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**Job Chart for Teaching, Research and Extension Functionaries in the University**

**Teaching:**

**Associate Dean of the College:**

Over all administration of the college including academic matters, preparation and utilization of the college budget/finance management, prompt preparation and submission of reports, returns, periodicals etc., conducting inspection of the college departments/farms, personnel management (Teaching, Non-Teaching, Supporting Staff), drawing and disbursing functions, supervision of the work of teachers, maintenance of discipline, law and order in college and hostels. Monitoring the students welfare, cultural and sports activities, conduct of college day and fresher day celebrations. Proper educational use of infrastructure facilities, Management of physical and infrastructure facilities, campus development, new initiatives/innovations for development of college, implementation of RHWE. Arranging special lectures by Principal Scientists, Chief Superintendent for conducting examinations, supervise the conduct of examination, evaluation and preparation of performance registers and GPA reports, acts as Chief Warden of college hostels, implementation of income generation plans. Arranging facilities for hands on training. Maintenance of Green houses, Mist chamber, Post Harvest Technology labs etc., any other duties assigned by the university. To supervise the NSS activities of the college.

- He/She shall arrange for question paper preparation from different departments for semester final theory examinations.
- He/She shall organize for ‘Spot Evaluation’ of answer paper.

**University Head:**

- State wide professional responsibility.
- Leadership in the field of subject matter for the department.
- Coordinate the activities of his department in Colleges and Research Stations.
- Planning, formulation, execution, monitoring and review of research programmes.
- Submission of progress report on teaching programmes, Curriculum development, monitoring teaching, learning process in the University.
- Any other duty assigned by superiors.
- Overall supervision of examination systems in his discipline in the University.
- Effectively serve as advisor to students.
- Assist Associate Dean/Associate Director of Research in creation and maintenance of facilities.
Participation in Income generation schemes, Help/Assist Associate Dean in maintenance of discipline, law and order in colleges and hostels, Production/publication of technical research and extension material.

He/she shall arrange for the question paper preparation for conducting PG & Ph.D entrance test.

**Head of the Departments (Common):**

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

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

**Professor:**

- Teaching (UG and PG) and PG research guidance.
- Responsible for the management of departmental affairs besides research and extension activities.
- Prioritization, formulation and execution of research programmes.
- Authoring Quality Text books and manuals.
- Help the Associate Dean in conducting and coordinating the activities besides helping in the maintenance of discipline, law and order in college and hostels.
- Participation in different administrative and academic committees.
- Providing required technical services to the farmers/farm women as and when required.
- Maintaining correspondence and records.
- Participation in Kisan Melas, Rytu Sadassu etc.
- Identification and execution of Income generation plans.
- Conduct of Hands on Training Programme effectively.
- He/she shall attend 'Spot Evaluation Work' and evaluate the answer scripts.
- Consultancy and Interdisciplinary Services.
- Implementing adhoc research projects.
- Developing low cost technologies suitable for rural families.
- Disseminating research findings through appropriate communication media
- Preparing leaflets, folders, booklets, CDs and Video Cassettes and relevant technologies on subject matter concerned.
- Organizing Training Programmes, Exhibitions/Open House Demonstrations/Kisan Melas to impart skills/knowledge.
- Participation in Village adoption programmes.
- He/She shall perform such other duties as may be assigned or required by the superior officers.

**Associate Professor:**

- Teaching (UG & PG) and PG research guidance after accreditation
- Responsible for conducting research and extension activities.
- Participation in the curriculum development and other activities.
- Authoring Quality Text books and manuals.
- Arranging Guest Lectures whenever necessary.
- Assisting the Head of the department in the procurement of the departmental requirements.
- Preparation of lecture outlines and lesson plans for both UG and PG.
- Maintenance and Repairs of laboratory equipment
- Conduct of co-curricular and extra-curricular activities assigned by the University.
- Management of hostels and other duties assigned.
- Effectively serve as advisor to students.
- Conduct of examination, evaluation and programmes and preparation of performance registers. Setting of question papers for semester final theory exams.
- Assist head of department in creation and maintenance of facilities including administrative matters.
- Coordinating certificate courses / short courses besides participating in the Income generation schemes.
- Collection of Case Studies of successful entrepreneurs, NGOs and Alumni etc.
- Help/Assist Associate Dean in maintenance of discipline, law and order in colleges and hostels.
- Production/publication of technical, research and extension material.
- Implementation of adhoc/departmental research projects.
- Organizing Training Programmes, Exhibitions/Demonstrations/Kisan Melas to impart skills/knowledge.
- Participation in Village adoption programme, RHWEP, Experiential Learning Programmes and other related programmes of the college.
- Developing low cost technologies suitable for rural families
- He/She shall perform such other duties as may be assigned or required by the superior officers.

