3	94.54	225	949.84
5	E 1	1021.73	153.25	225	1399.98
6	E 2	1630.82	244.62	225	2100.44
7	E3	1171.73	175.75	225	1572.48
8	Gen 1&2	1397.4	209.61	225	1832.01
9	Gen3 &* Despatch	731.38	109.70	225	1066.08
10	A1	2051.63	307.74	225	2584.37
11	A2	1589.13	238.36	225	2052.49
12	A3	1416.95	212.54	225	1854.49
13	A 4	1897.3	284.59	225	2406.89
Total					22384.85
Present strength					12+1 Cl. Asst.
Manpower index					13.17
Additional manpower proposed					+1

*Clerical Assistant

In the light of the above manpower index, one more post of Assistant is required in the college. So, one post of Assistant may be created.

The restructuring of posts carried out by the University brought down the 6 posts of Section Officers to 3, 18 posts of Assistants to 12, 8 posts of Computer Assistants to 1, 2 posts of LDV Driver to 1, 2 posts of Matron to 1, 8 posts of Clerical Assistants to 4 and 43 posts of Office Attendants to 25. The posts of Hostel Manager and Data Entry Operator were abolished during restructuring. It is proposed to create a post of Hostel Manager.

As part of restructuring, the number of posts of Office Superintendent were increased from two to three. Two posts of Bus Attendant and one post of Cook-cum-Care Taker were also created. Restructuring of posts done by the University has not been approved by the Government.

The existing posts, other than that of assistant, may be retained without any changes. It is proposed to create a post of Assistant. It is also proposed to appoint regular hands in posts which are now occupied by daily wages staff, if any.

Technical and Para Technical

It is proposed to retain the existing posts of Technical and para-Technical Staff and all the vacant posts may be filled up. It is recommended to create one post of Technical Assistant (Statistics) for the assistance in statistical analysis of students' projects in the college.

One post of Artist was transferred to the college during trifurcation. However, as part of restructuring, this post was upgraded to Chief Artist. The post of Chief Artist is the promotion post of Artist who has completed five years of service. In this circumstance, the restructuring done by the University may be approved with the condition that fresh appointments will be done to the post of Artist and not to the post of Chief Artist, when the present incumbent vacates the post. It is also recommended to create one post of Post Mortem Attendant.

Requirement of posts

Category	Sanctioned Posts (Posts transferred from KAU)	Posts after restructuring	No. of posts to be created
(a)	(b)	(c)	(d)
Deputy Registrar (Administrative Officer Gr. I)	0	1	0
Section Officer	6	3	0
Assistant	18	12	1
Office Superintendent	2	3	0
Computer Assistant	8	1	0
Office Attendant	43	25	0
Hostel Manager	2	0	1
Matron	2	1	0
Cook cum Caretaker	0	1	0
Clerical Assistant/ Lab Assistant Gr. III	8	4	0
Duplicating Machine Operator	2	2	0
Senior Technical Supervisor	0	1	0
Chief Artist	0	1	0
Farm Supervisor Gr. I	0	1	0

Farm Supervisor Gr. II/Farm Assistant (Vet.)	22	11	0
Technical Supervisor/ Technician	5	3	0
Technical Assistant (Statistics)*	0	0	1
Reference Assistant/ Library Assistant	3	3	0
HDV Driver	1	1	0
LDV Driver	4	1	0
Bus Attendant	0	2	0
Pump Operator	0	1	0
Post Mortem Attendant	0	0	1

*new post

Recommendations

- 1) It is proposed to create a post of Assistant. The other existing posts in the administration division may be retained without any changes. I
- 2) It is proposed to create one post of Technical Assistant (Statistics) for the assistance in statistical analysis of students' projects in the college.
- 2) It is proposed to create a post of Post Mortem Attendant. The other existing posts of Technical and Para Technical Staff may be retained.
- 3) As part of restructuring, the university converted one post of Artist to Chief Artist. This may be approved with the condition that fresh appointments will be done to the post of Artist when the present incumbent vacates the post.
- 4) It is proposed to create a post of Hostel Manager.

8.5 College of Dairy Science and Technology, Thiruvananthapuram

The College of Dairy Science and Technology, Thiruvananthapuram, established in the year 2015, aims to advance, disseminate and foster the developments in the field of Dairy Science and Technology. The College offers 4-year undergraduate B.Tech. (Dairy Technology) programme (20 seats). The course offers intensive training in processing, quality control and engineering of milk and milk products.

The existing staff pattern is given below:

Academic

Name of the Post	Sanctioned	Occupancy	Vacancy	Remarks
Assistant Professor	14	6	8*	*8 working on temporary basis
Reference Officer	0	1 (temporary)	0	

Administration

Name of the Post	Sanctioned*	Occupancy	Vacancy	Remarks
Section Officer	1	1	0	
Assistant	1	2	0	One on working arrangement
Office Superintendent	1	1	0	
Computer Assistant	0	1	0	On working arrangement
Office Attendant	2	2	0	

*created as part of restructuring of posts

Farm

Name of the Post	Sanctioned*	Occupancy	Vacancy	Remarks
Farm Supervisor Gr. II	2	2	0	

*created as part of restructuring of posts

Laboratory

Name of the Post	Sanctioned*	Occupancy	Vacancy	Remarks
Lab Assistant	0	1 (temporary)	0	

*created as part of restructuring of posts

Workload and Man Power Requirement Analysis**Academic:**

It is recommended to fill up all the vacant posts of Assistant Professors.

Administration:

The College of Dairy Science and Technology, Thiruvananthapuram was established after the trifurcation of the Kerala Agriculture University. After establishment of the college, the university created posts of Special Officer, Section Officer, Assistant, Computer Assistant and Office Attendant.

The Special Officer for the college (Assistant Professor) is assisted by a Section Officer. The University sanctioned one post of Assistant and an Assistant is posted on working arrangement. Though incumbency is two, there are five seats which deal with establishment, general, cash, accounts & bill and academics.

The existing posts in the college has not been approved by the Government.

The seat wise workload and requirement of Assistants is given below:

Sl. No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	General & Academics	1166.5	174.98	225	1566.48
2	Estt., Accounts/ Bill & Cash	1420.45	213.07	225	1858.52
Total					3425
<i>Present strength</i>					1
<i>Manpower Index</i>					2.01
<i>Additional manpower proposed</i>					1

In the light of the above, it is proposed to grant approval to the post of Section Officer which has been created by the university. In addition to the existing sanctioned post of Assistant, the post on working arrangement may be permanently shifted to the college and both the posts may be given approval. The posts of Office Superintendent and Office Attendant may be given approval.

It is also proposed to create one post of each of Hostel Manager and Matron.

Technical:

The College of Dairy Science and Technology has the following Departments which require Laboratories for teaching and research work.

1. Dairy Technology
2. Dairy Engineering
3. Dairy Chemistry
4. Dairy Microbiology
5. Dairy Business Management
6. Dairy Husbandry

On the basis of the man power requirement analysis, it is proposed to create two posts of Laboratory Assistant Gr. II.

There is no farm and dairy treatment plant in the college. Hence creation of posts of Farm Supervisor Gr.II and Dairy Officer may be considered after the establishment of farm and the dairy plant. One of the two posts of Farm Supervisor Gr.II may be shifted to Avian Research Station, Thiruvizhamkunnu.

Requirement of posts

Category	Sanctioned Posts (Posts transferred from KAU)	Posts after restructuring	No. of posts to be created/ shifted to*
(a)	(b)	(c)	(d)
Section Officer	0	1	0
Assistant	0	1	1 *
Office Attendant	0	2	0
Matron	0	0	1
Lab Assistant Gr. II	0	0	2
Farm Supervisor Gr. II/Farm Assistant (Vety)	0	2	0

¶ One post is proposed to be shifted to Avian Research Station, Thiruvizhamkunnu.

Recommendations

1) In addition to the existing sanctioned post of Assistant, the post on working arrangement may be permanently shifted to the college and both the posts may be given approval.

- 2) One of the two posts of Farm Supervisor Gr.II may be shifted to Avian Research Station, Thiruvizhamkunnu.
- 3) It is also proposed to create one post each of Hostel Manager and Matron.
- 4) It is proposed to create two posts of Laboratory Assistant Gr. II.

8.6 College of Dairy Science and Technology, Kolahalamedu

India is the world's largest milk producer, with 22 percent of global production, and the growth is expected at 4 to 5 % per annum. Milk and milk products, being the second-largest agricultural by-products segment in India, plays a vital role in the agricultural economy. Keeping in mind the huge gap between supply and demand of qualified dairy professionals, Government of Kerala and the Kerala Veterinary and Animal Sciences University (KVASU) decided to start a new college of Dairy Science and Technology at Kolahalamedu in Peerumade Taluk of Idukki district with the main objective to establish a world class educational centre so as to cater the present demand and to make the graduates acquainted with various facets of professionally managed industries which include production management, raw material purchases, personnel management, sales and marketing. The college started functioning in the year 2017.

The college offers 4-year B. Tech course in the discipline of Dairy Technology with an intake capacity of 20 students. The course curriculum offered for B. Tech (Dairy Technology) in the college will be as per the guidelines prescribed by the Indian Council for Agricultural Research (ICAR). The students admitted to this course are selected through the Kerala Engineering, Architecture and Medical (KEAM) entrance conducted by the Commissioner for Entrance Examinations (CEE), Govt. of Kerala.

The staff details are as follows:

Academic

Name of the Post	Sanctioned	Occupancy	Vacancy	Remarks
Special Officer	1	1	0	

Administration

Name of the Post	No. of posts transferred from KAU	No. of posts after restructuring	Occupancy	Vacancy
Assistant	0	2	2	0

Workload and Man Power Requirement Analysis**Administration Division:**

The College is headed by a Special Officer. In administrative matters, he is assisted by two Assistants. The services of the Section Officer posted at Base Farm, Kolahalamedu, are being utilised for the college too. At present, her working hours are equally divided between these two institutions.

The seat wise workload and requirement of Assistants is given below:

Sl. No.	Seat	File Work	P&F Allowance @15% of file work in hours)	Non-File Work	Total (hrs.)
1	Accounts, Acad.& Genl.	953	143	225	1321
Total					1321
Present strength					1
Manpower index					0.77

Recommendations on staff pattern of common Administration Division for Base Farm, Kolahalamedu and CDST, Kolahalamedu:

It is felt that a common administration division for both the Base Farm and the College of Dairy Science and Technology would be feasible taking into account the outcome of the man power requirement analysis and the proximity of the institutions to each other.

At present, the services of the Section Officer posted at Base Farm, Kolahalamedu, is utilised for the college too. Her working hours for a day are equally divided between these two institutions. With a common administration division, the Section Officer post may be upgraded to the post Assistant Registrar. The Assistant Registrar will be the supervisory officer of both the units. The post of Assistant Registrar in CDST, Mannuthy may be shifted to the common administration division of CDST and Base Farm, Kolahalamedu.

The post of Section Officer (the present incumbent is on working arrangement) may be permanently shifted to Directorate of Academic and Research.

The present total strength of Assistants (3) may be continued and works of both units may be equally distributed among them. The Clerical Assistant, working in the base farm, against the sanctioned post of Office Attendant, may be allowed to continue and he may be entrusted with the duties and responsibilities attached to the post of Clerical Assistant. The existing post of Office Attendant may be allowed to continue.

The combined strength of Office Attendants of both the institutions is three. Of the three Office Attendants, one may be posted at the CDST and another one at the Base Farm. The services of the remaining Office Attendant may be utilised by the proposed common administration division.

The recommendations are summarised in the table below:

Name of the Post	Base Farm		CDST		Proposed common administration division		
	No. of posts transferred from KAU	No. of posts after restructuring	No. of posts transferred from KAU	No. of posts after restructuring	Existing posts	Posts to be created/shifted to	Total Posts
Assistant Registrar	0	0	0	0	0	1* (shifted from CDST, Mannuthy)	1

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Section Officer	1	1 (A Section officer from Finance Wing of KVASU posted here on working arrangement)	0	0	0	0	0* (The existing post may be shifted to DAR)
Assistant	1	1	0	2	3	0	3
Clerical Assistant	0	0	0	0	1	0	1
Office Attendant	0	1	0	2	3	0	3*

*Of the three Office Attendants, one of them may be posted at the CDST and another one at the Base Farm. The services of the remaining Office Attendant may be utilised by the proposed common administration division.

Technical:

The College of Dairy Science and Technology has the following Departments which require Laboratories for teaching and research work.

1. Dairy Technology
2. Dairy Engineering
3. Dairy Chemistry
4. Dairy Microbiology
5. Dairy Business Management
6. Dairy Husbandry

On the basis of the manpower requirement analysis, it is proposed to create two posts of Laboratory Assistant Gr. II.

Requirement of posts (Technical)

Category	Sanctioned Posts (Posts transferred from KAU)	Posts after restructuring	No. of posts to be created
(a)	(b)	(c)	(d)
Lab Assistant Gr. II	0	0	2

Recommendations

- 1) A common administration division for both the Base Farm and the College of Dairy Science and Technology may be set up. With a common administration division, the Section Officer post may be upgraded to the post of Assistant Registrar. The Assistant Registrar will be the supervisory officer of both the units. The post of Assistant Registrar in CDST, Mannuthy may be shifted to the common administration division of CDST and Base Farm, Kolahalamedu.
- 2) It is proposed to create two posts of Laboratory Assistant Gr. II.

8.7 College of Dairy Science and Technology, Mannuthy

The College of Dairy Science and Technology, Mannuthy started as a B. Tech programme under the aegis of the Faculty of Veterinary and Animal Sciences of Kerala Agricultural University in the year 1993. In 1998, it was upgraded to the status of a college. With the establishment of the Kerala Veterinary and Animal Sciences University in 2010, the college was further upgraded to the status of an independent faculty.

The institute offers four-year graduate programme in B. Tech Dairy Science & Technology. It also offers Post Graduate and Doctoral programs in Dairy Technology, Dairy Chemistry and Dairy Microbiology (total 11 seats). The College has seven departments, namely, Dairy Technology, Dairy Engineering, Dairy Microbiology, Dairy Chemistry, Dairy Business Management, Dairy Husbandry and Dairy Extension. The student intake capacity of the B. Tech Dairy Science & Technology had been increased from 25 in the starting stage to 40.

The existing staff pattern is given below:

Academic

Name of the Post	Sanctioned	Occupancy	Vacancy	Remarks
Dean	1	1	0	
Professor	7	1	6	

WORKSTUDY IN KERALA VETERINARY AND ANIMAL SCIENCES UNIVERSITY

Associate Professor	4	0	4	
Assistant Professor	24	8	16	20 Teaching Assistants are posted on daily wage basis

Administration

Name of the Post	No. of posts transferred from KAU	No. of posts after restructuring	Occupancy	Vacancy
Assistant Registrar/ Administrative Officer Gr. II	0	1	1	0
Section Officer	1	2	2	0
Assistant	6	5	4	1
Office Superintendent	0	2	2	0
Computer Assistant	2	1	1	0
Matron*	0	0	1*Daily wage	0
Office Attendant	2	5	3	2

Technical and Para Technical

Name of the Post	No. of posts transferred from KAU	No. of posts after restructuring	Occupancy	Vacancy
Assistant Librarian	0	1	1	0
Technician/Tech. Supervisor	2	0	0	0

WORKSTUDY IN KERALA VETERINARY AND ANIMAL SCIENCES UNIVERSITY

Lab Assistant Gr. I/II	4	0	0	0
Reference Asst./Tech Asst./Library Assistant	1	1	1	0
Clerical Assistant/Lab Assistant Gr.III	3	3	2* One on working arrangeme nt	0
Electrician*	0	0	1	0
HDV Driver*	0	0	1	0
LDV Driver	1	1	1	0

***Daily wage**

Workload and Man Power Requirement Analysis

Scientific Division:

It is recommended to fill up the vacant posts of Professor, Associate Professor and Assistant Professor.

Administration Division:

The Dean and Head is assisted by an Administrative Officer Gr.II and two Section Officers. The 5 Assistants posted under the two Section Officers handle matters related to establishment, purchase, research projects and accounts.

The seat wise workload and requirement of Assistants is given below:

Sl. No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	A1	753.75	113.06	225	1091.81

WORKSTUDY IN KERALA VETERINARY AND ANIMAL SCIENCES UNIVERSITY

2	A2	762.5	114.38	225	1101.88
3	A3	1335.5	200.33	225	1760.83
4	B1	1252	187.8	225	1664.8
5	C1	1318	197.7	225	1740.70
Total					7360.02
<i>Present strength</i>					5
<i>Manpower Index</i>					4.33

In the light of the above, it is proposed to retain the 5 posts of Assistants and works may be redistributed equally. One post each of Matron and Technician Gr. II (Electrical) may be created. The existing post of LDV Driver may be converted to Driver-cum-Office Attendant and a post of Office Attendant may be converted to Driver (HDV) -cum-Office Attendant.

