

# University of Agricultural Sciences, Bengaluru



## Disclosure of information under section 4(1)(b) of Right to Information Act, 2005

(as on 31<sup>st</sup> March, 2018)

Directorate of Post Graduate Studies,  
College of Agriculture (North Block),  
GKVK Campus,  
Bengaluru – 560 065

Web site: [deanpgs@uasbangalore.edu.in](mailto:deanpgs@uasbangalore.edu.in)

I. **The particulars of its organization, functions and duties [Section 4 (1) (b) (i)]**

**Establishment:**

The University of Agricultural Sciences, Bengaluru is established under the Karnataka Universities of Agricultural Sciences Act, with territorial jurisdiction extending over the districts of Kolar, Chikkaballapur, Bangalore (Rural & Urban), Ramanagaram, Mandya, Tumkur, Mysore, Chamarajnar and Hassan.

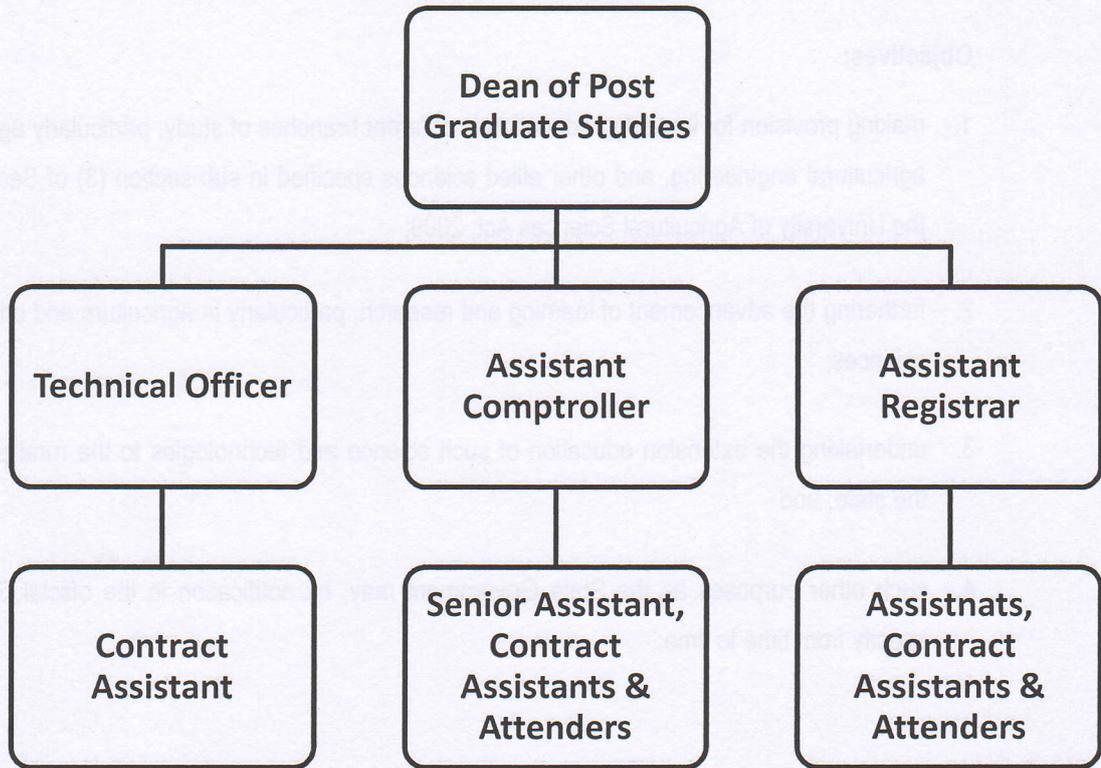
**Objectives:**

1. making provision for imparting education in different branches of study, particularly agriculture, agricultural engineering, and other allied sciences specified in sub-section (3) of Section 2 of the University of Agricultural Sciences Act, 2009;
2. furthering the advancement of learning and research, particularly in agriculture and other allied sciences;
3. undertaking the extension education of such science and technologies to the rural people of the state; and
4. such other purposes as the State Government may, by notification in the official Gazettee, specify from time to time;