**Assistant Professor**

Teaching Research and Extension

- Teaching, Research and Extension.
- UG Teaching.
- P.G. Teaching and Research guidance after accreditation.
- Advisory services to UG and PG students.
- Preparation of Lecture Outlines and Lesson Plans for the course.
- Preparation of Audio Visual Aids for concerned courses.
- Preparation of practical manuals in consultation with Associate Professor.
- Collection of case studies of successful entrepreneurs, NGOs and Alumni etc.
- Arranging Guest Lectures whenever necessary.
- Conduct of examinations, evaluation and preparation of performance registers. Setting of question papers for semester final theory exams.
- Extending support to concerned Head in revision of syllabus in keeping up-to-date findings with the current developments in the field.
- Upkeep of laboratory for practical classes.
- Departmental correspondence.
- Maintenance of academic records, stores, stocks, department Library etc.
- Participation in department developmental activities.
- Assisting the head of the department in the procurement of the departmental requirements.
- Conduct of co-curricular, extra curricular activities as assigned.
- Assist Associate Dean in maintenance of discipline and law and order in college and hostels.
- Participation in curriculum development.
- Effectively serve as an advisor to students.
- Participation in income generation schemes.
- Planning and Guiding PG Research as an advisory committee member
- Implementing Adhoc/Departmental Research Projects.
- Participation in all the extension activities of the department.
- Functioning as an Officer In-charge of NSS / Warden / OSA / OAM / Placement Cell In-charge and other programmes of the college.
- He/She shall perform such other duties as may be assigned or required by the superior officers.
RESEARCH:

Every functionary will have to perform the job assigned to him/her to derive the remuneration entitled. Every job carries certain functions, which will have to be made known to the functionary to follow and to the assessor to monitor the performance. In agricultural research under the University, the following scientific functionaries are involved.

Associate Director of Research (Headquarters):

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

Zonal Associate Directors of Research (ADRs):

- The Assoc. Directors of Research at the Zonal level will be responsible for proper administration of the research projects and personnel at the Zonal level as DRs representative.
- Responsible for the development of physical and infrastructural facilities.
- He/she will finalize the research programmes in the Zone in association with the respective scientists in the Zone, Principal Scientists and University Head of the Department concerned and inform the Zonal REAC (ZREAC) results.
- He/she will report the research findings and Extension results in the Zone to the ZREAC under his Chairmanship and also to the Director of Research / Director of Extension.
- He/she will sanction the funds to various Research Stations in the Zone (including Zonal Headquarters) as per the powers delegated to him.
- Work out ways and means for internal resource generation.
- He/she will report the needs and developments in respect of agriculture in the zone to Director of Research for information and follow up, beyond his level.
- He/she will maintain close liaison and relationship with district administration including the line departments in the zone.
- He/she will help the Associate Dean’s representatives in selection of villages for RHWE Programme in the zone.
- He/she will monitor the implementation of various programmes of the University in the Zone (Research and Extension).
- Organize training programmes, Kisan Melas, Exhibitions etc.
- He/she will look after the personnel management to the extent of powers delegated in his zone.
He/she will constitute Disease/Pest Diagnostic/Disaster Management Teams in the zone to assist the line departments in diagnosis and assistance works.

He/she will be assisted by Administrative Officer and Asst. Comptroller on administrative and accounts matters respectively in the zone.

He/she shall perform such other duties as may be assigned or required by the superior officers.