Taking into account the duties and responsibilities entrusted with the Administrative Officer of the college and the future expansion possibilities, the said post may be upgraded to the level of Deputy Registrar. For this, the excess post of Deputy Registrar in the Directorate of Academics and Research may be shifted to this college. The post of Assistant Registrar in this college may be shifted to the common administration division of CDST and Base Farm, Kolahalamedu.

Technical Division:

The College of Dairy Science and Technology has the following departments which require laboratories for teaching and research work:

1. Dairy Technology
2. Dairy Engineering
3. Dairy Chemistry
4. Dairy Microbiology
5. Dairy Business Management.

The college offers both UG, PG and Doctoral courses. Hence it is proposed to create two posts of Laboratory Assistant Gr. II.

Requirement of posts

Category	Sanctioned Posts (Posts transferred from KAU)	Posts after restructuring	No. of posts to be created/ shifted to*
(a)	(b)	(c)	(d)
Deputy Registrar	0	0	1* (proposed to be shifted from DAR)
Assistant Registrar/ Administrative Officer Gr. II	0	1	0
Section Officer	1	2	0
Assistant	6	5	0
Office Superintendent	0	2	0
Computer Assistant	2	1	0
Office Attendant	2	5	0 (*one post of Office Attendant created during restructuring may be converted to Driver(HDV)-cum-Office Attendant.)
Matron	0	0	1
Reference Asst./Tech Asst./Lib. Asst	1	1	0
Clerical Assistant/Lab Assistant Gr.III	3	3	0
Technician Gr. II (Electrical)	0	0	1

Laboratory Assistant Gr. II	0	0	2
Driver-cum-Office Attendant	0	0	2*
LDV Driver	1	1	0(one post of Driver (LDV) may be converted to Driver(HDV)-cum-Office Attendant.)

*one post of Office Attendant created during restructuring may be converted to Driver(HDV)-cum-Office Attendant.

*one post of Driver (LDV) may be converted to Driver(HDV)-cum-Office Attendant.

Recommendations

- 1) One post each of Matron, Technician Gr. II (Electrical) and Driver (HDV) and two posts of Laboratory Assistant Gr. II may be created.
- 2) The existing post of LDV Driver may be converted to Driver-cum-Office Attendant and a post of Office Attendant may be converted to Driver (HDV) -cum-Office Attendant.

8.8 College of Dairy Science and Technology, Pookode

College of Dairy Science and Technology, Pookode, established in 2015, is located in Kerala Veterinary and Animal Sciences University headquarters' campus at Pookode, Wayanad. The pristine landscape and cool climate make Wayanad one of the most ideal places for dairying in the state. The district is also popular for implementation of contemporary methods pertaining to dairy farming. Situated in such supportive location, this institution guarantees both field and industrial levels of exposure to the students.

The college offers B. Tech course in Dairy Technology. The intake capacity is 20 and the course comprises of 8 semesters.

The existing staff pattern is as follows:

Academic

Name of the Post	Sanctioned	Occupancy	Vacancy
Special Officer	1	1	0
Assistant Professor	3	3	0

Administration

Name of the Post	No. of posts transferred from KAU	No. of posts after restructuring	Occupancy	Vacancy
Assistant	0	2	1	1
Office Attendant	0	2	2 (on daily wages)	2

Workload and Man Power Requirement Analysis

Administration: The centre is headed by a Special Officer. She is assisted by two Assistants and two Office Attendants. There are two posts each of Assistant and Office Attendant, after restructuring.

The seat wise workload and requirement of Assistants is given below:

Sl. No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	Acad.	1635.86	245.37	225	2106.23
2	Accts.	1320.54	198.08	225	1743.62
Total					3849.85
Present strength					2
Manpower index					2.2

In the light of the manpower index analysis, it is proposed to retain the existing posts of Assistants. The other existing post, viz., Office Attendant, may be retained without any changes. It is proposed to appoint regular hands in posts which are now occupied by daily wages staff, if any.

A post of Section Officer is required in the college to supervise the ministerial works. Hence the Section Officer post, found excess in Livestock Research Station, Thiruvazhamkunnu may be shifted to the College of Dairy Science and Technology, Pookode.

Technical and Para Technical

It is proposed to create a post of Reference Assistant for the college library.

It is proposed to create one post of Lab Assistant Gr.II.

Requirement of posts

Category	Sanctioned Posts (Posts transferred from KAU)	Posts after restructuring	No. of posts to be created
(a)	(b)	(c)	(d)
Section Officer	0	0	1
Assistant	0	2	0
Reference Assistant	0	0	1
Lab Assistant Gr. II	0	0	1
Office Attendant	0	2	0

Recommendations

1) A post of Section Officer is required in the college to supervise the ministerial works. Hence the Section Officer post, found excess in

Livestock Research Station, Thiruvazhamkunnu may be shifted to the College of Dairy Science and Technology, Pookode. It is proposed to retain the existing posts of Assistants. The other existing posts in the administration division may be retained without any changes.

2) It is proposed to create a post of Reference Assistant for the college library.

3) It is proposed to create one post of Laboratory Assistant Gr. II.

8.9 College of Food Technology, Thumburmuzhy, Thrissur

The College of Food Technology, Thumburmuzhy, 15 kms from Chalakkudy town, Thrissur, was started in the year 2015 under the faculty of Dairy Science and Technology as a constituent college under Kerala Veterinary and Animal Sciences University offering four-year degree programme in B Tech. (Food Technology). The candidates can choose their option for this course among other graduate courses in engineering. The number of seats per batch is limited to 20.

With the rising demand for processed food and increased export of food and food products, Food Technology as a career option is becoming more and more popular. The students are exposed to various career opportunities in both public and private sectors in the post of Supervisors, Assistant Manager, Production Managers, Food Packaging Manager, R & D Personnel, Food Scientists, Food Development Manager, Quality Control Officer, Sensory Scientist, Food Safety Auditors and Food stylists, Marketing / Sales Personnel in the food processing industry.

The existing staff pattern of the college is as follows:

Academic

Name of the Post	Sanctioned	Occupancy	Vacancy	Remarks
Special Officer	1	1	0	
Assistant Professor	3	3*	0	*1 on deputation from Dairy Development Department

Teaching Assistant	8	8*	8	On daily wages
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Administration

Name of the Post	No. of posts transferred from KAU	No. of posts after restructuring	Occupancy	Vacancy
Administrative Officer Gr. II	0	1	1	0
Assistant	0	1	1	0
Computer Assistant	0	1	1	0
Office Attendant	0	2	2	0

Workload and Man Power Requirement Analysis

Administration:

The Centre is headed by a Special Officer. He is assisted by an Administrative Officer Gr.II and an Assistant in administrative matters. Due to certain issues cropped up due to the flood occurred in 2018, the college had been shifted to Mannuthy Campus temporarily. The Administrative Officer Gr. II of the college has been working as the Administrative Officer for both the college and the Cattle Breeding Farm, Thumburmuzhy. Since the college has been functioning from the Mannuthy campus, it is proposed to shift the post of Administrative Officer Grade II (Assistant Registrar) (created by the University) to the Cattle Breeding Farm, Thumburmuzhy. The sanctioned post of Section officer in the Cattle Breeding Farm, Thumburmuzhy may be shifted to the college.

The seat wise workload and requirement of Assistants is given below:

Sl. No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	Genl.	1251.09	187.66	225	1663.75
Total					1663.75

Present strength	1
Manpower index	1.02

In the light of the manpower index analysis, it is proposed to retain the existing post of Assistant. Since the college has been functioning from the Mannuthy campus, it is proposed to shift the post of Administrative Officer Grade II (Assistant Registrar) (created by the University) to the Cattle Breeding Farm, Thumburmuzhy. The sanctioned post of Section Officer in the Cattle Breeding Farm, Thumburmuzhy may be shifted to the college.

The other existing posts may be retained without any changes. It is also proposed to appoint regular hands in posts which are now occupied by daily wages staff, if any.

It is proposed to create two posts of Laboratory Assistant Gr. II in the college.

Requirement of posts

Category	Sanctioned Posts (Posts transferred from KAU)	Posts after restructuring	No. of posts to be created
(a)	(b)	(c)	(d)
Section Officer	0	0	1 (shifted from CBF, Thumburmuzhy)
Assistant	0	1	0
Computer Assistant	0	1	0
Laboratory Assistant Gr. II	0	0	2
Office Attendant	0	2	0

Recommendations

- 1) Since the college has been functioning from the Mannuthy campus, it is proposed to shift the post of Administrative Officer Grade.II/Assistant Registrar (created by the University) to the Cattle Breeding Farm, Thumburmuzhy. The sanctioned post of Section officer in the Cattle Breeding Farm, Thumburmuzhy may be shifted to this college.
- 2) The other existing posts in the administration division may be retained without any changes. It is also proposed to appoint regular hands in posts which are now occupied by daily wages staff, if any.
- 3) It is proposed to create two posts of Laboratory Assistant Gr. II in the college.

8.10 College of Avian Sciences and Management, Thiruvazhamkunnu, Palakkad

With the aim of providing quality education in all aspects of poultry science and to meet the significant demand for skilled personnel in the poultry industry, the KVASU established the College of Avian Sciences and Management (CASM) at Thiruvazhamkunnu in the Palakkad District. The college is offering B.Sc. (Poultry Production and Business Management), a three-year graduate programme from 2014. The course is designed with the objectives of crafting professionals with technical knowledge in poultry production, developing entrepreneurial skills to unemployed youth and familiarising youth with different facets of poultry production and business management. The college also aims at conducting need-based research in poultry farming for helping the farmers. The CASM has 126 students in three batches, 10 teaching faculty and 12 non-teaching staff. The candidates are selected through an entrance exam conducted by the KVASU. The college has the following departments:

- 1) Poultry Breeding and Genetics
- 2) Poultry Nutrition
- 3) Poultry Production Management
- 4) Avian Disease Management
- 5) Poultry Processing Technology

6) Poultry Business and Entrepreneurship

The college has a Ladies Hostel, Men's Hostel and a Hostel Annexe to accommodate first year students during anti-ragging period. In the year 2018-19, the college provided counseling to 600 farmers. It also undertakes disease diagnosis through post-mortems of deceased birds.

The existing staff pattern is given below:

Academic

Name of the Post	Sanctioned	Occupancy	Vacancy	Remarks
Dean	1	1	0	
Professor	1	0	1	
Associate Professor	2	0	2	
Assistant Professor	5	5	0	

Administration

Name of the Post	No. of posts transferred from KAU	No. of posts after restructuring	Occupancy	Vacancy
Assistant Registrar/ Administrative Officer Gr. II	0	1	1	0
Assistant	0	3	3	0
Computer Assistant	0	1	1	0
Clerical Assistant*	0	0	1	0
Office Attendant	0	1	1	0

**working arrangement*

Technical and Para Technical

Name of the Post	No. of posts transferred from KAU	No. of posts after restructuring	Occupancy	Vacancy
Reference Assistant	0	1	1	0
LDV Driver*	0	0	1	0
Matron Gr. II*	0	0	1	0

* daily wage basis

Workload and Man Power Requirement Analysis**Administration:**

The Dean and head is assisted by an Administrative Officer. He also deals with files from the Avian Research Station, Thiruvazhamkunnu, located in the same campus. The files are routed to the Special Officer through the Administrative Officer. The Administrative Officer also performs drawing and disbursing duties. He is responsible for day-to-day administration and general discipline in the office. The University sanctioned three posts of Assistant for the college. At present, 3 Assistants and one Clerical Assistant posted in the college handle matters related to establishment, bills, cash, account & audit and academic matters. There is no post of Section Officer in the College. The files are directly routed to the Administrative Officer. The files from Avian Research Station are also directly forwarded to him.

The seat wise workload and requirement of Assistants is given below:

Sl. No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	A	801.17	120.18	225	1146.35

2	B	851.66	127.75	225	1204.41
3	D	824.39	123.66	225	1173.05
4	E	496.42	74.46	225	795.88
5	F	672.02	100.80	225	997.82
Total					5317.51
<i>Present strength</i>					3
<i>Manpower Index</i>					3.13

In the light of the above, it is proposed to retain the 3 posts of Assistants. The posts of Administrative Officer, Computer Assistant and Office Attendant may also be retained.

It is proposed to create one post of Section Officer, common for both the college and Avian Research Station. Files from both the institutions should be routed to the Administrative Officer, through the Section Officer.

Technical and Para Technical:

All the students and staff, both permanent and contract, of the college are the members of the library. The library works from 9 am to 6 pm without break. It comprises of a collection of 1405 books. The library subscribes four newspapers, 16 magazines, two print journals and 16 peer reviewed online journals. The books, magazines, previous question papers and notes by the teachers are digitized. The Reference Assistant manages and controls all library operations. He is responsible for the acquisition of various types of books, journals, databases, book selection, ordering, accessioning and payment release. The post of Reference Assistant is sanctioned by the University and has not been approved by the Government. The post may be retained.

The college has an informatics lab with 27 computers and internet connection. There is a disease diagnosis laboratory. The quality analysis laboratory of the college ensures the quality of feeds produced in the feed mill. It also carries out the quality checking of feeds from farmers. In spite of these facilities, the university has not sanctioned the post of Lab

Assistant. In this circumstance, a post of Laboratory Assistant Gr. II may be created.

Hostel facilities for girls are available within the campus. A matron and a resident tutor are residing in the hostel to take care of students. The men's hostel building has facilities to house 48 inmates. There are 14 rooms and two dormitories. The hostel annexe facility is used to accommodate first year students during anti-ragging period. In this circumstance, it is proposed to create one post of Matron Gr. II and Hostel Manager Gr. II.

Requirement of Posts

Category	Sanctioned Posts (Posts transferred from KAU)	Posts after restructuring	No. of posts to be created
(a)	(b)	(c)	(d)
Assistant Registrar/ Administrative Officer Gr. II	0	1	0
Section Officer	0	0	1 (common for both ARS & CASM)
Reference Assistant	0	1	0
Assistant	0	3	0
Computer Assistant	0	1	0
Clerical Assistant	1* (on working arrangement)	0	0
Laboratory Assistant Gr. II	0	0	1

Office Attendant	0	1	0
Hostel Manager Gr. II	0	0	1
Matron Gr. II	0	0	1

Recommendations

- 1) It is recommended to retain the 3 posts of Assistants, one post of Administrative Officer, one post of Computer Assistant and one post of Office Attendant.
- 2) It is proposed to create one post of Section Officer for the college and ARS.
- 3) It is proposed to create one post of Laboratory Assistant Gr. II.
- 4) It is proposed to create one post of Hostel Matron Gr. II and Hostel Manager Gr. II.

8.11 Centre for Wildlife Studies, Pookode

Centre for Wildlife Studies was established as a new independent station at Pookode Campus in the year 2011. The objectives of the station include empowerment of the next generation of conservationists through quality education and training, welfare activities for people suffering from human- wildlife conflict, tribal, other socio- economically backward people and farmers.

The MS (Wildlife Studies) programme (20 seats) of Kerala Veterinary and Animal Sciences University (KVASU) provides specialization in wildlife studies to bio-science graduates from a variety of backgrounds. This programme provides a common platform for scientists and experts from various fields related to wildlife and animal sciences as well as students seeking advanced training in wildlife studies to work together for the benefit of wildlife. The programme is offered by KVASU in technical collaboration with the Kerala Forest Research Institute (KFRI), Peechi.

The present staff details are as follows:

Academic

Name of the Post	Sanctioned	Occupancy	Vacancy	Remarks
Special Officer	1	1	0	
Veterinary Teaching Assistant	0	1	0	Daily wages
Biotechnology Teaching Assistant	0	1	0	Daily wages
Wildlife Biology Teaching Assistant	0	1	0	Daily wages
Social Welfare Teaching Assistant	0	1	0	Daily wages

Administration

Name of the Post	No. of posts transferred from KAU	No. of posts after restructuring	Occupancy	Vacancy
Assistant	0	1	1*(on Daily wages)	1
Office Attendant	0	1	1 *(on Daily wages)	1

Workload and Man Power Requirement Analysis

Academic:

Proposal for creation of teaching posts is pending with Government.

Administration:

The Centre is headed by the Special Officer (Assistant Professor). There is one post each of Assistant and Office Attendant after restructuring of posts. These posts are occupied by daily wages employees.

The seat wise workload and requirement of Assistant is given below:

Sl. No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	Gen.	1002.36	150.354	225	1377.714
Total					1377.714
Present strength					1
Manpower index					0.81

In the light of the manpower requirement analysis, it is proposed to retain the existing posts (resultant to restructuring) of Assistant and Office Attendant in the station.

Technical and Para Technical:

At present there is no technical and para-technical posts in the centre. It is recommended to create one post of each of Farm Assistant Gr. II (Vety.) and Laboratory Assistant Gr. II.

Requirement of posts

Category	Sanctioned Posts (Posts transferred from KAU)	Posts after restructuring	No. of posts to be created
(a)	(b)	(c)	(d)
Assistant	0	1	0
Farm Assistant Gr. II (Vety.)	0	0	1
Laboratory Assistant Gr. II	0	0	1

Office Attendant	0	1	0
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Recommendations

- 1) In the light of the manpower requirement analysis, it is proposed to retain the existing posts (resultant to restructuring) of Assistant and Office Attendant in the station. As regards teaching posts, decision of Government on the proposal submitted by KVASU vide KVASU/GA/A3/3150/2017 dated.14.01.2019 may be awaited.
- 2) It is proposed to create one post of each of Farm Assistant (Vety.) and Laboratory Assistant Gr. II.