**Powers and Functions;**

1. to provide for undergraduates and post graduate instructions in agriculture and other allied branches of learning;
2. to provide for conducting research in agriculture and allied branches of learning;
3. to provide for dissemination of the findings of research and technical information through extension education programme;
4. to institute course of study and hold examinations for and confer degrees, diplomas and other academic distinctions on, persons who have pursued a prescribed course of study or research or both in the University including part time courses and / or research carried out in any other University or recognized institutions for this purpose; and
5. to confer honorary degrees and other distinctions as may be prescribed; etc.

**Organization chart concerning the Directorate of Post Graduate Studies:**



**II. The powers and duties of its officer and employees [Section 4 (1) (b) (ii)]**

The powers and duties of the **Dean of Post Graduate Studies** are as under:

**Powers:**

1. The Dean of Post Graduate Studies shall be a whole time of the University and shall be appointed by the Vice-Chancellor on the recommendation of the Board.
2. The term of the office and emoluments and conditions of service of the Dean shall be such as may be prescribed.
3. He shall be responsible for the organization and conduct of teaching, research and extension education of the college under his control.
4. He shall exercise such other powers and perform such other functions as may be prescribed.

**Functions / Duties:**

1. Shall be responsible for administering and implementation of post graduate studies and other educational programmes including diplomas.
2. Perform such other functions as may be assigned by the Vice-Chancellor.

**Duties and Responsibilities of employees of the Directorate of Post Graduate Studies**

Name of the Official & Designation	Duties & Responsibilities
Dr.K.G.Banuprakash, Technical Officer	Assisting the Dean of Post Graduate Studies in all aspects.

**Academic Section:**

Sl. No.	Name of the Official & Designation	Duties & Responsibilities
1	Mr.B.S.Ashok Superintendent (Admn.)	Overall Supervising and monitoring Academic/ Administration & General works of Directorate of Post Graduate Studies – Any Other works assigned by Higher officer
2.	Mrs.Parvathi. C Assistant	<ul style="list-style-type: none"><li>• PG Teacher Recognition –</li><li>• Best Teacher Award meeting etc.,</li><li>• PG Common Admission/ Entrance Examination</li><li>• Board of Studies Meetings/</li><li>• Academic Council meetings</li><li>• Right of Information Act</li><li>• Quarterly/Yearly/Convocation reports</li><li>• Any Other works assigned by Higher officer</li></ul>

Sl. No.	Name of the Official & Designation	Duties & Responsibilities
3	Mr. T. Abhijith Assistant	<ul style="list-style-type: none"> <li>• Final OGPA Marks cards</li> <li>• Documentation of Degree Completed students</li> <li>• Update External Examiners</li> <li>• Proposals to External Examiners for evaluation of thesis</li> <li>• Qualifying Examination Papers</li> <li>• Entry of Abstracts - CD</li> <li>• Assisting PG Entrance Examination /Qualifying Written Examination</li> <li>• Any other work assigned by Higher Officer</li> </ul>
4.	Mr. Ganapathi. Lab. Assistant	<ul style="list-style-type: none"> <li>• Despatch – Inward/Outward</li> <li>• Xerox Machine etc.,</li> <li>• Maintaining Stationery Stock Registers &amp; DBR,</li> <li>• Preparing Purchase procedures /Stationery Bills</li> <li>• Issuing Stationery and other items</li> <li>• Issuing Final Marks cards</li> <li>• Any Other work assigned by Higher Officer</li> </ul>
5	Manjunath. M. Driver (LV)	<ul style="list-style-type: none"> <li>• Maintaining -Dean(PGS) Vehicle &amp; Logbook</li> </ul>
6	Nagaraj Attender	<ul style="list-style-type: none"> <li>• Dispatch of Tapals</li> <li>• Taking Photo copies</li> <li>• Arrangements of Coffee/Tea etc., for meetings</li> <li>• Maintaining cleanliness of- Directorate</li> <li>• Any Other work assigned by Higher Officer</li> </ul>
7	Mohankumar. Messenger	<ul style="list-style-type: none"> <li>• Dispatch of Tapals</li> <li>• Taking Photo copies</li> <li>• Arrangements of Coffee/Tea etc., for meetings</li> <li>• Maintaining cleanliness of- Directorate</li> <li>• Any Other work assigned by Higher Officer</li> </ul>
8	Jayalakshamma. 'D' Group Employee	<ul style="list-style-type: none"> <li>• Dispatch of Tapals</li> <li>• Taking Photo copies</li> <li>• Arrangements of Coffee/Tea etc., for meetings</li> <li>• Maintaining cleanliness of- Directorate</li> <li>• Any Other work assigned by Higher Officer</li> </ul>