Principal Scientists:

- The Principal/Chief Scientist of respective crop/discipline wherever located, will be responsible for all the technical aspects relating to that crop/discipline for the entire State.
- He/she will have state-wide jurisdiction and responsibility for that crop / discipline programme formulation and proper implementation.
- Responsible for planning, coordination, monitoring and evaluation, documentation for respective crop/discipline in the state.
- He/she will serve as a resource person for all technical aspects relating to the crop / discipline.
- Organize trainings, seminars, workshops for the crop / discipline.
- Maintain rapport with officials of line departments.
- Responsible for bringing out new initiatives to improve research for the respective crop / discipline.
- He/she will be under the direct control of the Head of the Research Station where he is located.
- He/she shall perform such other duties as may be assigned or required by the superior officers.

Heads of the Research Stations:

- The Head of the Research Station is the pillar of the research organization in the University.
- He/she is the custodian of the property of the Research Station.
- Responsible for the physical and infrastructural development in the station.
- He/she will administer the research projects, personnel and labour as per the powers delegated.
- He/she will get the projects / programmes prepared by the scientists of the station, discuss and recommend for approval by the Director of Research through the Assoc. Director of Research Concerned.
- He/she will report all matters/developments concerning to the station and horticulture in his/her jurisdiction to the Assoc. Director of Research concerned and DR for information and followup beyond his/her level.
- Maintain good rapport with and muster the support of local administration / line department personnel and farmers in the implementation of the programmes related to horticultural research and extension.
- Prepare the budget proposals and seek the approval of the University.
- Organize training programmes, Kisan Melas and Exhibitions.
- Responsible for the documentation of the research results generated by the station and internal resource generation for the station.
- He/she will report the results of research under his/her jurisdiction to the Assoc. Director of Research concerned and Director of Research.
- He/she will act as Chairman for the RHEP Programme for internal assessment, Maintenance of Green houses, mist chamber and Post Harvest Technology labs.
- He/she will help the Associate Dean's representative in selection of villages and hort farmers during RHWE Programme.
- Any other work assigned by the Director of Research or Assoc. Director of Research.

**Senior Scientists / Scientists:**

- They will work under the direct administrative control of the Head of the Research Station and Technical supervision of the respective Principal Scientist of crop / discipline.
- Responsible for development and release of improved crop varieties / hybrids or location specific technologies.
- Will ensure interdisciplinary involvement wherever feasible.
- Will participate in training programmes, Kisan Melas and Exhibitions.
- Will attend National and International Seminar / Symposia / Workshops etc.
- Will take up Technology Dissemination Leaflets, Pamphlets, Bulletins, Manuals, Agril.Magazines, Press, AIR, Doordarshan, Private TV Channels etc.
- Will take up teaching assignments.
- Responsible for income generation external (ad-hoc schemes) and internal (Revolving Fund).
- They will discuss the programmes of the project at the station / zonal headquarters level and seek the approval of the Director of Research through the Head of the research station / zone.
- They will implement the programmes as approved.
- Record the findings analyse and interpret the data and report to the Head of the Research Station and Principal Scientist concerned.
- He/She shall perform such other duties as may be assigned or required by the superior officers.
- Act as Subject Matter Specialists and help the Associate Dean's representative's in selection of villages and hort farmers during RHWE Programme.
EXTENSION:

KRISHI VIGYAN KENDRA (KVKs)

Senior Scientist & Head : (Formerly Programme Co.ordinator)
(Associate professor cadre)

- Responsible to the Associate Director of Research and Director of Extension in functioning of KVK.
- Administration Technical, Non-technical, Finance, Labour etc.
- Development of database of the district concerned.
- Development of KVK farm depicting demonstration units of different enterprises viz; Agriculture, Animal Husbandry, Fisheries, Sericulture, Home Science, Horticulture & Apiary and Farm Forestry.
- Coordinating the activities of the Centre.
- To establish appropriate linkages and Coordinate with the line departments and Agri. Research stations in the district.
- Drawing and disbursing officer and operation of the budget.
- Organize Scientific Advisory Committee (SAC) meetings to finalize action plans.
- Timely submission of reports and returns to the University and to the zonal coordinator.
- Managing conflicts, if any, for efficient functioning of the centre.
- Receiving farmers, farmers calls and arranging suitable replies.
- Monitor and evaluate day-today functioning of the staff and the centre.
- He/she shall perform such other duties as may be assigned or required by the superior officers.
- He/she organize Kisan Melas and arrange Exhibitions.
- Conduct of Training Programmes for farm women and tribal people.