CHAPTER 9

ORGANIZATIONAL SETUP, WORK MEASUREMENT & ANALYSIS OF STATIONS/UNITS

9.1 Centre for Livestock Development and Policy Research & Regional Research and Training Centre, Thiruvananthapuram

The Centre for Livestock Development and Policy Research (CLPR) is a unique and pioneer venture in India envisioned to undertake research that is relevant to policies in livestock sector in particular and food systems in general. The centre, established in 2013, envisages strengthening policy research in livestock sector with an aim to document, analyse, evaluate, forecast and review the outcome of schemes and policies implemented in this sector, by integrating the principles of statistics, economics, population studies, computer application and Information and Communication Technology (ICT) for the benefit and welfare of producers and consumers.

The Regional Research and Training Centre, Thiruvananthapuram was set up as an autonomous centre of KVASU in June 2013. The RRTC conducts need based capacity building activities for the stakeholders. Exhibitions, seminars, trainings, etc. are organised regularly through this centre.

The existing staff details are as follows:

Academic

Name of the Post	Sanctioned	Occupancy	Vacancy	Remarks
Co-ordinator	2	2	0	Two on working arrangement

Administration

Name of the Post	No. of posts transferred from KAU	No. of posts after restructuring	Occupancy	Vacancy
Assistant	0	1	1	0
Office Attendant	0	1	0	1

Workload and Man Power Requirement Analysis

Administration Division:

Each Centre is headed by a Co-ordinator (Assistant Professor) and they are assisted by an Assistant and an Office Attendant. At present, the post of Office Attendant is lying vacant.

The seat wise workload and requirement of Assistants is given below:

Sl. No.	Seat	File Work	P&F Allowance @15% of file work in hours)	Non-File Work	Total (hrs.)
1	Gen.	1451.56	217.7	225	1894.26
Total					1894.26
Present strength					1
Manpower index					1.1

In the light of the above manpower index, it is proposed to retain the existing post of Assistant in the station. The other existing posts may be retained without any changes. The existing vacancy of Office Attendant may be filled up. It is proposed to appoint regular hands in posts which are now occupied by daily wages staff, if any.

Requirement of posts

Category	Sanctioned Posts (Posts transferred from KAU)	Posts after restructuring	No. of posts to be created
(a)	(b)	(c)	(d)
Assistant	0	1	0

Recommendations

1) It is proposed to retain the existing post of Assistant in the station. The other existing posts may be retained without any changes. The existing vacancy of Office Attendant may be filled up urgently.

9.2 Bioscience Research & Training Centre (BRTC), Thiruvananthapuram

Bioscience Research and Training Centre (BRTC), Thiruvananthapuram, established by Kerala Veterinary and Animal Sciences University (KVASU) in Life Sciences Park at Thonnakkal, started functioning in the year 2018. It was established with a view to take up research in the cutting-edge areas for improving animal health and productivity. The key thrust area the institute focuses on is the fundamental research on infectious diseases that defines basic mechanisms involved in the infectious disease process and its implications on animal health.

No posts have been sanctioned to this station yet. One Assistant Professor on working arrangement is heading the station. Besides her, one Technical Assistant, Office Attendant, Office Assistant, Security Staff and Labourer are working here on daily wages. An Assistant is working here on working arrangement.

Workload and Man Power Requirement Analysis **Administration Division**

The seat wise workload and requirement of Assistants is given below:

Sl. No.	Seat	File Work	P&F Allowance @15% of file work in hours)	Non-File Work	Total (hrs.)
1	Genl.	822.42	123.3	225	1170.72
Total					1170.72
Present strength					0
Manpower index					0.68
Manpower proposed					1

In the light of the above manpower index, it is proposed to create one post of Assistant in the station. One post of Office Attendant may also be created. After sanctioning of posts, the practice of engaging staff on daily wages may be dispensed with.

Technical and Para Technical Staff

Since the station is equipped with a state -of the- art Molecular Biology Laboratory and Molecular Virology Laboratory, it is recommended to create one post of Technical Assistant and one post of Lab Assistant Gr. II in the station.

Requirement of posts

Category	Sanctioned Posts (Posts transferred from KAU)	Posts after restructuring	No. of posts to be created
(a)	(b)	(c)	(d)
Assistant	0	0	1
Technician Gr. II (Quality Analyst)	0	0	1
Lab Assistant Gr. II	0	0	1

Recommendations

- 1) It is proposed to create one post of Assistant in the station.
- 2) It is recommended to create one post of Technician Gr.II (Quality Analyst) and one post of Lab Assistant Gr. II in the station.

9.3 Centre for Advanced Studies in Animal Breeding and Genetics, Mannuthy

Department of Animal Breeding and Genetics of College of Veterinary and Animal Sciences was upgraded and given the status of Centre for Advanced Studies in Animal Breeding and Genetics (CASABG) in 1986 in recognition of its contribution in various fields of activities. The main components of CASABG are cattle breeding, goat breeding, rabbit breeding, Vechur Farm, etc.

The existing staff pattern of the college is given below:

Administration

Name of the Post	No. of posts transferred from KAU	No. of posts after restructuring	Occupancy	Vacancy
Director	0	1	1	0
Section Officer	1	1	1	0
Section Officer (FC&D)/Office Superintendent	1	1	0	1
Assistant	2	2	2	0
Office Attendant	0	2	2	0

Technical & Para Technical Staff

Name of the Post	No. of posts transferred from KAU	No. of posts after restructuring	Occupancy	Vacancy
Farm Superintendent/ Farm Supervisor Gr. I	0	1	1	0
Farm Supervisor Gr. II/ Farm Assistant (Vety.)	6	4	0	4

Workload and Man Power Requirement Analysis**Administration:**

The Centre is headed by the Director. He is assisted by a Section Officer with the help of two Assistants.

The seat wise workload and requirement of Assistants is given below:

Sl. No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	A 1	1895.4	284.31	225	2404.71
2	A 2	724.06	108.60	225	1057.66
Total					3462.37
Present strength					2
Manpower index					2.03

In the light of the manpower index, it is proposed to retain the existing posts of Assistants. The other existing posts, viz., Section Officer, Office Superintendent and Office Attendant, may be retained. It is also proposed to appoint regular hands in posts which are now occupied by daily wages staff, if any.

Technical and Para Technical

It is proposed to fill up the existing vacancies in the technical and para technical wing. It is proposed to create a post of Laboratory Assistant Grade.II for the centre.

Requirement of posts

Name of the Post	Sanctioned Posts (Posts transferred from KAU)	Posts after restructuring	No. of posts to be created
(a)	(b)	(c)	(d)
Section Officer	1	1	0

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Section Officer (FC&D)/OS	1	1	0
Assistant	2	2	0
Laboratory Assistant Gr. II	0	0	1
Office Attendant	0	2	0
Farm Superintendent / Farm Supervisor Gr. I	0	1	0
Farm Supervisor Gr. II/ Farm Assistant (Vety.)	6	4	0

Recommendations

- 1) It is proposed to retain existing posts in the administration division. It is also proposed to appoint regular hands in posts, if any, which are now occupied by daily wages staff.
- 2) It is proposed to fill up the existing vacancies in the Technical and para technical wing. It is proposed to create a post of Laboratory Assistant Grade.II for the centre.
- 3) Typing works may be handled by the Office Superintendent and the Assistants.

9.4 Centre for Advanced Studies in Poultry Science, Mannuthy

Centre for Advanced Studies in Poultry Science (CASPS) was established in 1985. Implementation of NATP on productivity enhancement of ducks and successful conduct of IV World Water Fowl conference are the significant milestones achieved by the centre.

The existing staff pattern is given below:

Administration

Name of the Post	No. of posts transferred from KAU	No. of posts after restructuring	Occupancy	Vacancy
Director	0	1	1	0
Assistant	0	1	0	1
Office Attendant	0	1	1	0

Technical & Para Technical Staff

Name of the Post	No. of posts transferred from KAU	No. of posts after restructuring	Occupancy	Vacancy
Farm Supervisor Gr. II/ Farm Assistant (Vety.)	0	1	1	0

Workload and Man Power Requirement Analysis

Administration:

The Centre is headed by the Director. In administrative matters, he is assisted by an Assistant.

The seat wise workload and requirement of Assistants is given below:

Sl. No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	A	827.92	124.18	225	1177.10

Total	1177.10
Present strength	1
Manpower index	0.69

In the light of the manpower index analysis, it is proposed to retain the existing post of Assistant. The post of Office Attendant may also be retained. It is also proposed to appoint regular hands in posts which are now occupied by daily wages staff, if any.

Technical and para-Technical:

It is proposed to fill up the existing vacancies in the Technical and para-Technical wing.

Requirement of posts

Name of the Post	Sanctioned Posts (Posts transferred from KAU)	Posts after restructuring	No. of posts to be created
(a)	(b)	(c)	(d)
Assistant	0	1	0
Office Attendant	0	1	0
Farm Supervisor Gr. II/ Farm Assistant (Vety)	0	1	0

Recommendations

It is proposed to retain the existing posts in the administration division.

9.5 Meat Technology Unit, Mannuthy

The Kerala Agricultural University (KAU) established the Meat Technology Unit in the year 1992 and PG Diploma courses in Meat

Processing Technology was started with aid from the Govt. of Kerala in 1995. The ICAR recognized this unit as Centre of Excellence in Meat Science and Technology in 2001, recognized as PG department and offering MVSc. in Livestock Products Technology since 2004 and PhD from 2010.

This department is one of the most comprehensive facility of its kind in India devoted to the development of meat science and technology and allied fields through UG and PG teaching, research, extension, service to public and government/non-governmental agencies, real time hands-on-training for HRD. It provides a mix of R&D, consultancy service to the farmers, entrepreneurs, industry, Government and NGOs. The unit has state-of-the-art facilities for imparting advanced research and training on various aspects of meat production, processing and by-product utilization. It is equipped to process all types of meat and to handle about one MT of slaughterhouse by-products per shift in a Danish dry rendering plant as per EU regulations for eco-friendly utilization of slaughterhouse by-products. Meat, meat products, pet feed, organic fertilizer, rendered fat and other by-products worth over Rs. 8 million/annum are produced and sold from the Centre.

The existing staff pattern of the centre is given below:

Academic

Name of the Post	Sanctioned number of posts	Occupancy	Vacancy
Professor & Head	1	1	0
Associate Professor	1	0	1
Assistant Professor	4	3	1

Administration

Name of the Post	No. of posts transferred from KAU	No. of posts after restructuring	Occupancy	Vacancy
Assistant	1	1	1	0
Office Attendant	2	2	1	1

Technical & Para Technical Staff

Name of the Post	No. of posts transferred from KAU	No. of posts after restructuring	Occupancy	Vacancy
Farm Supervisor Gr. II/Farm Assistant	1	1	1	0

Workload and Man Power Requirement Analysis**Administration:**

The Centre is headed by a Professor and Head. He is assisted by an Assistant in administrative matters.

The seat wise workload and requirement of Assistant is given below:

Sl. No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	A	1650.5	247.57	225	2123.07
Total					2123.07
Present strength					1
Manpower index					1.24

In the light of the above manpower index analysis, it is proposed to retain the existing post of Assistant. The other existing posts may be retained without any changes.

There are two sanctioned posts of Office Attendant in the unit. The posts may be retained and their duties may be reorganised in such a way that one of them may be assigned diary/despatch duties too.

Technical and Para Technical Staff

One post of Farm Supervisor Gr. II is sanctioned to the unit. The incumbent supervises the works of the labourers and processing associates and holds charge of the sales counter. Supervision of sanitation of the

unit, payments, maintenance of registers, etc. are also done by him. Considering the workload, the post may be retained.

At present, the technical works in the unit are performed by persons employed on daily wages. It is felt that posts such as Technician (Meat Plant), Technician (Electrical) are essential to the unit for its proper functioning. It is, therefore, proposed to create one post each of Technician Gr. II (Meat Plant) and Technician Gr. II (Electrical).

Requirement of posts

Name of the Post	Sanctioned Posts (Posts transferred from KAU)	Posts after restructuring	No. of posts to be created
(a)	(b)	(c)	(d)
Assistant	1	1	0
Class IV/Peon	2	2	0
Farm Supervisor Gr. II	1	1	0
Technician Gr. II (Meat Plant & Electrical)	0	0	2

Recommendations

- 1) It is proposed to retain the existing posts in the administration division.
- 2) The post of Farm Supervisor Gr. II may be retained.
- 3) One post each of Technician Gr. II (Meat Plant) and Technician Gr. II (Electrical) may be created.

9.6 Dairy Plant, Mannuthy

The Dairy Plant at Mannuthy was established in the year 1992 by the KVASU as a Student Experimental Dairy Processing Unit for the graduate and post graduate academic programmes of the University. The Plant provides hands-on training for the students in the B. Tech (Dairy Technology), B. Tech (Food Technology), Diploma in Dairy Science, BVSc. & AH, M Tech, MVSc. and Ph.D. courses of the University. Students from other Universities are also using the facilities available in the Dairy Plant for project work and research work included in their respective curricula. Apart from the training programmes, the Dairy Plant also offers consultancy services to entrepreneurs in various aspects of dairy processing.

The Dairy Plant operates with the help of a revolving fund scheme of the University. In this plant, milk from farms under the University is converted into various value-added products. The products are sold through the sales counter at this unit, University sales counter at Mannuthy and supermarkets in Thrissur.

The existing staff pattern is given below:

Academic

Name of the Post	Sanctioned	Occupancy	Vacancy
Professor	1	1	0
Associate Professor	2	0	2
Assistant Professor	3	1	2

Administration

Name of the Post	No. of posts transferred from KAU	No. of posts after restructuring	Occupancy	Vacancy
Assistant	1	1	1	0
Computer Assistant	1	1	1	0

Clerical Assistant	0	1	1	0
Office Attendant	2	1	0	1*

* 2 Daily wage employees engaged

Technical and Para Technical

Name of the Post	No. of posts transferred from KAU	No. of posts after restructuring	Occupancy	Vacancy
Farm Supdt. /Farm Supervisor Gr. I (Vety.)	0	1	1	0
Farm Supervisor Gr. II/Farm Assistant (Vety.)	1	1	1	0
Technician/ Technical Supervisor	4	2	1	1*

*Daily wage employee engaged

Workload and Man Power Requirement Analysis

Scientific Division:

It is recommended to fill up the vacant posts.

Administrative Division:

The Professor and head is assisted by an Assistant, a Computer Assistant, a Clerical Assistant and two Office Attendants. Two posts of Office Attendants are lying vacant.

The seat wise workload and requirement of Assistants is given below:

Sl. No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1		1723.29	258.49	225	2206.78
Total					2206.78
Present strength					1
Manpower Index					1.3

In the light of the above, it is proposed to retain the post of Assistant. The other existing posts may be retained without any changes. It is recommended to fill up the vacant post of Office Attendant urgently.

Farms Division:

Farm Supervisor Gr. I supervises overall works in the Dairy Plant. She is also responsible for the sale of milk coupons. Maintenance of revolving fund and Cash Book is entrusted with the Farm Supervisor. The post of Farm Supervisor Gr.II, which is lying vacant, may be shifted to University Live Stock farm, Mannuthy.

Technical Division:

Technical Supervisor Gr. I is responsible for the operation and maintenance of Boiler Plant, Refrigeration Plant, Fill Pack Machine, Milk Processing Plant, 100 KVA Generator, E.T.P. Plant and Powder Plant. He also supervises milk reception, processing, production, electrical, mechanical, plumbing and other works in the Dairy Plant. He is assisted by a Technician, who is working on daily wage basis.

Requirement of posts

Name of the Post	Sanctioned Posts (Posts transferred from KAU)	Posts after restructuring	No. of posts to be created
(a)	(b)	(c)	(d)
Assistant	1	1	0

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Computer Assistant	1	1	0
Clerical Assistant	0	1	0
Office Attendant	2	1	0
Farm Supdt. /Farm Supervisor Gr. I (Vety.)	0	1	0
Technician/ Technical Supervisor	4	2	0

Recommendations

- 1) The post of Farm Supervisor Gr.II, which is lying vacant, may be shifted to University Live Stock Farm, Mannuthy.
- 2) The other existing posts may be retained.

CHAPTER 10

ORGANIZATIONAL SETUP, WORK MEASUREMENT & ANALYSIS OF HOSPITALS UNDER KERALA VETERINARY AND ANIMAL SCIENCES UNIVERSITY**10.1 University Veterinary Hospital & Teaching Veterinary Clinical Complex, Mannuthy**

The Veterinary College Hospital (VCH), Mannuthy was established in 1961 as a part of College of Veterinary and Animal Sciences, Mannuthy. Right from its inception, its mandate included teaching, research and extension. Apart from treating 100-120 cases from nearby areas and referred cases from various parts of the state, the hospital also caters the needs of Police department, Army, Navy, NCC and Forest and wildlife department. VCH, Mannuthy was also providing an Ambulatory Clinic Extension Services at two selected dairy belt villages namely Malamukku and Cherumkuzhy for solving the problems of the farmers as well as providing educational facilities for BVSc & AH students.