**Contract Employees:**

Sl. No.	Name of the Official & Designation	Duties & Responsibilities
1.	Mrs. Puttamma. C Contract Assistant	<ol style="list-style-type: none"> <li>1. Maintaining I, II &amp; III Year Ph.D.</li> <li>2. Files PG Students Files (Post finals)</li> <li>3. Follow up of works from admission to completion: Registration, Admission Registration, Form No. I, II, III, V &amp; IV. Grade Reports, AGP Cards, Scholarships, Qualifying Examination, Science Week (Oral &amp; Postar Presentation) Sending Thesis, Finalization of OGPA marks card, Bonafide &amp; Other certificates, Issuing original certificates &amp; Conversion Certificates – Batches of 1965 to 1975</li> <li>4. Any other work assigned by Higher Officer.</li> </ol>
2.	Mrs. P. Ramya Contract Asst.	<ol style="list-style-type: none"> <li>1. Maintaining Junior Master's degree. Students Files (Post finals) - Batches of 1986 to 1992</li> <li>2. Following works from admission to completion: Registration, Admission Registration, Form No. I, II, III, V &amp; IV. Grade Reports, AGP Cards, Scholarships, Qualifying Examination, Science Week (Oral &amp; Postar Presentation) Sending Thesis, Finalisation of OGPA marks card, Bonafide, - &amp; Other certificates, Issuing original certificates &amp; Conversion Certificates – Batches of 1986 to 1992</li> <li>3. Any other work assigned by Higher Officer</li> </ol>

Sl. No.	Name of the Official Designation	Duties & Responsibilities
3.	Mr.Chandrashekar.R Contract Assistant	<ol style="list-style-type: none"> <li>1. All work pertaining to Dean(PGS) &amp; Technical Officer – Reports/ Circulars/meeting notice &amp; other Computer Typing</li> <li>2. Proceedings of various meetings</li> <li>3. Preparation of Remuneration Bill of External Examiners</li> <li>4. Documentation of Thesis C.D.'s</li> <li>5. Any Other work assigned by Higher Officer</li> </ol>
4.	Mrs.Roopa. Contract Typist.	<ol style="list-style-type: none"> <li>1. Maintaining Senior Master's degree. Students Files (Post finals)</li> <li>2. Following works from admission to completion: Registration, Admission Registration, Form No.I,II, III, V &amp; IV. Grade Reports, AGP Cards, Scholarships, Qualifying Examination, Science Week (Oral &amp; Postar Presentation) Sending Thesis, Finalisation of OGPA marks card, Bonafide &amp; Other certificates, Issuing original certificates &amp; Conversion Certificates – Batches of 1976 to 1985</li> <li>3. Any other work assigned by Higher Officer</li> </ol>
5.	Mr.Chethan.N. Contract Assistant	<ol style="list-style-type: none"> <li>1. Arranging Transportation to External Examiners</li> <li>2. Arranging Guest House to External Examiners</li> <li>3. Arrangements for all meetings</li> <li>4. Maintaining Conference Hall.</li> <li>5. Any Other work assigned by Higher Officer</li> </ol>
6	Smt.Vijayalakshmi Contract Assistant	<ol style="list-style-type: none"> <li>1. Recording of Dean(PGS) – daily programmes</li> <li>2. Attending Telephone</li> <li>3. Monitoring Monthly /Quarterly/Annual reports</li> <li>4. Maintenance of contract employees files</li> <li>5. Any other work assigned by Higher officer</li> </ol>