Scientist: (Agronomy) (Asst. Professor Cadre) (Formerly SMS)

- Responsible and assist the Senior Scientist in functioning of the KVK.
- Formulating technical programme based on the recommendations of SAC meetings, Zonal Workshops and SLTP meetings.
- Laying out model demonstration units on the KVK farm.
- Organizing front line and other demonstrations.
- Designing need based vocational training for the youth and the school dropouts.
- Developing and delivering need based crop production technologies for the training programmes organized by KVK.
- Reporting weather data and crop conditions to the Senior Scientist.
- Ensure timely submission of reports, returns and periodicals.
- Maintenance of basic/Permanent record of work and field note books.
- Maintaining farm on commercial lines.
- He/She shall perform such other duties as may be assigned or required by the superior officers.
Scientist (Extension): (Asst. Professor Cadre) (Formerly SMS)

- Responsible and assist the Training Organiser in functioning of the KVK.
- Conduct village and family surveys using PRA tools.
- Identify technical gaps and training needs in the district.
- Formulating technical programme of work based on the recommendations of SAC meetings, ZREAC and SLTP.
- Assist Senior Scientist in compiling and preparation of reports.
- Organize skill and production oriented short & long-term training programmes both on and off-campus for practicing farmers and field level extension functionaries.
- Organize vocational training programmes for youth and school dropouts in association with other training associates.
- Organize field days, farm visits, kisan mels and group discussions.
- Develop and update information centre at KVK.
- To bring out information materials on the latest technologies.
- Timely submission of reports.
- Prepare model lesson plans and training manuals.
- He/she shall perform such other duties as may be assigned or required by the superior officers.

Scientist (Pl. Protection): (Asst. Professor Cadre) (Formerly SMS)

- Formulating technical programme based on the recommendations of SAC/Zonal meeting/ SLTP and constraint recorded in the database.
- Laying out model demonstrations on the KVK farm to serve as a resource material for training.
- Organizing need based demonstrations.
- Developing and delivering need based crop protection technologies for the training programmes organized by KVK.
- Timely reporting the results of the demonstrations including feedback from the farmers.
- Diagnostic survey to identify problems early and suggest remedial measures.
- Designing need based vocational training courses for youth & school dropouts.
- He/She shall perform such other duties as may be assigned or required by the superior officers.

Scientist (Horticulture): (Asst. Professor Cadre) (Formerly SMS)

- Formulating technical programme based on the recommendations of SAC, ZREAC and SLTP meeting.
- Laying out model demonstration units on KVK farm with improved horticulture management components as resource for training the trainees.
- Organizing field demonstrations as per the technical programme.
- Developing and delivering need based horticulture crop production technologies for the training programmes organized by KVK.
Timely reporting crop condition and the results of demonstrations and feedback.
Designing need based vocational training courses for youth and school dropouts.
Organize frontline demonstrations and other demonstrations.
He/she shall perform such other duties as may be assigned or required by the superior officers.

Scientist (Animal Husbandry): (Asst. Professor Cadre) (Formerly SMS)

- Formulating technical programme based on the need and as per the recommendations of the SAC, ZREAC and SLTP.
- Laying out poultry, dairy and other Animal related demonstration units on the KVK farm with improved management practices to use it as a resource for training the trainees.
- Developing and delivering need based animal husbandry technologies for the training programmes organized by KVK.
- Timely reporting of the results of technical programme of work and feedback.
- Designing need based vocational training courses for the youth and school dropouts.
- He/she shall perform such other duties as may be assigned or required by the superior officers.

Scientist (Home Science): (Asst. Professor Cadre) (Formerly SMS)

- Formulating technical programme based on the recommendations of the SAC, ZREAC and SLTP.
- Maintaining a model nutrition garden on the KVK farm.
- Implementing the technical programme of work.
- Reporting the results of technical programme of work including the feedback from clients.
- Designing need based vocational courses for rural women, youth and school dropouts.
- He/She shall perform such other duties as may be assigned or required by the superior officers.

SERVICE REGULATIONS FOR TEACHING STAFF OF DR. YSRHU

The Service Regulations of UGC and Indian Council of Agricultural Research (ICAR) be adopted accordingly.

B.SRNIVASULU
REGISTRAR