With the implementation of modified syllabus by Veterinary Council of India, from 2009 onwards, establishment of a Teaching Veterinary Clinical Complex has become mandatory. Accordingly, the Complex came into existence in 2012. The Veterinary College Hospital, Mannuthy became an independent station under Kerala Veterinary & Animal Sciences University from 01.07.2011 with budgetary provisions and drawing and disbursing power. The initiative was renamed as University Veterinary Hospital, Mannuthy.

The existing staff pattern is given below:

Academic

Name of the Post	Sanctioned	Occupancy	Vacancy	Remarks
Professor & Head	1	1	-	
Associate Professor	1	0	1	
Assistant Professor	5	3	2	Three Assistant Professors

				are on working arrangement
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Administration

Name of the Post	No. of posts transferred from KAU	No. of posts after restructuring	Occupancy	Vacancy
Section Officer	0	1	1	0
Assistant	0	1	1	0
Computer Assistant	0	1	1	0
Office Attendant	0	2	2	0

Technical and Para Technical

Name of the Post	No. of posts transferred from KAU	No. of posts after restructuring	Occupancy	Vacancy
Farm Supervisor Gr. II / Farm Assistant (Vety.)	0	2	2	1* (from employment exchange)
Pharmacist	0	1	2 * (on daily wages)	1

Farm Assistants are posted in the teaching departments of the college to provide assistance in laboratory and field instructions.

In addition to the above posts, daily wages hands are appointed in the posts of Lab Technician, Lab Assistant, Computer Assistant, Teaching Assistant and Casual Labourer.

Workload and Man Power Requirement Analysis**Academic Division:**

It is recommended to fill up the vacancies, if any.

Administration Division:

The Professor & Head is assisted by a Section Officer. An Assistant posted under him handles matters related to establishment, accounts, etc.

The seat wise workload and requirement of Assistants is given below:

Sl. No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	A1	1405	211	225	1841
Total					1841
<i>Present strength</i>					1
<i>Manpower Index</i>					1.08

In the light of the above, it is proposed to retain the post of Assistant. It is seen that diary/ despatch of tappals and maintenance of allied registers are also handled by the incumbent. The Computer Assistant may be entrusted with this duty.

The posts of Computer Assistant and Office Attendant may be retained.

Technical and Para Technical Division:

The post of Pharmacist may be retained. As per norms prescribed by the Veterinary Council of India, one post of Laboratory Technician is required in a University Veterinary Hospital. But the post does not figure in the statute. It is felt that the post of Laboratory Technician is essential to a veterinary hospital. Therefore, it is recommended to include the post of Laboratory Technician in the statute and prescribe method of

appointment and qualification for the same in line with the stipulations of the Veterinary Council of India. It is also recommended to create one post of Lab Assistant Gr. II and Operation Theatre Assistant.

Recommendations

- 1) It is proposed to retain the existing posts of Assistant, Computer Assistant and Office Attendant.
- 3) It is proposed to create one post each of Laboratory Assistant Gr. II, Laboratory Technician and Operation Theatre Assistant.

10.2 University Veterinary Hospital, Kokkalai, Thrissur

Established in 1904 as Cochin State Veterinary Hospital, University Veterinary Hospital, Kokkalai, Thrissur, is now functioning as an independent station under the Kerala Veterinary and Animal Sciences University. The outpatient clinic of the hospital works from 8 AM to 12 Noon. The casualty service is being provided up to 4 PM on working days and from 9 AM to 12 Noon on holidays. The hospital handles about 100 to 120 cases daily with an annual increment of 10%.

The following are the mandates of the hospital:

1. Providing expert treatment, health check-up and preventive vaccinations and breeding management to animals, supported by modern diagnostic facilities.
2. Clinical teaching of undergraduates, post graduates and doctoral students.
3. Facilitating post graduate and doctoral research and undertaking external aided research projects.
4. Referral services and emergency clinical cases referred by veterinarians and providing treatment.
5. Providing training to VHSE (Dairying and Animal Husbandry) Certificate holders and farmers, conduct of continuing veterinary education programme.
6. Consultancy services to government and private agencies.

The hospital has facilities such as Video Endoscopy, Ultrasonography, Computer Radiography with networking to units, Operation theatre with gaseous anaesthesia, Digital monitoring,

Ventilator, Oxygen administration facility for soft tissue, orthopaedic, gynaecological and ophthalmic surgeries. It also equipped with ECG, emergency and critical care with defibrillator, breeding advice with EVC, gynaecological operation theatre, laboratory with auto haematology analyser, semi-automatic serum chemistry analyser, Dark field microscope, Fluorescent antibody microscope, automated progesterone analyser, facilities for routine haematological and microscopical examination, blood transfusion, vaccinations for pets and birds on discounted rates, pharmacy with common drugs, emergency medicines and i/v fluids.

The existing staff pattern is given below:

Academic

Name of the Post	Sanctioned	Occupancy	Vacancy	Remarks
Professor and Head	1	1	1	
Assistant Professor	0	1	0	On working arrangement from CVAS, Mannuthy
Research Assistant	0	1	0	Daily wages

Administration

Name of the Post	No. of posts transferred from KAU	No. of posts after restructuring	Occupancy	Vacancy
Section Officer	1	1	1	0
Assistant	0	1	1	0
Computer Assistant	1	1	1* (on daily wages)	1
Office Attendant	4	2	2	0

Technical and Para Technical

Name of the Post	No. of posts transferred from KAU	No. of posts after restructuring	Occupancy	Vacancy
Farm Superintendent /Farm Supervisor Gr. I (Vety.)	0	1	1	0
Farm Assistant (Vety.)	3	2	0	2
Pharmacist	1	1	1* (on daily wages)	1
Radiographer	0	1	1* (on contract basis)	1
Lab Assistant	0	0	2* (on daily wages)	0
Lab Technician	0	0	2* (on daily wages)	0
Nursing Attendant	0	0	2* (on daily wages)	0

Workload and Man Power Requirement Analysis**Academic:**

The Professor and Head of the hospital is the only sanctioned post in this division. There is also a Research Assistant appointed on daily wage basis.

Administration:

The Centre is headed by the Professor and Head. He is assisted by a Section Officer and an Assistant. There is also a Computer Assistant and two Office Attendants working in the hospital. The posts of Section

Officer, Computer Assistant and four posts of Office Attendants had been transferred to the hospital during trifurcation. However, the post of Assistant was created during restructuring of posts carried out by the University after trifurcation.

The seat wise workload and requirement of Assistant is given below:

Sl. No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	General Accounts & Establishment	1409.61	211.44	225	1846.05
Total					1846.05
Present strength					1
Manpower index					1.09

In the light of the above manpower index, it is proposed to retain the existing post of Assistant. The other existing posts may be retained without any changes.

Technical and Para Technical:

At the time of trifurcation, three posts of Farm Assistant (Vety.) and one post of Pharmacist were transferred to the University Hospital, Kokkalai. But during the restructuring of posts, the posts of Farm Assistant (Vety.) had been converted to one post of Farm Supervisor Gr. I (Vety.) and two posts of Farm Assistant (Vety.). The University also created one post of Radiographer.

At present, two Lab Assistants and two Lab Technicians are working in the hospital on daily wage basis. It is proposed to create one post each of Laboratory Assistant Gr. II, Laboratory Technician and Operation Theatre Assistant for the hospital.

Requirement of posts

Category	Sanctioned Posts (Posts transferred from KAU)	Posts after restructuring	No. of posts to be created
(a)	(b)	(c)	(d)
Section Officer	1	1	0
Assistant	0	1	0
Computer Assistant	1	1	0
Office Attendant	4	4	0
Farm Supervisor Gr. I (Vety.)	0	1	0
Farm Supervisor Gr. II/Farm Assistant (Vety)	3	2	0
Pharmacist	1	1	0
Radiographer	0	1	0
Laboratory Assistant Gr. II	0	0	1
Laboratory Technician	0	0	1
Operation Theatre Assistant	0	0	1

Recommendations

- 1) The existing posts in the administration division may be retained without any changes.
- 2) The existing posts in the farms division may be retained without any changes.
- 3) It is recommended to create one post each of Laboratory Assistant Gr. II, Lab Technician and Operation Theatre Assistant for the hospital.

CHAPTER 11

ORGANIZATIONAL SETUP, WORK MEASUREMENT & ANALYSIS OF INSTRUCTIONAL FARMS

11.1 Base Farm, Kolahalamedu, Idukki

The Base Farm was established in the year 1962 under the Indo-Swiss project extension unit. In 1976, it was handed over to Kerala Live Stock Department and Milk Marketing Board (KLDB) in 1984. It was taken over by the Kerala Agricultural University (KAU) for establishing College of Dairy Science and Technology (CDST) in 2000. In 2011, the farm was transferred to Kerala Veterinary and Animal Sciences University (KVASU).

The farm extends to an area of 250 acres. It provides training to BVSc. & AH, B Tech. (Dairy) and Diploma students of the University. It also conducts training programmes for Farm Assistants, self-help groups, women and farmers. It acts as a regional centre for the transfer of technology to farmers and produces hygienic quality milk from highbred cattle.

The existing staff details are as follows:

Academic

Name of the Post	Sanctioned	Occupancy	Vacancy	Remarks
Assistant Professor	2	2	0	

Administration

Name of the Post	No. of posts transferred from KAU	No. of posts after restructuring	Occupancy	Vacancy
Section Officer	1	1	1	0
Assistant	1	1	1	0
Office Attendant	0	1	0	1 *A clerical assistant is on working arrangement

Technical and Para Technical Staff

Name of the Post	No. of posts transferred from KAU	No. of posts after restructuring	Occupancy	Vacancy
Senior Farm Supervisor	0	1	1	0
Farm Supervisor Gr. II/Farm Assistant (Vety.)	2	2	2	0

Workload and Man Power Requirement Analysis**Administration Division:**

The Farm is headed by an Assistant Professor. In administrative matters, he is assisted by a Section Officer and an Assistant. The Section Officer, who is on working arrangement, is common for both the Base Farm and the College of Dairy Science and Technology (CDST). At present, her working hours in a day is equally divided between these two institutions.

The seat wise workload and requirement of Assistants is given below:

Sl. No.	Seat	File Work	P&F Allowance @15% of file work in hours)	Non-File Work	Total (hrs.)
1	1	1251	187.6	225	1663.6
Total					1663.6
Present strength					1
Manpower index					0.98

It is felt that a common administrative division for both the Base Farm and the College of Dairy Science and Technology would be feasible, taking into account the outcome of the manpower analysis and the proximity of the institutions to each other. The recommendations in this regard are given at **page 69**.

Farms Division:

Farm operations are managed by the Senior Farm Supervisor with the help of two Farm Supervisors. It is recommended to create one post of Farm Assistant Gr. II (Vety.) taking into account the workload of the farm staff. The existing posts may be retained.

Requirement of posts*

Category	Sanctioned Posts (Posts transferred from KAU)	Posts after restructuring	No. of posts to be created
(a)	(b)	(c)	(d)
Farm Supervisor Gr. I (Vety.)	0	1	0
Farm Supervisor Gr. II/Farm Assistant (Vety.)	2	2	1

*only posts in Farms Division

Recommendations

- 1) The recommendations with respect to the administration division are given at page 69.
- 2) It is recommended to create one post of Farm Assistant Gr. II (Vety.) taking into account the workload of the farm staff. It is recommended to retain the other existing posts in the Farms Division.

11.2 University Livestock Farm and Fodder Research & Development Scheme, Mannuthy

A Livestock Farm established as Ollukara Central Farm became a part of Kerala Veterinary College in 1955. In 1972, it was renamed as University Livestock Farm under Kerala Agricultural University. Now it is working as University Livestock Farm & Fodder Research Development Scheme under Kerala Veterinary & Animal Sciences University. The farm

houses milking cows and milking buffaloes and acts as a centre of field training for UG students. It also trains the students from Dairy Diploma and Livestock Assistant programmes and gives training to participants in Farmer's Training programmes. It is a model dairy unit with crossbred animals for demonstrating scientific and hygienic milk production.

The existing staff pattern is given below:

Academic

Name of the Post	Sanctioned	Occupancy	Vacancy	Remarks
Professor & Head	1	1	0	
Assistant Professor	1	1	0	

Administration

Name of the Post	No. of posts transferred from KAU	No. of posts after restructuring	Occupancy	Vacancy
Assistant Registrar	0	1	1	0
Section Officer	2	1	1	0
Assistant	4	3	3	0
Computer Assistant	1	1	1	0
Office Attendant	6	3	3	0

Technical and Para Technical

Name of the Post	No. of posts transferred from KAU	No. of posts after restructuring	Occupancy	Vacancy
Senior Farm	1	2	2	0

Supervisor (Vety.)				
Farm Superintendent / Farm Supervisor Gr. I (Vety.)	0	1	1	0
Farm Supervisor Gr. II/Farm Assistant (Vety.)	5	4	4	0
Pump Operator/Oil Engine Driver	1	1	1	0
Tractor Driver	2	1	1	0

Workload and Man Power Requirement Analysis

Academic: No remarks

Administration:

The Professor and Head is assisted by an Assistant Registrar. He is supported by a Section Officer and three Assistants. During the trifurcation of Kerala Agriculture University, four posts of Assistants were sanctioned to the Farm. However, after the restructuring of posts, the number of posts of Assistants became three.

The seat wise workload and requirement of Assistants is given below:

Sl. No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	General	1315.7	197.36	225	1738.06
2	Estt.	1460.99	219.15	225	1905.14
3	Cash	1998	299	225	2522.7

<i>Total</i>	6165.9
<i>Present sanctioned strength</i>	3
<i>Manpower Index</i>	3.67
<i>Additional manpower proposed</i>	1

In the light of work load analysis, four posts of Assistants are required in the Farm. Hence it is proposed to create one post of Assistant.

Technical and Para Technical:

The Senior Farm Supervisor (Vety.) is the in-charge of the farm labourers. He supervises and guides subordinate farm staff as per the directions of the Head of the station. After trifurcation, the University Livestock Farm & Fodder Research Development Scheme got a sanctioned post of the Senior Farm Supervisor (Vety.). But during restructuring, the University increased the number of posts to two.

The Senior Farm Supervisor (Vety.) is vested with the preparation of forecast of work, making the muster roll, authentication of cards and preparation of programme of work after roll call. He is responsible for timely action for the cultivation of bulk crops, harvest of all the farm produces and disposal of the crops by credit sale/cash sale/auction. The preparation of annual forecast of expenditure of the farm with reference to the cost of cultivation/purchase of inputs, farm implements are also vested with him. He maintains the leave account of permanent and casual labourers. He is authorized to sanction casual leave and compensation leave to the subordinate staff and labourers subject to eligibility. The physical verification of stock and stores in the farm once in every six months has to be conducted by the Senior Farm Supervisor (Vety.).

During the year 2018-19, the farm had a livestock population of 382 and generated an amount of Rs.1,41,92,600/- from the sale of farm products. During the same period, 9 training programmes were also conducted in the station.

The University Livestock Farm already had a sanctioned post of Senior Farm Supervisor (Vety.) and another post was created as part of restructuring.

Five posts of Farm Supervisor Gr. II/Farm Assistant (Vety.) had been transferred to the Farm during trifurcation. However, during restructuring, the University fixed the number of posts at four. The Farm Supervisors has the responsibility to supervise fodder distribution, manage the the livestock farm and labourers. Considering the workload, it is proposed to create a post of Farm Supervisor Gr.II (Vety.) in the University Livestock Farm & Fodder Research Development Scheme. For this, one post of Farm Supervisor Gr.II (Vety.) found excess in Dairy Plant, Mannuthy may be shifted to the farm.

One post each of Pump Operator and Tractor Driver sanctioned may be allowed to continue.

Requirement of posts*

Category	Sanctioned Posts (Posts transferred from KAU)	Posts after restructuring	No. of posts to be created
(a)	(b)	(c)	(d)
Assistant Registrar	0	1	0
Section Officer	2	1	0
Assistant	4	3	1
Computer Assistant	1	1	0
Office Attendant	6	3	0
Senior Farm Supervisor (Vety.)	1	2	0
Farm	0	1	0

Superintendent / Farm Supervisor Gr. I (Vety.)			
Farm Supervisor Gr. II/Farm Assistant (Vety.)	5	4	1 (shifted)
Pump Operator/ Oil Engine Driver	1	1	0
Tractor Driver	2	1	0

Recommendations

- 1) One post of Assistant may be created.
- 2) The post of Farm Supervisor Gr.II (Vety.) found excess in Dairy Plant, Mannuthy may be shifted to the farm.
- 6) One post each of Pump Operator and Tractor Driver sanctioned may be allowed to continue.
- 3) All the sanctioned/ restructured posts, other than those mentioned above may be retained as such.