**Accounts Section;**

Sl. No.	Name of the Official Designation	Duties & Responsibilities
1.	Mr.C.Manjunath, Deputy Comptroller	Verification and Maintenance of Account section and sending bills, papers to different departments.
2	Mr.K.Raghu Kumar Senior Assistant	Writing of cash book, verification of bills and disbursement of cash, verification, preparation and settlement of PDC, NDC and DC bills. Attending the bank work and other works entrusted by the superior officials/ officers.
3	Mr.Aralappa Attender	Opening and closing of Account section, maintaining cleanliness office, filing papers, taken tappals, distribute the papers and bills to different Departments and other works entrusted by the superior officials/ officers.
4	Mr.Basavaraju D Group Labourer	Watering and maintenance of plants Opening and closing of Account section, maintaining cleanliness office, filing papers, taken tappals, distribute the papers and bills to different Departments and other works entrusted by the superior officials/ officers.

**Contract Employees;**

Sl. No.	Name of the Official Designation	Duties & Responsibilities
1.	Mr. Yogananda, P. K. Assistant (Contract)	Preparation of Scholarship/Fellowship bills (DST-INSPIRE, ICAR-SRF/JRF/NTS, URMS, Ramanujam, DBT-HRD/JNU and others), Fee-concession, Vidyasiri and student Medical bills of Post-Graduate students, office work, typing and other works entrusted by the superior officials/ officers
2	Mrs. Prathima, T. V.	Preparing AC, DC and PDC bills, salary bills, TA bills, Student Study Expenditure Certificates, maintenance of budget Registers, typing and other works assigned by the superiors.
3	Mrs. Parijatha, S.	Preparing AC, DC and PDC bills, salary bills, TA bills, Student Study Expenditure Certificates, maintenance of budget Registers, typing and other works assigned by the superiors.
4	Mr. Abhishek, T.	Preparation of Scholarship/Fellowship bills, Handling of CMD work & other student work of Post-Graduate students.
5	Mr. Ashwathappa, Y. R.	Preparing AC, DC and PDC bills, salary bills, TA bills, Student Study Expenditure Certificates, maintenance of budget Registers, typing and other works assigned by the superiors.
6	Mrs. Sarita, S.	Preparation of Scholarship/Fellowship bills of Post-Graduate students, office work, typing and other works entrusted by the superior officials/ officers.

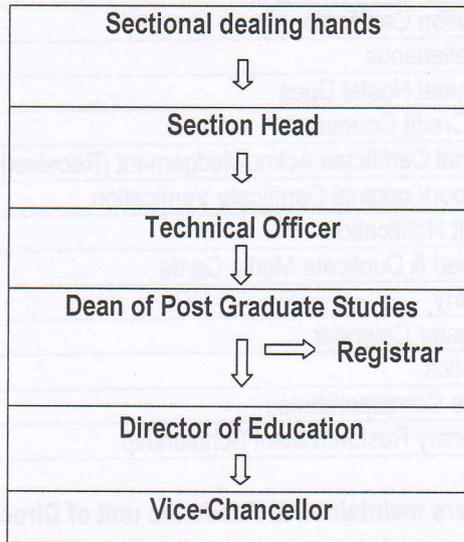
**III. Procedure followed in decision-making process including channels of supervision and accountability [Section 4 (1) (b) (iii)]**

The work in the Directorate has been distributed between two Sections for smooth functioning of work i.e., Academic and Accounts sections.