11.3 University Poultry and Duck Farm, Mannuthy

University Poultry and Duck Farm was established as Poultry Farm, Thrissur in the erstwhile Cochin State in 1950. When Veterinary College and Research Institute was established in 1955, it was transferred to it and was renamed as KAU Poultry Farm in 1971. Although the mandate of the farm is to provide facilities for research and practical training to UG and PG students, it provides extension activities to the farmers engaged in poultry production.

The existing staff pattern is given below:

Academic

Name of the Post	Sanctioned	Occupancy	Vacancy	Remarks
Associate Professor	1	1	0	
Assistant Professor	2	1	1	

Administration

Name of the Post	No. of posts transferred from KAU	No. of posts after restructuring	Occupancy	Vacancy
Section Officer	1	1	1	0
Assistant	1	1	1	0
Computer Assistant	1	1	1*(on Daily wages)	1
Office Attendant	2	1	1	0

Technical and Para Technical

Name of the Post	No. of posts transferred from KAU	No. of posts after restructuring	Occupancy	Vacancy
Senior Farm Supervisor (Vety.)	1	1	1	0
Farm Supervisor Gr. I (Vety.)	0	1	0	1
Farm Assistant Gr. II /Farm Assistant (Vety.)	3	4	2	2

Workload and Man Power Requirement Analysis

Academic:

It is recommended to fill up the existing vacancy of Assistant Professor.

Administration:

The Centre is headed by an Associate Professor who is assisted by a Section Officer with the help of an Assistant.

The seat wise workload and requirement of Assistants is given below:

Sl. No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	Accounts	1303.77	195.56	225	1724.33
Total					1724.33
Present strength					1
Manpower index					1.01

In the light of the manpower index, it is proposed to retain the existing post of Assistant in the station. The existing posts of Section Officer, Computer Assistant and Office Attendant may be retained without any changes. It is proposed to appoint regular hands in posts which are now occupied by daily wages staff.

Farms:

Farm operations are managed by the Senior Farm Supervisor Gr. I with the help of a Farm Supervisor and Farm Assistants. It is recommended to retain the existing posts and the vacant posts, if any, may be filled up urgently.

Technical and Para-Technical:

It is recommended to create a post of Technician Gr. II (Electrical).

Requirement of posts

Category	Sanctioned Posts (Posts transferred from KAU)	Posts after restructuring	No. of posts to be created
(a)	(b)	(c)	(d)
Section Officer	1	1	0
Assistant	1	1	0
Computer Assistant	1	1	0
Office Attendant	2	1	0
Senior Farm Supervisor (Vety.)	1	1	0
Farm Supervisor Gr. I	0	1	0
Farm Supervisor Gr. II/Farm Assistant	3	4	0
Technician Gr. II (Electrical)	0	0	1

Recommendations

- 1) It is proposed to retain the existing posts in the Administration division. It is also proposed to appoint regular hands in posts, if any, which are now occupied by daily wages staff.
- 2) It is recommended to retain the existing posts of Farm Staff and the vacant posts may be filled up urgently.
- 3) It is recommended to create a post of Technician Gr. II (Electrical).

11.4 GOAT AND SHEEP FARM, MANNUTHY

The Goat Farm, established in 1965 under the department of Animal Husbandry, Kerala was transferred to Kerala Agricultural University in 1972. It was renamed as University Goat and Sheep Farm. This unit was attached as a station to Kerala Veterinary and Animal Sciences University on its inception.

At present, the farm maintains 300 goats of Malabari, Attappady black breeds, Malabari x Alpine/Saanen crossbreds and 30 sheep of Mecheri and Ramanad White Breeds. The Centre is situated at Mannuthy in 4.10 acres of land.

The existing staff pattern is given below:

Academic

Name of the Post	Sanctioned	Occupancy	Vacancy	Remarks
Professor and Head	1	1	0	On working arrangement

Administration

Name of the Post	No. of posts transferred from KAU	No. of posts after restructuring	Occupancy	Vacancy
Assistant	1	1	1	0
Office Attendant	1	1	1	0

Technical and Para Technical Staff

Name of the Post	No. of posts transferred from KAU	No. of posts after restructuring	Occupancy	Vacancy
Senior Farm Supervisor (Vety.)	0	1	1	0
Farm Supervisor Gr. II/ Farm Assistant (Vety.)	0	1	1	0
Farm Assistant (Vety.)	2	0	0	0
Permanent Labourer	0	11	11	0

Workload and Man Power Requirement Analysis**Administration Division:**

The Farm is headed by a Professor and Head and he is assisted by an Assistant.

The seat wise workload and requirement of Assistants is given below:

Sl. No.	Seat	File Work	P&F Allowance @15% of file work in hours)	Non-File Work	Total (hrs.)
1	Gen.	1032.89	154.9	225	1412.79
Total					1412.79
Present strength					1
Manpower index					0.83

In the light of the above manpower index, it is proposed to retain the existing post of Assistant in the station. The other existing posts may be retained without any changes. It is proposed to appoint regular hands in posts which are now occupied by daily wages staff, if any.

Farms Division:

Farm operations are managed by the Senior Farm Supervisor with the help of Farm Supervisor Gr. II and Permanent Labourers. It is recommended to retain the existing posts in the Farms Division.

Requirement of posts

Category	Sanctioned Posts (Posts transferred from KAU)	Posts after restructuring	No. of posts to be created
(a)	(b)	(c)	(d)
Assistant	1	1	0
Office Attendant	1	1	0
Senior Farm Supervisor (Vety.)	0	1	0
Farm Supervisor Gr. II/ Farm Assistant (Vety.)	0	1	0

Recommendations

1) It is proposed to retain the existing post of Assistant in the station. The other existing posts may be retained without any changes.

11.5 Centre for Pig Production and Research, Mannuthy

The Centre for Pig Production and Research at Mannuthy is engaged in the production and reproduction of pigs. The strategic breeding programme conducted by the centre evolved a new crossbred variety of pig called 'Mannuthy White' with remarkable disease resistance. In addition to this, the centre is providing consultancy services to farmers. The centre also imparts training to students and is involved in extension activities.

The existing staff pattern is given below:

Academic

Name of the Post	Sanctioned	Occupancy	Vacancy	Remarks
Professor & Head	1	1	0	
Assistant Professor	1	3*	0	*2 on working arrangement

Administration

Name of the Post	No. of posts transferred from KAU	No. of posts after restructuring	Occupancy	Vacancy
Section Officer	1	1	1	0
Assistant	3	2	2	0
Computer Assistant	1	1	1	0
Office Attendant	4	2	1	1

Technical and Para Technical

Name of the Post	No. of posts transferred from KAU	No. of posts after restructuring	Occupancy	Vacancy
Senior Farm Supervisor (Vety.)	1	1	1	0

Farm Supdt. /Farm Supervisor Gr. I (Vety.)	0	1	0	1
Farm Supervisor Gr. II/Farm Assistant (Vety.)	3	4	4	0

Workload and Man Power Requirement Analysis

Academic: No remarks

Administration:

The Professor and Head is assisted by a Section Officer. He is supported by two Assistants.

The seat wise workload and requirement of Assistants is given below:

Sl. No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	Accounts & Billing (A)	1189	178	225	1592
2	Establishment (B)	1280	192	225	1697
Total					3289
Present sanctioned strength					2
Manpower Index					1.9

In the light of work load analysis, the existing number of posts of Assistants may be continued. The posts of Section Officer, Computer Assistant and Office Attendant may be retained.

Technical and Para Technical:

The Senior Farm Supervisor (Vety.) is the in-charge of the farm Labourers. She supervises and guides subordinate farm staff as per the directions of the Head of the Station. The Senior Farm Supervisor (Vety.) is vested with the preparation of forecast of work, making the muster roll, authentication of cards and preparation of programme of work after roll call. S/he is responsible for timely action for the cultivation of bulk crops, harvest of all the farm produces and disposal of the crops by credit sale/cash sale/auction. The Senior Farm Supervisor maintains the leave account of Permanent and Casual Labourers and is authorized to sanction casual leave; compensation leave to the subordinate staff and Labourers subject to eligibility. The Senior Farm Supervisor is assisted by the Farm Supervisors. In the light of the responsibilities and workload, the sanctioned/ restructured posts may be continued.

It is felt that the services of a Pump Operator are necessary to run the centre which has a stock of not less than 1500 pigs/ piglets at any given time. So, it is proposed to create a post of Pump Operator Gr. II in the centre.

Requirement of posts

Category	Sanctioned Posts (Posts transferred from KAU)	Posts after restructuring	No. of posts to be created
(a)	(b)	(c)	(d)
Section Officer	1	1	0
Assistant	3	2	0
Computer Assistant	1	1	0
Office Attendant	4	2	0
Senior Farm	1	1	0

Supervisor (Vety.)			
Farm Superintendent /Farm Supervisor Gr. I (Vety.)	0	1	0
Farm Supervisor Gr. II/Farm Assistant (Vety.)	3	4	0
Pump Operator Gr.II	0	0	1

Recommendations

- 1) All the sanctioned posts may be continued.
- 2) It is proposed to create a post of Pump Operator Gr. II.

11.6 Livestock Research Station, Thiruvazhamkunnu, Palakkad

Livestock Research Station (LRS), Thiruvazhamkunnu, located in Mannarkkad Taluk of Palakkad District was established as District Livestock Farm in 1950. In 1972, the farm was transferred to the Kerala Agricultural University and renamed as Livestock Research Station. During the trifurcation of Kerala Agricultural University in 2011, the LRS became part of Kerala Veterinary and Animal Sciences University. The Station has an area of 163 Hectares. About 1/3rd of this land is utilized for fodder cultivation and same area of land had been converted as artificial forest. The Station was established to impart training for farmers, internship students, PG students, Livestock Inspectors, DEO's and Veterinarians, to undertake problem oriented and adaptive research projects in feeding, breeding and management of livestock, to develop sustainable cross bred cattle that could best accustom to Kerala climatic conditions, to conserve native breeds of livestock, undertake research to find solution to problems encountered in breeding, feeding and management of domestic animals, to undertake extension and technology transfer initiatives in animal husbandry sector, to establish demonstration units of various domestic animals, to undertake research projects in fodder production and

conservation and to distribute seeds of good quality fodder and livestock to farmers. The Livestock Research Station hosts Murrah Buffaloes, Vechur Cattle, Malabari goat and Attapadi Black goats. In the financial year 2018-19, the Station generated income to the tune of Rupees One Crore, from the sale of farm products and agricultural products. The station offers internship training and on- the- job training for under graduate and graduate students. It also imparts training for veterinary officers, farm labourers and progressive farmers affiliated to various milk co-operative societies including MILMA. The station offers expert farm advisory services for starting entrepreneurs based on dairy, buffalo farming and goat rearing. It also provides veterinary aid and artificial insemination facility in the locality.

The existing staff pattern is given below:

Academic

Name of the Post	Sanctioned	Occupancy	Vacancy	Remarks
Professor & Head	1	1	0	
Assistant Professor	2	2	0	

Administration

Name of the Post	No. of posts transferred from KAU	No. of posts after restructuring	Occupancy	Vacancy
Section Officer	2	2	2	0
Assistant	4	3	3	0
Office Superintendent	1	1	1	0
Computer Assistant	1	1	1	0
Office Attendant	18	4	4	0

Technical and Para Technical

Name of the Post	No. of posts transferred from KAU	No. of posts after restructuring	Occupancy	Vacancy
Senior Farm Supervisor (Vety.)	2	1	1	0
Farm Supdt. /Farm Officer/Farm Supervisor Gr.I (Vety.)	0	1	1	0
Farm Assistant/ Farm Supervisor Gr.II(Vety.)	4	4	4	0
Lab Assistant Gr. I/II	0	1	1	0
Clerical Assistant/Lab Assistant Gr.III	0	2	2	0
Pump Operator/ Oil Engine Driver	2	1	0	1
Tractor Driver	1	1	0	1
LDV Driver	1	1	1	0

Workload and Man Power Requirement Analysis

Academic: No remarks

Administration:

The Professor & Head of the Livestock Research Station, Thiruvazhamkunnu, is assisted by a Section Officer. The Section Officer is supported by an Office Superintendent, three Assistants, a Computer Assistant and three Office Attendants. During trifurcation, four posts of Assistant had been transferred to this Station. After restructuring, the number of posts of Assistants became three and the number of posts of Office Attendants had been reduced to four from fourteen.

The seat wise workload and requirement of Assistants is given below:

Sl.No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	Bill	1345.7	201.86	225	1772.56
2	Plan & Purchase	995.95	149.39	225	1370.34
3	Estt. & Audit	1416.37	212.46	225	1853.83
Total					4996.73
<i>Present sanctioned strength</i>					3
<i>Manpower Index</i>					2.94

In the light of work load analysis, three posts of Assistants are required in the Station. Hence the three posts of Assistants may be retained in the Station.

There are two Section Officers to supervise the works of the three Assistants. It is felt that one Section Officer post is sufficient to handle the responsibility. Hence, one Section Officer post may be shifted from this station to College of Dairy Science and Technology, Pookode.

The other post of Section Officer, Office Superintendent, Computer Assistant and Office Attendants may be retained.

Technical and Para Technical:

The Senior Farm Supervisor (Vety.) is the in-charge of the farm labourers. He supervises and guides subordinate farm staff as per the directions of the Head of the Station. After trifurcation, the Livestock Research Station, Thiruvazhamkunnu got 2 sanctioned posts of Senior Farm Supervisor (Vety.). In consequence of restructuring, one post of Senior Farm Supervisor (Vety.) was retained in the Station.

The Senior Farm Supervisor (Vety.) is vested with the preparation of forecast of work, making the muster roll, authentication of cards and preparation of programme of work after roll call. He is the person responsible for timely action for the cultivation of bulk crops, harvest of all

the farm produces and disposal of the crops by credit sale/cash sale/auction. The preparation of annual forecast of expenditure of the farm with reference to the cost of cultivation/purchase of inputs, farm implements are also vested with him. He maintains the leave account of Permanent and Casual Labourers. He is authorized to sanction casual leave and compensation leave to the subordinate staff and Labourers subject to eligibility. The physical verification of stock and stores in the farm once in every six months has to be conducted by the Senior Farm Supervisor (Vety.). In the above circumstances, the post of Senior Farm Supervisor (Vety.) in the Livestock Research Station, Thiruvazhamkunnu may be retained.

During trifurcation, the Livestock Research Station got 6 posts of Farm Supervisor (Agri.) and one post of Farm Superintendent (Agri.). When the posts were restructured, the University did not retain the posts in the Station. From the total land area, 91 Hectares of land has been used for fodder cultivation and crops cultivation, including integrated farming. Hence a post of Farm Officer is indispensable for the Station. In this circumstance, it is recommended to create a post of Farm Officer Grade II (Agri.) in the Station.

Farm Assistant (Vety.) is entrusted with the supervision of cattle farm, buffalo farm, vechur farm, goat farm and fancy birds. They are responsible for supervision all farm labour activities. The farm employs about 115 labourers including 65 permanent and 47 casual labourers. During trifurcation, the Livestock Research Station got 4 posts of Farm Assistant. After restructuring, 4 Farm Assistants are working in this Station. It is recommended to retain all these posts.

During trifurcation, the Livestock Research Station got a post of Technician. But during restructuring, the post was not retained in the Station. The station requires the post of Technician for the repair and maintenance of farm implements, farm machinery and motor pumps. In this circumstance, it is recommended to create a post of Technician Grade II (Mechanical) in the Station. There is one post of Tractor Driver lying vacant. This post may be filled up urgently.

Requirement of posts

Category	Sanctioned Posts (Posts transferred from KAU)	Posts after restructuring	No. of posts to be created
(a)	(b)	(c)	(d)
Section Officer	2	2	0
Assistant	4	3	0
Office Superintendent	1	1	0
Computer Assistant	1	1	0
Office Attendant	18	4	0
Senior Farm Supervisor (Vety.)	2	1	0
Farm Supdt. /Farm Supervisor Gr. I (Vety.)	0	1	0
Farm Assistant (Vety.)	4	4	0
Farm Officer Grade II (Agri.)	6	0	1
Lab Assistant Gr. I/II	0	1	0
Clerical Assistant/Lab Assistant Gr.III	0	2	0

Pump Operator/ Oil Engine Driver	2	1	0
Tractor Driver	1	1	0
LDV Driver	1	1	0
Technician Grade .II (Mech.)	0	0	1

Recommendations

- 1) One post of Section Officer may be shifted from this station to College of Dairy Science and Technology, Pookode.
- 2) It is proposed to create one post of Farm Officer Grade.II (Agri.) in the Station.
- 3) It is proposed to create one post of Technician Grade.II (Mechanical) in the Livestock Research Station.

11.7 Avian Research Station (ARS), Thiruvazhamkunnu, Palakkad

The Avian Research Station (ARS), Thiruvazhamkunnu in Palakkad district is a pioneer institute in the state committed solely for the research in avian species with an emphasis to domesticated birds. The station was established in 2014 with financial assistance from RIDF-NABARD and RKVY. Kerala State Plan and Non-Plan funds are providing the operational expenses for the station.

The following are the objectives of ARS:

- 1) To supply quality farm inputs like day old chicks, feed, technical advice to poultry farmers
- 2) To improve human resource through quality training programmes
- 3) To empower rural youth and women
- 4) To maintain and to improve poultry germplasm

5) To conduct research based on the need of farmers and poultry industry

ARS has established the following sub units to attain the above-mentioned objectives:

- 1) Meat type duck production unit
- 2) Cross bred chicken unit
- 3) Chicken brooder unit
- 4) Chicken experimental shed
- 5) Chicken breeder shed
- 6) Chicken grower cum layer shed

The Farmers' Training Centre of the ARS conducts various training programmes for farmers of the entire state. The Farmers' Counselling Centre provides technical advice to farmers face to face and over the phone. The Feed Mill Unit supplies feed to state poultry farms and private farms. In 2018-19 alone, the ARS generated Rs.4,38,782/- from the sale of animals/products.

The existing staff pattern is given below:

Academic

Name of the Post	Sanctioned	Occupancy	Vacancy	Remarks
Special Officer	1	1	0	

Administration

Name of the Post	No. of posts transferred from KAU	No. of posts after restructuring	Occupancy	Vacancy
Assistant	0	1	1	0
Office Attendant	0	1	1	0

Technical and Para Technical

Name of the Post	No. of posts transferred from KAU	No. of posts after restructuring	Occupancy	Vacancy
Senior Farm Supervisor (Vety.)	0	1	1	0
Farm Assistant/ Farm Supervisor Gr. II(Vety.)	0	2	1	1
LDV Driver	0	1	1	0

Workload and Man Power Requirement Analysis**Administrative Division:**

Files from the section are forwarded to the Special Officer through the Administrative Officer, who is also holding charge of the College of Avian Sciences and Management (CASM) at Thiruvazhamkunnu. The post of Administrative Officer is sanctioned to the CASM. There is an Assistant and two Office Attendants working in the station. Of the two Office Attendants, one post is taken from Directorate of Entrepreneurship and the other from Directorate of Academic and Research, on working arrangement basis.

The seat wise workload and requirement of Assistants is given below:

Sl. No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	A	1674.23	251.20	225	2150.43
Total					2150.43
<i>Present strength</i>					1
<i>Manpower Index</i>					1.26

In the light of the above workload, only one post of Assistant is required for the Station. The post of Assistant and Office Attendant were created during the restructuring of posts carried out by the University.

It is proposed to create one post of Section Officer in the CASM, Thiruvazhamkunnu, and the post would be common for both the ARS and CASM. The files from both the centres should be routed to the Administrative Officer through the Section Officer.

Technical and Para Technical:

Apart from the six sub-units established under ARS for attaining its objectives, there is a Japanese quail unit with six quail varieties. The station has a feed mill unit installed using NABARD rural infrastructure development fund. The Quality Analysis Laboratory in the ARS provides facility for estimating the proximate principles of raw materials and finished products. The Hatchery unit in the Station has a capacity to hatch 20,000 eggs weekly. The Farmers Training Centre conducts training programme for farmers, teachers, veterinary doctors and research scholars. Farmers Counselling Centre provides consultancy service and counselling to farmers of various sectors of poultry. Mobile Poultry Unit provides consultancy services to farmers at their farms. There is a sales counter at farm gate for the sales of table eggs, hatching eggs and day-old chicks.

University created two posts of Farm Assistant (Vety.) and one post of Senior Farm Supervisor (Vety.) during restructuring. Considering the number of sub units and other activities in the Station, one post of Farm Assistant (Vety.)/ Farm Supervisor Gr.II is required in the station. It is, therefore, recommended to shift one post of Farm Supervisor Gr.II from College of Dairy Science and Technology, Thiruvananthapuram to the Avian Research Station, Thiruvizhamkunnu.

Requirement of Posts

Category	Sanctioned Posts (Posts transferred from KAU)	Posts after restructurin g	No. of posts to be created/ *shifted
(a)	(b)	(c)	(d)

Senior Farm Supervisor (Vety.)	0	1	0
Assistant	0	1	0
Farm Assistant/ Farm Supervisor Gr. II(Vety.)	0	2	1 *
Office Attendant	0	1	0
LDV Driver Gr. II	0	1	0

* one post to be shifted from CDST, Thiruvnathapuram.

Recommendations

- 1) The existing posts may be retained.
- 2) It is recommended to shift one post of Farm Supervisor Gr.II from the College of Dairy Science and Technology, Thiruvananthapuram to the Avian Research Station, Thiruvizhamkunnu.

11.8 Cattle Breeding Farm, Thumburmuzhy, Thrissur

The Cattle Breeding Farm (CBF), Thumburmuzhy, situated in Pariyaram Grama Panchayat of Thrissur district has 216 pedigreed high producing crossed cattle suitable for the agro-climatic conditions. The farm houses livestock in different age groups such as calves, heifers, lactating, pregnant and dry animals. The farm provides facilities for dairy farmers, entrepreneurs, students and peoples representatives. It also conducts training for farmers in collaboration with Department of Animal Husbandry, Department of Dairy Development and Kudumbasree. The Cattle Breeding Farm at Thumburmuzhy has a gene pool of various improved fodders and supplying fodder slips/seeds to farmers. A landslide occurred on August 18, 2018 severely damaged the cattle shed and resulted in the death of livestock. The farm has 231 animals and in the year 2018-19 it had generated a revenue of Rs.1,10,61,505 from the sale of animals, animal products and fodder.

The existing staff pattern is given below:

Academic

Name of the Post	Sanctioned	Occupancy	Vacancy	Remarks
Professor & Head	1	1	0	
Assistant Professor	2	2	0	

Administration

Name of the Post	No. of posts transferred from KAU	No. of posts after restructuring	Occupancy	Vacancy
Section Officer	1	1	1	0
Assistant	2	3	3	0
Computer Assistant	1	1	1	0
Office Attendant	6	4	5	0

Technical and Para Technical

Name of the Post	No. of posts transferred from KAU	No. of posts after restructuring	Occupancy	Vacancy
Senior Farm Supervisor (Vety.)	0	1	1	0
Farm Supervisor Gr. I (Vety.)	0	1	0	1
Farm Assistant/ Farm Supervisor Gr. II(Vety.)	0	3	2	1
LDV Driver	1	1	1	0
Tractor Driver	0	1	1	0
Pump Operator	1	1	1	0

Workload and Man Power Requirement Analysis**Scientific Division:**

The Scientific Division consists of Professor & Head of the Department and two Assistant Professors.

Administration Division:

In the Cattle Breeding Farm, Thumburmuzhy, files are forwarded to the Head of the Department by the Assistant, through the Section Officer.

The seat wise workload and requirement of Assistants is given below:

Sl. No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	Estt.	967.5	145.12	225	1337.62
2	Accounts	1223.08	183.46	225	1631.54
3	Cash	1220.21	183.03	225	1628.24
Total					4597.4
Present strength					3
Manpower index					2.7

In the light of the manpower requirement analysis, it is proposed to retain the existing three posts of Assistants. Due to certain issues cropped up due to the flood occurred in 2018, the College of Food Technology, Thumburmuzhy had been shifted to Mannuthy Campus temporarily. The Administrative Officer Gr. II sanctioned to the college is working as the Administrative Officer for both the college and the Cattle Breeding Farm, Thumburmuzhy. **Since the college has been functioning from the Mannuthy campus, it is proposed to shift the post of Administrative Officer Grade II/Assistant Registrar (created by the University) to the Cattle Breeding Farm, Thumburmuzhy. The sanctioned post of Section Officer in the Cattle Breeding Farm, Thumburmuzhy may be shifted to the college.**

Six posts of Office Attendants were transferred from the Kerala Agricultural University to this Station during trifurcation. But as part of restructuring, the number of posts had been fixed at four. However, there are five persons working in the Farm as Office Attendants. A post of LDV Driver Gr. II, transferred from KAU, also exists. In the circumstances, one post of LDV Driver may be converted to Driver-cum- Office Attendant. Only four posts of OA may be allowed to continue in the Station.

Technical and Para Technical:

During the trifurcation of the Kerala Agricultural University, three posts of Farm Asst. (Vety.) and two posts of Farm Supervisor (Agri.) were transferred to the Cattle Breeding Farm. At the time of restructuring, two posts of Farm Supervisor (Agri.) had been converted into one post each of Farm Supervisor Gr. I (Vety.) and Senior Farm Supervisor (Vety.). Since the farm has a gene pool of various improved fodders and fodder seeds are being supplied to farmers, one post of Farm Officer Gr. II (Agri.) may be created. One post of Technician Gr. II (Electrical) may also be created.

Requirement of posts

Category	Sanctioned Posts (Posts transferred from KAU)	Posts after restructuring	No. of posts to be created
(a)	(b)	(c)	(d)
Administrative Officer Gr. II	0	0	1 (to be shifted from CFT, Thumburmuzhy)
Section Officer	1	1	1 (shifted to CFT, Thumburmuzhy)
Assistant	3	3	0
Computer Assistant	1	1	0

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Office Attendant	6	4	0
Senior Farm Supervisor (Vety.)	0	1	0
Farm Supervisor Gr. I (Vety.)	0	1	0
Farm Assistant/ Farm Supervisor Gr. II(Vety.)	3	3	0
Farm Officer Gr. II (Agri.)	2	0	1
Technician Gr. II (Electrical)	0	0	1
LDV Driver	1	1	0
Driver-cum- OA	0	0	1 (conversion)
Tractor Driver	0	1	0
Pump Operator	1	1	0

Recommendations

- 1) It is proposed to shift the post of Administrative Officer Grade.II (Assistant Registrar), created by the University in College of Food Technology, Thumburmuzhy to the Cattle Breeding Farm, Thumburmuzhy. The sanctioned post of Section officer in the Cattle Breeding Farm, Thumburmuzhy may be shifted to the College of Food Technology, Thumburmuzhy.
- 2) It is proposed to convert one post of LDV Driver Gr.II as Driver-cum-Office Attendant.
- 3) It is proposed to create one post of Farm Officer Gr. II (Agri.) and one post of Technician Gr. II (Electrical).

11.9 Instructional Live Stock Farm Complex (ILFC), Pookode

The Farm was established as an Instructional Farm under the Kerala Agricultural University. In the year 2013, it was renamed as Instructional

Live Stock Farm Complex (ILFC) under the Kerala Veterinary and Animal Sciences University. It comprises of different units such as Cattle, Buffalo, Vechur and Indigenous Cattle Farm houses, Goat and Sheep Farm, Poultry and Duck Farm, Piggery, Rabbitry, Stable, Small Animal Breeding Station, Fodder and Feed Production Unit, Ostrich, Emu and Turkey farm.

These farms act as training centres for programmes like B. Tech (DST), Diploma, Livestock Assistant and Farmers Training and Model Diary Unit with crossbred animals for demonstrating scientific and hygienic milk production.

The existing staff details are as follows:

Academic

Name of the Post	Sanctioned	Occupancy	Vacancy	Remarks
Professor and Head	1	1	0	

Administration

Name of the Post	No. of posts transferred from KAU	No. of posts after restructuring	Occupancy	Vacancy
Assistant Registrar	0	1	1	0
Assistant	1	3	3	0
Computer Assistant	0	1	1	0
Office Attendant	10	2	1	1

Technical and Para Technical Staff

Name of the Post	No. of posts transferred from KAU	No. of posts after restructuring	Occupancy	Vacancy
Senior Farm Supervisor	0	1	1	0
Farm Supervisor	0	1	1	0

Gr. I/ Farm Superintendent				
Farm Assistant (Vety.)	2	4	4 (daily wages)	0
Tractor Driver	0	1	0 * (2 temporary employees)	1

Workload and Man Power Requirement Analysis

Administration Division:

The Farm is headed by a Professor and Head and he is assisted by the Assistant Registrar with the help of Assistants.

The seat wise workload and requirement of Assistants is given below:

Sl. No.	Seat	File Work	P&F Allowance @15% of file work in hours)	Non-File Work	Total (hrs.)
1	A	1524.29	228.6	225	1977.89
2	B	2459.08	368.8	225	3052.88
3	C	1526.73	229	225	1980.73
Total					7011.5
Present strength					3
Manpower index					4.1
Additional manpower proposed					1

In the light of the above manpower index, it is proposed to create one post of Assistant in the station and works may be distributed equally. The other existing posts may be retained without any changes. It is proposed to appoint regular hands in posts which are now occupied by daily wages staff, if any.

Farms Division:

Farm operations are managed by the Senior Farm Supervisor with the help of Farm Supervisor, Farm officer and Farm Assistants. It is recommended to retain the existing posts in the Farms Division.

Requirement of posts

Category	Sanctioned Posts (Posts transferred from KAU)	Posts restructuring after
(a)	(b)	(c)
Assistant Registrar	0	1
Assistant	1	3
Computer Assistant	0	1
Office Attendant	10	2
Senior Farm Supervisor	0	1
Farm Supervisor Gr. I/ Farm Superintendent	0	1
Farm Assistant (Vety.)	2	4
Tractor Driver	0	1

Recommendations

- 1) It is proposed to create one post of Assistant in the station. The other existing posts may be retained without any changes. It is proposed to appoint regular hands in posts which are now occupied by daily wages staff.
- 2) It is recommended to retain the existing posts in the Farms Division.

CHAPTER 12

ORGANIZATIONAL SETUP, WORK MEASUREMENT & ANALYSIS OF INFRASTRUCTURE DEVELOPMENT WING

12.1 Infrastructure Development Wing

The Infrastructure Development Wing (IDW) of KVASU executes and performs all infrastructure development works in the centres/colleges/stations spread across the state. The works pertain to different projects under Plan-Non Plan, RKVY, RIDF, ICAR and other research projects. Works to the tune of Rs.10-15 crore are undertaken every year.

Main office of the Infrastructure Development Wing (IDW) functions at the University Headquarters at Pookode and another office is situated at the Mannuthy campus. Works related to planning, estimate, e-tendering, work bill payment, budgeting, etc. are being dealt with at the main office. Entire works pertaining to 7 centres, situated in different district are carried out by the Mannuthy office of IDW.

The existing staff pattern of the technical wing of the IDW is as follows:

Name of the Post	No. of posts transferred from KAU	No. of posts after restructuring	Occupancy	Vacancy
Executive Engineer (Director I/c) (at Pookode)	0	1	1	0
Executive Engineer (Mannuthy)	0	1	1	0
Instrumentation Engineer	1	0	0	0
Assistant Executive Engineer (at Pookode)	1	1	1	0
Assistant Executive Engineer (at	0	2	1	1

Mannuthy)				
Assistant Engineer (2 each at Mannuthy & Pookode)	1	3	4 (daily wages)	4
Assistant Engineer (Electrical) at Pookode	0	0	1 (daily wages)	0
Overseer (2 at Pookode & 1 at Mannuthy)	3	3	3	0

The posts created by the University by way of restructuring are not yet approved by Government. Taking into account the volume of work undertaken by the wing and the location of the stations, it is felt that the aforementioned posts are inevitable for the effective functioning of the wing. Also, it is proposed to create a post of Assistant Engineer (Electrical) for the IDW, who will look after the electrical works undertaken by the wing.

The university has recently created a post of Executive Engineer at Mannuthy centre by way of restructuring, considering the workload and responsibilities vested in the centre. There are 2 posts of Assistant Executive Engineer at Mannuthy, but one post is lying vacant. Both these posts came into existence after restructuring and these posts need approval from Government. In view of the workload and responsibilities, it is proposed to ratify the action of the university in having created a post of Executive Engineer through restructuring.

The recommendations may be summarised as follows:

Name of the Post	No. of posts transferred from KAU	No. of posts after restructuring	No. of posts proposed to be created
Executive Engineer (Director I/c) (at Pookode)	0	1	0
Executive Engineer (Mannuthy)	0	1	0

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Assistant Executive Engineer (at Pookode)	1	0	0
Assistant Executive Engineer (at Mannuthy)	0	2	0
Assistant Engineer (2 each at Mannuthy & Pookode)	1	3	0
Assistant Engineer (Electrical) at Pookode	0	0	1
Overseer (2 at Pookode & 1 at Mannuthy)	3	3	0

Administration Division of IDW

The Infrastructure Development Wing has three sanctioned posts of Assistants, viz, A, B&E and G seats at Pookode and an Assistant is posted at Mannuthy. The files are forwarded to the Director (i/c) through Section Officer and Assistant Finance Officer.

The existing staff pattern is as follows:

Name of the Post	No. of posts transferred from KAU	No. of posts after restructuring	Occupancy	Vacancy
Assistant Registrar (Assistant Finance Officer)	0	1	1	0
Section Officer	0	1	1	0

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Assistant	0	4	4	0
Computer Assistant	0	1	1	0
Office Attendant	0	3	2	1

A section deals with the files related to AG's Audit, Local Fund Audit, Accounts- Plan, ICAR, RIDF, EFC& Non Plan, issuing of UC of all the works to the head of stations, Budget preparation, Quarters allotment, preparation of seniority list, quarters allotment, processing of complaints, filing of agreements, maintaining quarters allotment register, DEMAND, Recoupment of PA& Payment from PA.