The process of work starts with receipts of Tapal / Dak by the Inward Section or directly by concerned Section Head / Officer on every working day. The Tapal / Dak received in the Inward Section or directly by the Section head / Officer are sent to the respective sections for initiating appropriate action. The tapals are duly examined by the case workers in accordance with the rules, regulations etc in force on the subject matter and submitted to the higher authorities through the Sectional in-charge for approval/orders.

The Officers and all the officials are responsible and accountable in respect of any action taken by them.

The Channels of supervision are:



IV. The norms set by it for the discharge of its functions[Section 4 (1) (b) (iv)]

- ✓ As per UASB Act & Statutes

V. Rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions[Section 4 (1) (b) (v)]

- ✓ The Karnataka Civil Service Rules (KCSRs)
- ✓ Karnataka Financial Code (KFC)
- ✓ Contingent Manual
- ✓ Post Graduate Degree Programmes Academic Information and Regulations
- ✓ Circulars, Orders, Notifications etc., issued by the Registrar, UAS Bangalore
- ✓ University Compendiums, Circulars, Orders, Notifications, Guidelines etc. issued from time to time.

VI. A statement of the categories of documents that are held by it or under its control [Section 4 (1) (b) (vi)]

List of General files maintained at Academic Unit

Sl. No.	Name of The Files
1.	Acknowledgement (Signature of New Admitted Students)
2.	Admission File
3.	Allotment of I. D. No's
4.	Cancellation of Admission
5.	Character Certificates
6.	Conversion (Trimester to Semester)
7.	Convocation
8.	Course Calendar
9.	Discontinuation of Studies
10.	Foreign Nationals
11.	Grade Point Correspondence
12.	Index-Semester System

Sl. No.	Name of The Files
13.	Issue of Course & Regulation Books
14.	Migration Certificate
15.	Miscellaneous
16.	No Dues/ Hostel Dues
17.	Non Credit Courses
18.	Original Certificate Acknowledgement (Received from Registrar office)
19.	Passport/ original Certificate Verification
20.	Result Notification
21.	Revised & Duplicate Marks Cards
22.	Scrutiny
23.	Semester Calendar
24.	Statistics
25.	Thesis Correspondence
26.	University Resident Merit Scholarship

**List of registers maintained at Academic unit of Directorate of PG studies**

Sl.No.	Name of the Register
1.	Admission Register
2.	PG recognition register
3.	Thesis Dispatch register Thesis Receipt book
4.	Earned/Commutated leave sanction orders register
5.	Increment sanction order register
6.	<b>Dispatch:</b> Inward Form No.1 to 6 of students Outward register(Registrar's/DoE/Misc.)
7.	Originals Issue Register
8.	Students out going register
9.	Meeting attendance register
10.	URMS scholarship application issue & receive register
11.	Marks card final/Foreign National bonafide/eligibility certificate signature from Registrar
12.	Convocation register
13.	Regular/Single Grade Reports Register
14.	AGP/CGPA card issue register
15.	Conference hall booking register
16.	Booking of vehicle for external Examiner to attend final viva-voce
17.	Casual Leave Register
18.	Attendance Register (Permanent/contract)
19.	Movement Register
20.	All certificates register(bonafide/character/academic progress .. for Dean signature
21.	DBI, DBR and stock ledger

- VII. Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof[Section 4 (1) (b) (vii)]

- Not applicable -

VIII. A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public[Section 4 (1) (b) (viii)]

1. Board of Management
2. Academic Council
3. Board of Studies

Meetings of these Committees and Board are not open to the public. However, requests for information under the Right to Information Act, 2005 relating to the minutes of these Committees /Board will be considered as per law.