B&E seat deals with verification and entry of self-drawing officer's salary bills and & TA Bills, maintaining of Registers, preparation of TA Bills of non-gazetted employees and maintaining of TA Bill Register, contingent bills, miscellaneous bills, processing of suspense payments, filing of taxes, NRA, TA, maintaining of GPF passbooks, closure of GPF, LPC of Employees, salary certificate, monthly report of NPS, preparation of Notes to the Board of Management, RTI, maintaining of SB and Increment Register, pension books, engaging of temporary staff contract, daily wages, employment exchange, preparation of Annual Reports, preparation of proceedings for the distribution of wages/salary to the casual/temporary staff, establishment matters of all permanent and temporary staff, medical reimbursement of employees, sanctioning of payment for KSEB, payment for hired vehicle, sanctioning of advance and adjustment for purchase, repair& maintenance of advance register, permanent advance to technical staff, etc.

G section deals with all schemes /project files pertaining to all sections of KVASU, issuing proceedings for fund transferring with respect to work and purpose, preparation of AS, receiving and releasing of EMD, receiving security deposit, preparation of bill, releasing of security deposit, releasing of additional performance guarantee, preparation of Agenda for the works committee, Arranging work committee meeting, sanctioning of TA and Sitting fee for the works committee members, files of rented buildings, verification of rent, issuance of proceedings deducting IT, files of purchase, works, repair& maintenance, preparation of Notes to Board of Management, RTI, construction of new building and providing

infrastructure, releasing of fund to the outside agencies like CPWD, BSNL and Nirmithi Kendra and monitoring of the work.

The Assistant, posted at Mannuthy, at present deals with collection of quarters' rent, general office works and preparation of bills and payment.

Workload and Man Power Requirement Analysis

The seat wise workload and requirement of Assistants is given below:

Sl. No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	A	1455.67	218.35	225	1899.02
2	B&E	1325.5	198.83	225	1749.32
3	G	1327	199.05	225	1751.05
Total					5399.39
<i>Present strength</i>					3
<i>Manpower Index</i>					3.17

The present strength of Assistants in the General Administration A Section is three. As per workload analysis, the manpower index is 3.17. In this circumstance, it is recommended to retain the three posts of Assistants in the Infrastructure Development Wing (Pookode Campus).

Since the post of Assistant Executive Engineer at Mannuthy has been upgraded to Executive Engineer, it is also recommended to make payments in respect of the centres at Kokkolai, Thumburmuzhy, Mannuthy and BRTC, Thiruvananthapuram from the IDW at Mannuthy. The incumbent Assistant may be assigned the file processing works related to the same. For supervision and passing of bills, a Section Officer post is required. Since considerable amount of work is proposed to be shifted to Mannuthy, the post of Section Officer at IDW, Pookode may be shifted to Mannuthy.

Requirement of posts

Category	Sanctioned Posts (Posts transferred from KAU)	Posts after restructuring	No. of posts to be created
(a)	(b)	(c)	(d)
Assistant Registrar (Assistant Finance Officer)	0	1	0
Section Officer	0	1	0
Assistant	0	4	0
Computer Assistant	0	1	0
Office Attendant	0	3	0

Recommendations

- 1) It is proposed to create a post of Assistant Engineer (Electrical) for the IDW, who will look after the electrical works undertaken by the wing.
- 2) The university has recently created a post of Executive Engineer at Mannuthy centre. In view of the workload and responsibilities, it is proposed to ratify the action of the university in having upgraded the post of Assistant Executive Engineer to Executive Engineer.
- 3) The post of Section Officer at IDW, Pookode may be shifted to IDW, Mannuthy.

CHAPTER 13

ORGANIZATIONAL SETUP, WORK MEASUREMENT & ANALYSIS OF ALL INDIA COORDINATED RESEARCH PROJECT ON POULTRY FOR EGGS

All India Coordinated Research Project on Polutry for Eggs, Mannuthy is a centrally sponsored programme to conduct research on poultry.

The existing staff pattern is given below:

Academic

Name of the Post	Sanctioned	Occupancy	Vacancy	Remarks
Senior Scientist	1	1	0	
Assistant Professor	1	1	0	

Administration

Name of the Post	No.of posts transferred from KAU	No.of posts after restructuring	Occupancy	Vacancy
Section Officer	1	1	1	0
Assistant	1	1	1	0
Computer Assistant	0	1	1	0
Office Attendant	3	1	1	0

Technical and Para Technical

Name of the Post	No.of posts transferred from KAU	No.of posts after restructuring	Occupancy	Vacancy
Senior Farm Supervisor	0	1	1	0
Farm Supervisor Gr.II/Farm Assistant(vety)	0	1	1	0
Farm Assistant	0	1	1	0

The staff pattern is fixed from time to time by the ICAR.

Workload and Man Power Requirement Analysis**Administration Division:**

The Project is headed by a Senior Scientist and is assisted by an Assistant Professor. The Section Officer in the Administrative Division is supported by an Assistant, a Computer Assistant and an Office Attendant.

The seat wise workload and requirement of Assistants is given below:

Sl. No.	Seat	File Work	P&F Allowance @15% of file work in hours)	Non-File Work	Total (hrs.)
1	Esst., Accounts & Sales	1148.67	172.30	225	1545.97
Total					1545.97
Present strength					1

In the light of the manpower index, it is proposed to retain the existing post of Assistant. The other existing posts, viz., Section Officer, Computer Assistant and Office Attendant, may be retained.

Technical and Para Technical

It is proposed to retain the existing posts of the technical and para technical staff in the project.

Requirement of posts

Name of the Post	Sanctioned Posts (Posts transferred from KAU)	Posts after restructuring	No. of posts to be created
(a)	(b)	(c)	(d)
Section Officer	1	1	0
Assistant	1	1	0
Computer Assistant	0	1	0
Office Attendant	3	1	0
Senior Farm Supervisor	0	1	0
Farm Supervisor Gr. II/ Farm Assistant (Vety.)	0	1	0
Farm Assistant	0	1	0

Recommendations

It is proposed to retain existing posts in the administration, technical and para technical divisions.

CHAPTER 14**GENERAL OBSERVATIONS ON NON-TEACHING POSTS**

14.1 As per orders issued in GO (Rt.) No. 2350/2012/AD dated. 05.12.2012, consequent upon the trifurcation of Kerala Agricultural University (KAU), 486 non-teaching posts in KAU were shifted to Kerala Veterinary and Animal Sciences University (KVASU). Of these, 201 posts were filled up with permanent employees and the remaining with persons recruited through employment exchange and daily wages employees. Later on, the KVASU submitted a proposal to sanction 110 non-teaching posts citing shortage of staff. The university established its headquarters at the Pookode campus and the headquarters was manned by ministerial staff of the university re-deployed from the constituent stations transferred from KAU. The 35th meeting of the Board of Management held on 30.10.2014 decided to constitute a committee to identify the essential posts required. Accordingly, a committee with Shri. A. R Ajayakumar, the then Additional Secretary (Finance) as Chairman, the then Finance Officer, KVASU as the member and the then Registrar, KVASU as the Convenor. The committee approved the recommendations regarding restructuring posts. Subsequently, all the 486 posts were reconstituted in a phased manner.

14.2 It is seen that to establish the headquarters, some posts, which were essential for the functioning of constituent colleges/ centres had been converted to posts which were found inevitable at the time of inception of the KVASU. The study revealed that some of those posts, which were cut down, are essential for the effective functioning of the respective institutions and hence, it has been recommended to create such posts. Creation of certain posts, which are neither transferred from the KAU nor figured in the statute, have been recommended, taking into consideration the indispensability of these posts. The study also revealed that the existing posts, both transferred and restructured, are essential for the functioning of the university. So it is proposed to give approval to the non-sanctioned posts as recommended in this report. (Details of posts may be seen at Annexure-I).

14.3 Details of posts which are found essential, but do not figure in the statute are given below:

Name of the post	Nature of work	Qualification
Technical Assistant (Statistics)	1) Assistance in statistical analysis of students' projects in the college 2) Management of computer lab with proper maintenance of computers, statistical softwares and related accessories. 3) other related works.	MSc. Biostatistics or MVSc. Biostatistics. In the absence of candidates with above qualifications, candidates having MSc. in Agricultural Statistics will be considered.
Laboratory Technician	To provide technical support in laboratory work at Teaching Veterinary Clinical Complex and University Hospitals.	1. Pass in +2/ Pre-degree. 2. Pass in Diploma in Medical Lab Technology.
Operation Theatre Assistant		1. 10 th Pass with atleast 50% marks. 2. Pass in VHSE course with Animal Husbandry/ Dairy <i>Desirable:</i> training in Veterinary Laboratory Techniques, Pharmacy and Nursing.
Post Mortem Attendant	1. Reception of carcass. 2. Opening of carcass for PM examination. 3. Assisting collection and preservation of various specimens. 4. Disposal of carcasses and packaging materials / packing of carcass after PM examination.	1. Class VIII pass 2. LMV/ Goods Auto licence. <i>Employees in the class IV category can be engaged for the work subject to willingness and training. In the absence of class IV employees, labourers can be engaged.</i>

	5. Cleaning of post-mortem room. 6. Maintenance of equipment in postmortem room. 7. Assisting in other department activities as directed by the department head.	
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14.4 It is seen that at the time of trifurcation, institutions and units which are related to veterinary science were transferred to the newly formed KVASU. But ever since, there has been increase in the number courses, seats, projects and colleges, a summary of which is given in the **table** below:

Sl. No.	Component	Status (in nos.)	
		At the time of inception	As on date
1	Institutions	20	30
2	Non-teaching staff	225	304
3	Teaching staff	192	225
4	Labourers	161	464
5	Regular students	950	2904
6	Total seats	400	960
7	Courses	10	25
8	Research/ Extension projects	14	41
9	Pensioners	0	290

It is seen that there had not been any considerable increase in the number of posts though the number of seats/courses/projects, etc. increased after the trifurcation. Factors such as the increase in the number of seats / courses/ projects, etc. have a direct bearing on the workload of the teaching as well as the non-teaching staff. These factors have also been taken into consideration while assessing the necessity of each category of

posts at a particular centre/ wing/college/unit under the KAU. Manpower requirement has been arrived at using workstudy tools applicable to each category.

14.5 The posts of Duplicating Machine Operator are redundant as the machines are now replaced with photocopiers. So these posts may be abolished and may be redesignated as Clerical Assistant. The services of the incumbents may be utilised for other duties.

CHAPTER 15

CREATION, ABOLITION, CONVERSION AND SHIFTING OF POSTS

The workstudy conducted in KVASU primarily focussed on assessing the workload of the ministerial staff in the KAU, factoring in various aspects such as the activities of the university, both academic and research oriented, and their impact in the workload of the employees. Future expansion plans of the KVASU are also taken into consideration while fixing the staff strength. On the basis of the study, creation, abolition and shifting of certain posts are recommended.

15.1 Creation of Posts

It is proposed to create one post of Section Officer in the General Administration.

It is proposed to create one post each of Laboratory Technician and Laboratory Assistant Gr.II in the Directorate of Clinics & Training Veterinary and Clinical Complex, Pookode.

It is proposed to create Postmortem Attendant and Hostel Manager in the College of Veterinary and Animal Sciences, Pookode.

It is proposed to create one post each of Assistant, Technical Assistant (Statistics), Postmortem Attendant and Hostel Manager in the College of Veterinary and Animal Sciences, Mannuthy.

It is proposed to create two posts of Lab Assistant Gr.II, one post each of Hostel Manager and Matron in the College of Dairy Science and Technology, Thiruvananthapuram.

It is proposed to create two posts of Lab Assistant Gr.II in the College of Dairy Science and Technology, Kolahalamedu.

It is proposed to create two posts of Lab Assistant Gr.II, one post each of Technician Gr.II (Ele.), Matron and Driver (HDV) in the College of Dairy Science and Technology, Mannuthy.

It is proposed to create one post each of Lab Assistant Gr.II and Reference Assistant in the College of Dairy Science and Technology, Pookode.

It is proposed to create two posts of Lab Assistant Gr.II in the College of Food Technology, Thumburmuzhy.

It is proposed to create one post each of Section Officer, Office Attendant, Lab Assistant Gr.II, Matron Gr.II, Hostel Manager Gr.II and two posts of Driver-cum-OA in the College of Avian Science and Management, Thiruvazhamkunnu.

It is proposed to create one post each of Assistant, Technician Gr.II (Quality Analyst), Lab Assistant Gr.II and Office Attendant in the Bio Science Research and Training Centre, Thiruvananthapuram.

It is proposed to create one post each of Lab Assistant Gr.II in Centre for Advanced Studies in the Animal Breeding and Genetics, Mannuthy.

It is proposed to create one post each of Technician Gr.II (Meat Plant) and Technician Gr.II (Ele.) in the Meat Technology Unit, Mannuthy.

It is proposed to create one post each of Farm Assistant Gr.II (Vety.) and Laboratory Assistant Gr.II in the Centre for Wildlife Studies, Pookode.

It is proposed to create one post each of Laboratory Technician, Laboratory Asstistant Gr.II and Operation Theatre Assistant in the University Veterinary Hospital & Training Veterinary Clinical Complex, Mannuthy.

It is proposed to create one post each of Laboratory Technician, Laboratory Asstistant Gr.II and Operation Theatre Assistant in the University Veterinary Hospital, Kokkalai.

It is proposed to create one post of Farm Assistant Gr.II (Vety.) in the Base Farm, Kolahalamedu.

It is proposed to create one post of Assistant in the University Livestock Farm & Fodder Research Development Scheme, Mannuthy.

It is proposed to create one post of Technician Gr.II (Electrical) in the University Poultry & Duck Farm.

It is proposed to create one post of Pump Operator Gr.II in the Centre for Pig Production & Research.

It is proposed to create one post each of Farm Officer Gr.II (Agri.) and Technician Gr.II (Mech.) in the Livestock Research Station, Thiruvazhamkunnu.

It is proposed to create one post each of Farm Officer Gr.II (Agri.) and Technician Gr.II (Electrical) in Cattle Breeding Farm, Thumburmuzhy.

It is proposed to create one post of Assistant in the Instructional Live Stock Farm Complex (ILFC), Pookode.

It is proposed to create one post of Assistant Engineer (Ele.) in the Infrastructure Development Wing, Pookode.

The recommendations are summarised in the table below:

Name of post	Number of posts proposed to be created
Section Officer	2
Technical Assistant (Statistics)	1
Assistant	4
Hostel Manager	4
Matron	3
Reference Assistant	1
Assistant Engineer (Ele.)	1
Technician Gr.II (Ele.)	4
Technician Gr.II (Mech.)	1
Technician Gr.II (Meat Plant)	1
Technician Gr.II (Quality Analyst)	1

Pump Operator	1
Farm Officer Gr.II (Agri.)	2
Farm Assistant Gr.II (Vety.)	2
Laboratory Technician	3
Laboratory Assistant Gr.II	16
Operation Theatre Assistant	2
Post Mortem Attendant	2
Total	51

15.2 Abolition of Posts

There are two posts of Duplicating Machine Operator in the College of Veterinary and Animal Sciences, Mannuthy. The posts of Duplicating Machine Operator are redundant as the machines are now replaced with photocopiers. So these posts may be abolished and may be redesignated as Clerical Assistant. The services of the incumbents may be utilised for other duties.

15.3 Conversion of Posts

It is proposed to convert the post of Driver (LDV) in CDST, Mannuthy as Driver-cum- Office Attendant.

It is proposed to convert one post of Office Attendant in CDST, Mannuthy as Driver-cum- Office Attendant.

It is proposed to convert the post of Driver (LDV) in Cattle Breeding Farm, Thumburmuzhy as Driver-cum- Office Attendant.

15.4 Shifting of Posts

It is proposed to shift one post of Assistant from General Administration (C) section to General Administration (B) section.

It is proposed to shift one post of Assistant Registrar from General Administration to the proposed Audit section of Finance Wing.

It is proposed to shift one post of Assistant from Finance (Pension) section to the proposed Audit section.

It is proposed to shift one post of Assistant from College of Veterinary and Animal Sciences, Pookode to the proposed Audit section.

It is proposed to shift one post of Assistant from College of Veterinary and Animal Sciences, Pookode to the Directorate of Academic and Research.

It is proposed to shift one post of Deputy Registrar from Directorate of Academic and Research to CDST, Mannuthy.

It is proposed to shift one post of Assistant Registrar from CDST, Mannuthy to common administration division of CDST and Base Farm, Kolahalamedu.

The Section Officer post in CDST, Kolahalamedu may be shifted to the Directorate of Academic and Research.

It is proposed to shift one of the two posts of Farm Supervisor Gr.II CDST, Thiruvananthapuram to Avian Research Station, Thiruvizhamkunnu.

It is proposed to shift one post of Section Officer from Livestock Research Station, Thiruvazhamkunnu to College of Dairy Science and Technology, Pookode.