IX. A directory of its officers and employees [Section 4 (1) (b) (ix)]

Sl. No.	Name	Designation	Contact Number
1.	Dr. ShailajaHittalmani,	Dean of Post Graduate Studies	080-23330422 Extn. -365
2.	Dr.K.G.Bhanuprakash,	Technical Officer,	080-23330422 Extn. -363
3.	Mr.C.Manjunath,	Deputy Comptroller	080-23330422 Extn. -361
4.	Mr.B.S.Ashok,	Superintendent (Admn.),	080-23330422 Extn. -353
5.	Mr.K,Raghukumar,	Senior Assistant	- As above -
6.	Smt.C.Parvathi,	Assistant	,,
7.	Mr.Abhijith.T.	Assistant	,,
8.	Mr.B.N.Ganapathi,	Laboratory Assistant	,,
9.	Mr.M.Manjunath,	Driver (LMV)	,,
10.	Mr.T.Aralappa,	Attender	,,
11.	Mr.A.Nagaraju,	Attender	
12.	Mr.R.Mohan Kumar,	Attender	
13.	Mr.S.N.Basavaraju,	Senior Farm Labourer	
14.	Smt.Jayalakshamma	Farm Labourer	

**Contract Employees**

Sl. No.	Name	Designation	Contact Number
1.	Smt.C.Puttamma	Assistant	080-23330422 Extn. - 353
2.	Mr.R.Chandrashekar	Assistant	''
3.	Mr.N.Chethan	Assistant	''
4.	Smt.T.V.Prathima	Assistant	''
5.	Smt.S.Parijatha,	Assistant	''
6.	Smt.P.Ramya	Assistant	''
7.	Mr.P.K.Yogananda	Assistant	''
8.	Mr.T.Abhishek	Assistant	''
9.	Smt.V.Roopa	Typist	''
10.	Mr.Y.R.Ashwathappa	Computer operator	''
11.	Smt.Vijayalakshmi	Assistant	''
12.	Mr.Lakshmi Kiran	Messenger	''
13.	Smt.Saritha	Assistant	''

**X. Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations[Section 4 (1) (b) (x)]**

**Emoluments received by the Officer and Employees of the Directorate of Post Graduate Studies**

Sl. No.	Name	Designation	Pay Scale	Emoluments (Basic pay + admissible allowances) in Rs.
1	Dr. ShailajaHittalman	Dean of Post Graduate Studies	67,000-79,000	2,12,910.00
2	Dr.K.G.Bhanuprakash	Technical Officer	15600-39100+8000	99,150.00
3	Mr.C.Manjunath,	Deputy Comptroller	36,300-53850/-	67,968.00
4	Mr.B.S.Ashok	Superintendent (Admn.),	22800-43200/-	43,512.00
5	Mr.K,Raghukumar,	Senior Assistant	20000-36300/-	49,645.00
6	Smt.C.Parvathi	Assistant	20000-36300/-	35,450.00
7	Mr..T.Abhijith	Assistant	16000-29600/-	29,141.00
8	Mr.B.N.Ganapathi	Laboratory Assistant	16000-29600/-	32,889.00
9	Mr.M.Manjunath	Driver (LMV)	16000-29600/-	25,295.00
10	Mr.T.Aralappa	Attender	11600-21000/-	34,824.00
11	Mr.A.Nagaraju	Attender	11600-21000/-	22,606.00
12	Mr.R.Mohan Kumar	Attender	11600-21000/-	21,380.00
13	Mr.S.N.Basavaraju	Senior Farm Labourer	11600-21000/-	33,159.00
14	Smt.Jayalakshamma	Farm Labourer	11000-19000/-	27,994.00

**Contract Employees:**

Sl. No.	Name	Designation	Contract Amount (PM) Rs.
1.	Smt.C.Puttamma	Assistant	16,000.00
2.	Mr.R.Chandrashekar	Assistant	16,000.00
3.	Mr.N.Chethan	Assistant	16,000.00
4.	Smt.T.V.Prathima	Assistant	16,000.00
5.	Smt.S.Parijatha,	Assistant	16,000.00
6.	Smt.P.Ramya	Assistant	16,000.00
7.	Mr.P.K.Yogananda	Assistant	16,000.00
8.	Mr.T.Abhishek	Assistant	16,000.00
9.	Smt.Vijayalakshmi	Assistant	16,000.00
10.	Smt.Vijayalakshmi	Assistant	16,000.00
11.	Smt.V.Roopa	Typist	14,550.00
12.	Mr.Lakshmi Kiran	Messenger	9,600.00
13.	Mr.Y.R.Ashwathappa	Computer operator	8,000.00

XI. Budget allocated to each of its agency indicating the particulars of all plans, proposed expenditures and reports on disbursements made[Section 4 (1) (b) (xi)]

- Not applicable -

XII. Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes[Section 4 (1) (b) (xii)]

- Not applicable -

XIII. Particulars of recipients of concessions, permits or authorizations granted by it [Section 4 (1) (b) (xiii)]

- Not applicable -

XIV. Details in respect of the information, available to or held by it, reduced in an electronic form [Section 4 (1) (b) (xiv)]

- Not applicable -

XV. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use[Section 4 (1) (b) (xv)]

No Library or reading room are maintained under this Directorate.

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

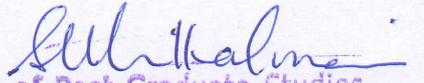
1. Public Information Officer	Dean of Post Graduate Studies, Directorate of Post Graduate Studies, University of Agricultural Sciences Bengaluru, GKVK Campus, Bengaluru – 560 065.
2. Assistant Public Information Officer	Assistant Registrar, Directorate of Post Graduate Studies, University of Agricultural Sciences Bengaluru, GKVK Campus, Bengaluru – 560 065.
3. First Appellate Authority	Vice Chancellor, University of Agricultural Sciences Bengaluru, GKVK Campus, Bengaluru – 560 065.

XVII. Such other information as may be prescribed [Section 4 (1) (b) (xvii)]

Staff working at present in the Directorate of Post Graduate Studies (Academic & Accounts) :

Sl. No.	Position	Name of the incumbent	Remarks
(1)	(2)	(3)	(4)
1	Dean of Post Graduate Studies	Dr.ShailajaHittalmani	-
2	Technical Officer	Dr.Bhanuprakash.K.G.	Assistant Professor, Directorate of Extension, UAS, Hebbal W/a Directorate of Post Graduate Studies, UAS, GKVK
3	Deputy Comptroller	Mr.Manjunath C	Office of the Comptroller, UAS, GKVK W/a Directorate of Post Graduate Studies, UAS, GKVK
4	Superintendent (Admn.)	Mr.Ashok.B.S	Office of Registrar, UAS, GKVK W/a Directorate of Post Graduate Studies, UAS, GKVK
5	Senior Assistant	Mr.Raghu Kumar K	-
6	Assistant	Smt.Parvathi C	Office of the Comptroller, UAS, GKVK W/a Directorate of Post Graduate Studies, UAS, GKVK
7		Mr.Abhijith T	-
8	Laboratory Assistant	Mr.Ganapathi B.N	Office of the Dean (Agri.), CoA, UAS, GKVK W/a Directorate of Post Graduate Studies, UAS, GKVK
9	Driver	Mr.Manjunath M	Office of the Estate Officer, UAS, GKVK W/a Directorate of Post Graduate Studies, UAS, GKVK

Sl. No.	Position	Name of the incumbent	Remarks
10	Attenders	Mr.Mohan Kumar	University Dispensary, UAS, GKVK W/a Directorate of Post Graduate Studies, UAS, GKVK
11		Mr.Nagaraj	Office of the Dean (Agri.), CoA, UAS, GKVK W/a Directorate of Post Graduate Studies, UAS, GKVK
12		Mr.Aralappa	Office of the Dean (Agri.), CoA, UAS, GKVK W/a Directorate of Post Graduate Studies, UAS, GKVK
13	Senior Gardner	Mr.Basavaraju	Office of the Dean (Agri.), CoA, UAS, GKVK W/a Directorate of Post Graduate Studies, UAS, GKVK
14	Senior Farm Labourer	Smt.Jayalakshamma	Post Shifted from ZARS GKVK to Directorate of Post Graduate Studies, UAS, GKVK.

  
Dean of Post Graduate Studies  
UAS, GKVK Campus, Bengaluru-560 065