It is proposed to shift one post of Assistant Registrar from College of Food Technology, Thumburmuzhy Cattle Breeding Farm, Thumburmuzhy.

It is proposed to shift one post of Section Officer from Cattle Breeding Farm, Thumburmuzhy to College of Food Technology, Thumburmuzhy.

It is proposed to shift one post of Farm Supervisor Gr.II from Dairy Plant, Mannuthy to University Livestock Farm & Fodder Research Development Scheme, Mannuthy.

It is proposed to shift one post of Section Officer from Infrastructure Development Wing, Pookode to Infrastructure Development Wing, Mannuthy.

CHAPTER 16

GENERAL OBSERVATIONS

16.1 It is seen that in many of the sanctioned posts, both teaching and non-teaching, daily wages / contract staff are engaged. Contract / Daily wages staff may not be as responsible and accountable as permanent staff, owing to their temporary status. This would have adverse effects on the functioning of the institution. So it is recommended to do away with this practice, especially in the case of teaching and technical staff.

16.2 It is seen that when daily wages/contract staff were employed as Assistants, proper maintenance of records like Personal Register and allied registers had not been done. This has adversely affected the office works. So it is recommended to religiously follow the office procedures as contemplated in the Manual. Newly recruited staff has to be given regular training on office procedure to achieve this objective.

16.3 In their judgment dated. 19.11.2015 in WA No.505/11, the Hon'ble High Court of Kerala observed that *"most of the drivers are effectively employed only for half an hour to one hour a day and all the remaining time they are sitting idle"*. In the light of the judgment, Government issued orders in GO(MS)No.29/2015/P&ARD dated. 19.12.2015 re-designating the post of Driver as Driver-cum- Office Attendant. But it seen that the same is not seen implemented in the University. Therefore, it is recommended to implement the orders so that the services of the drivers may be utilised for other official duties too.

16.4 With the advancements in technology, the post of Duplicating Machine Operator has become redundant. In the circumstances, the post of Duplicating Machine Operator may be abolished and incumbent(s) presently working in the post may be redesignated as Clerical Assistant and deployed for other duties.

16.5 A well maintained depository system for keeping records, disposals, registers, etc. is an integral part of any institution. Though there is a Records Section in place in the university headquarters, it is seen that the records have to be digitized, in keeping with the demands of the changing times. Within a properly networked system, a fully digitized records depository would provide easy and speedy access to records. Such a system shall be put in place in outstation centres as well as in colleges. It is recommended to take steps in this regard expeditiously.

16.6 E-Governance is the application of information and Communication Technology (ICT) for delivering services, exchange of information, communication transactions, integration of various systems and services. It has been proved beyond doubt that e-governance can be effectively and efficiently incorporated in file processing. The entire work flow of file processing starting from Tappal creation, File Creation, File processing and issuing orders can be done through customized e-governance platforms. Taking into account the advantages of an e-governance based office set-up, the deficiencies, if any, shall be rectified and a full-fledged e-governance set up shall be put in place in the KVASU.

16.7 In the current scenario, training plays a significant role in an organization. There is great value in organizing proper training and development sessions for employees. Training allows employees to acquire new skills, brush up existing ones and to explore their potential. It also develops in them managerial skills, organizational capability, leadership and decision making ability, etc. In an organization like KVASU, it is imperative to conduct regular and focussed training, based on a clear road map, for all categories of employees. For new recruits, mandatory induction training has to be given in order to enable them to do their work in the new profession.

16.8 A central contact point or a Help Desk, is intended to provide assistance/information to students, visitors, etc. This facility will attain its full potential with the complete change over to e-governance. For the time being, the Help Desk can be effectively used to provide information to students/visitors and it can restrict/ limit visits to sections/units thereby saving substantial working hours. It is, therefore, recommended to set up a Help Desk in the KAVSU Headquarters and the Mannuthy Centre. Sufficient training on public relations and sharing of information shall be given to the officials who are assigned the charge of the Help Desk.

16.9 Institutional memory has been defined as "the stored knowledge within the organization." It requires the ongoing transmission of these memories between members of the organization. Institutional memory may be encouraged to preserve the way of work in a group. Institutional knowledge is gained by organizations translating historical data into useful knowledge and wisdom. With the changing times, it is imperative to preserve and transfer useful information which would facilitate decision making process. It is recommended to adopt the theory of 'Institutional Memory' and put it into practice in the KVASU after detailed discussions.

CHAPTER 17**COST BENEFIT ANALYSIS**

Consequent upon the trifurcation of Kerala Agricultural University (KAU), 486 non-teaching posts in KAU were shifted to Kerala Veterinary and Animal Sciences University (KVASU), as per orders issued in GO (Rt.) No. 2350/2012/AD dated. 05.12.2012. Later on, KVASU submitted a proposal to sanction 110 non-teaching posts citing shortage of non-teaching staff. The university established its headquarters at the Pookode campus which was manned by ministerial staff of the university re-deployed from the constituent stations transferred from KAU. As the posts were not sanctioned, the university decided to constitute a committee to identify the essential posts required. The committee approved the recommendations regarding restructuring posts. Subsequently, all the 486 posts were reconstituted in a phased manner. It is seen that to establish the headquarters, some posts, which were essential for the functioning of constituent colleges/ centres, had been converted to posts which were found inevitable at the time of inception of the KVASU. The study revealed that those posts, which were cut down, are essential for the effective functioning of the respective institutions and it has been recommended to create such posts. Creation of certain posts, which are neither transferred from the KAU nor figured in the statute, have been recommended, taking into consideration the indispensability of these posts.

It is seen that there had not been any considerable increase in the number of posts though the number of seats/courses/projects, etc. increased after the trifurcation. Factors such as the increase in the number of seats / courses/ projects, etc. have a direct bearing on the workload of teaching as well as non-teaching staff. These factors have also been taken into consideration while assessing the necessity of each category of posts at a particular centre/ wing/college/unit under the KAU.

It is proposed to create 51 posts in 18 categories. Among the newly proposed posts, the posts such as Technical Assistant (Statistics), Laboratory Technician, Operation Theatre Assistant and Post Mortem Attendant do not figure in the statute of the KVASU.

The details of the posts proposed to be created and the anticipated annual financial commitment for each post are as follows:

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Sl. No.	Name of post	Number of posts proposed to be created	Scale of Pay (pre-revised scale)	Total salary for 13 months DA@7% (as on 01.07.2021) and HRA @10% of BP	Anticipated annual financial commitment
				In Rupees	
1	Section Officer	2	51400-110300	781794	1563588
2	Technical Assistant (Statistics)	1	51400-110300	781794	781794
3	Assistant	4	39300-83000	597753	2391012
4	Hostel Manager	4	26500-60700	403065	1612260
5	Matron	3	26500-60700	403065	1209195
6	Reference Assistant	1	39300-83000	597753	597753
7	Assistant Engineer (Ele.)	1	55200-115300	839592	839592
8	Technician Gr.II (Ele.)	4	24400-55200	371124	1484496
9	Technician Gr.II (Mech.)	1	24400-55200	371124	371124
10	Technician Gr.II (Meat Plant)	1	24400-55200	371124	371124
11	Technician	1	24400-	371124	371124

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	Gr.II (Quality Analyst)		55200		
12	Pump Operator	1	25100-57900	381771	381771
13	Farm Officer Gr.II (Agri.)	2	27900-63700	424359	848718
14	Farm Assistant Gr.II (Vety.)	2	27900-63700	424359	848718
15	Laboratory Technician	3	31100-66800	473031	1419093
16	Laboratory Assistant Gr.II	16	26500-60700	403065	6449040
17	Operation Theatre Assistant	2	24400-55200	371124	742248
18	Post Mortem Attendant	2	24400-55200	371124	742248
	Total	51			2,58,31,139

Hence the total annual anticipated financial commitment due to creation of 51 posts in Kerala Veterinary and Animal Sciences University (KVASU) has been arrived at Rs 2,58,31,139/- (Rupees Two crore Fifty Eight Lakh Thirty One Thousand One Hundred and Thirty Nine only).

Eventhough creation posts involves additional financial commitment, the proposed posts are essential for the smooth functioning of the university and it would benefit the student community.

ACKNOWLEDGEMENT

The work study team of Personnel & Administrative Reforms (AR-7) Department expresses their deepfelt gratitude for the wholehearted co-operation rendered by the officers and staff of the Kerala Veterinary and Animal Sciences University for making the work study a success.

Sd/-

Dr. Asha Thomas
Additional Chief Secretary

Thiruvananthapuram
09.04.2022

Details of the non-teaching posts in KVASU

Sl. No	Name of the Post	No. of posts transferred from KAU	No.of posts after restructuring	No.of posts proposed to be created in workstudy report	Total posts
1	AOGr.I/AC/A R/RO	1	15	0	15
2	Artist	1	1	0	1
3	Assistant	59	115	4	119
4	Assistant Engineer	1	4	1(Electrical)	5
5	Assistant Executive Engineer	1	3	0	3
6	Asst.Librarian	2	6	0	6
7	Bus Attendant	2	3	0	3
8	Chief Artist	0	1	0	1
9	ClassIV/OA	155	111	0	111
10	Clerical Asst/Lab Asst.Gr.III	27	13	0	13
11	Cook-cum-Caretaker	1	2	0	2
12	Diary Assistant	2	0	0	0
13	Dafedar	0	1	0	1
14	Data Entry Operator	3	0	0	0
15	DR/DFO/AO Gr.I/EO/PRO	1	5	0	5

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	/FA				
16	Driver (HDV)	2	1	0	1
17	Driver (LDV)	8	11	0	10**
18	Driver-cum-Office Attendant	0	0	0	1 (converted from LDVDriver)
19	Duplicating Machine Operator	4	2	0	2
20	Executive Engineer	0	2	0	2
21	Farm Asst. (Vety.)	80	65	2	67
22	Farm Officer (Agri.)	13	0	2	2
23	Farm Supdt. (Agri.)	1	0	0	0
24	Farm Supervisor Gr.I (Vety.)	0	11	0	11
25	Sr.Farm Supervisor (Vety.)	7	11	0	11
26	Hostel Manager	3	0	4	4
27	Instrumentation Engineer	1	0	0	0
28	JR/Jt.FO	0	3	0	3
29	Labour	0	1	0	1

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	Officer				
30	Lab Asst.Gr.I/II	5	1	16	17
31	Lab Technician*	0	0	3	3
32	Matron	3	2	3	5
33	Operation Theatre Assistant	1	0	2	2
34	Operation Theatre Technician	1	0	0	0
35	Overseer	3	3	0	3
36	Pharmacist	1	3	0	3
37	Photographer	1	0	0	0
38	Pool Officer	0	1	0	1
39	Post Mortem Attendant*	0	0	2	2
40	Programmer	1	0	0	0
41	Pump Operator/Oil Engine Driver	7	5	1	6
42	Radiographer	1	2	0	2
43	Reference Asst./Tech Asst./Lib Asst.	6	8	1	9
44	Res.Asst.	3	0	0	0
45	Section Officer	22	30	2	32
46	Section Officer	5	12	0	12

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	(FC&D)/OS				
47	Sr.Technical Supervisor/Technical Officer/Tech.Asst.	2	2	0	2
48	Security Officer	1	0	0	0
49	Specimen Curator	2	0	0	0
50	Technician/Technical Supervisor	16	4	0	4
51	Technician Gr.II	0	0	7	7
52	Tractor Driver	3	4	0	4
53	Technical Assistant (Statistics)	0	0	1	1
54	Typist/Computer Asst.	26	22	0	22
55	Workshop Attendant	1	0	0	0
56	Total	486	486	51	537

**** LDV(Driver) post in CBF, Thumburmuzhy is proposed to be converted as Driver-cum-Office Attendant**

ANNEXURE-II



GOVERNMENT OF KERALA

Abstract

Agriculture (Animal Husbandry) Department-Kerala Veterinary & Animal Sciences University- Bifurcation from the Kerala Agricultural University- Transferred staff pattern- approved-orders issued.

AGRICULTURE (AHF) DEPARTMENT

G.O.(Rt)No. 2350/12/AD

Dated, Thiruvananthapuram, 05-12-2012

- Read:- 1. Kerala Veterinary and Animal Sciences University Act 2010(Act 3 of 2011).
2.GO(Ms) No. 145/2011/AD dt 09-06-2011 published in the Extraordinary Gazette as Notification of S.R.O No.365/2011 dt 9th June, 2011.
3. Letter No KVASU/FO/LO/1393/2011 dt 17-08-2011 of the VC, Kerala Veterinary & Animal Sciences University.
4.Minutes of the meeting held on 17-09-2012 by the Agricultural Production Commissioner and Principal Secretary, Animal Husbandry Department.
5.Letter No. GA/E2/25771/10 dt 11-10-2012 of the Registrar, Kerala Agricultural University.

ORDER

As per section 3 of the Act read as first paper above, the Kerala Veterinary and Animal Sciences University was established bifurcating the Kerala Agriculture University.

As per the sub-section (1) of the section 55 of the said Act, the 20 institutions specified in the schedule to the said Act with all other property with movable and immovable owned and managed by the Kerala Agriculture University prior to the specified date, shall along with all the properties, assets, liabilities and obligations stand transferred to, and vest in the Kerala Veterinary and Animal Sciences University.

As per the Notification read as second paper above, the Specified Date for the purpose of the section 55 of the Act read as first paper above has been specified as the 1st Day of April, 2011.

As per the letter read as third paper above, the VC of the Kerala Veterinary and Animal Sciences University has requested to issue approval for the transferred posts and creation of some additional posts.

On differences with regard to the details of posts, the Agricultural Production Commissioner and Principal Secretary, Animal Husbandry Department convened a meeting of the officers of the Kerala Veterinary and Animal Sciences University on 17-09-12 and the meeting decided to issue approval for the posts transferred from the Kerala Agricultural University as these are already sanctioned posts and were transferred as per the said Act which is a statutory law and to consider the proposal for post creation separately.

WORKSTUDY IN KERALA VETERINARY AND ANIMAL SCIENCES UNIVERSITY

Accordingly, the Registrar, Kerala Agricultural University was instructed to furnish the details of posts transferred from that University to confirm the genuineness of the details furnished by the Kerala Veterinary and Animal Sciences University.

On verification of the details furnished by the Registrar, Kerala Veterinary and Animal Sciences University with reference to the details furnished by the Kerala Agricultural University as per the letter read as 5th paper above, it was found that 486 posts of Non-Teaching staff were transferred instead of 522 posts unlike claimed by the Kerala Veterinary & Animal Sciences University.

In the circumstances, Government are pleased to approve and regularise the following Non-Teaching posts which were transferred from the Kerala Agricultural University to the Kerala Veterinary and Animal Sciences University as per the Act read as first paper above:

Sl.No	Post	No.of Posts
1	A.O Gr II/ AO/ AR/RO	1
2	Artist	1
3	Assistant	59
4	Asst.Engineer (Civil)	1
5	Ass.Ex. Engineer (Civil)	1
6	Asst. Librarian	2
7	Bus Attendant	2
8	Class IV /Peon	155
9	Clerical Asst/ Lab Asst Gr-III	27
10	Cook cum caretaker	1
11	Dairy Assistant	2
12	Data Entry Operator	3
13	Driver(HDV)	2
14	Driver (LDV)	8
15	Duplicating Machine Operator	4
16	Dy.Reg/Dey Com/AO Gr-I/EO/PRO/FA	1
17	Farm Assistant (Vety)	80
18	Farm Officer	13
19	Hostel Manager	3
20	Lab Asst Gr I/II	5
21	Lib Asst/ Tech. Asst/Ref Asst	6
22	Matron	3
23	Operation Theater Asst	1
24	Operation Theater Technician	1
25	Overseer	3

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26	Pharmacist	1
27	Photographer	1
28	Programmer	1
29	Pump Operator/Oil Engine /Driver	7
30	Radiographer	1
31	Res Asst	3
32	Section Officer	22
33	Section Officer (FC & D)	5
34	Security Officer	1
35	Senior Farm Supervisor (Veterinary)	7
36	Specimen Curator	2
37	Technical Asst /Tech Officer	2
38	Technician/Tech Supervisor	16
39	Tractor Driver	3
40	Typist	26
41	Workshop Attendant	1
42	Farm Superintendent	1
43	Instrumentation Engineer	1
	TOTAL	486

The Kerala Agricultural University will abolish these posts with effect from the Specified Date ie, 01-04-11.

Order for creation of new posts in the Kerala Veterinary and Animal Sciences University will be issued separately.

By Order of the Governor.

SUBRATA BISWAS

Principal Secretary to Government.

To

✓ Registrar, Kerala Veterinary & Animal Sciences University, Pookode, Wayanad
Registrar, Kerala Agricultural University, Mannuthy, Thrissur.
Secretary, Agriculture Department.
Director of Animal Husbandry, Thiruvananthapuram.
Principal Accountant General (Audit), Kerala, Thiruvananthapuram.
Accountant General (A&E), Kerala, Thiruvananthapuram.
Stock file/Office Copy

Forwarded By Order

Seela
Section Officer.