



University of Agricultural Sciences

Directorate of Education, GKVK, Bengaluru - 560065

Powers and duties of Officers and employees of the Directorate of Education, UAS, GKVK, is furnished hereunder

| <i>Sl.No.</i> | <i>Name of the Official</i> | <i>Designation</i> | <i>Job Chart</i> |
|---------------|-----------------------------|-----------------------|--|
| 1 | Dr. D.P. Kumar | Director of Education | <p>The Director of Education is empowered to discharge the following duties and responsibilities for smooth functioning of the University as detailed below:</p> <ol style="list-style-type: none">1. Shall be concerned with coordination of all academic policy matters and systems regarding resident instruction and development of educational technology. He shall also oversee examinations2. Shall monitor and supervise the University Library, Examination Centre, Kannada Department, Communication Centre and University publications3. Shall supervise the academic activities of constituent colleges4. Shall be responsible for Human Resource Development in the University and teacher's training programmes5. Shall be the Chairman of Board of Studies of UG & PG programmes and shall maintain the records of the Board of Studies6. Shall be the Member-Secretary of Academic Council and custodian of the proceedings of the Academic Council7. Shall be responsible for strengthening of collaboration between UAS(B) and other State, National and Inter-national organizations8. Shall coordinate teaching, research and extension education programmes of the University9. Shall assist the Vice-Chancellor in over all administration of the University and assume such other duties and powers as the Vice-Chancellor may assign10. Shall perform duties of the Vice-Chancellor in his temporary absence, except as otherwise provided by the Board and / or the Vice-Chancellor <p>Administrative Powers of the Director of Education</p> <ol style="list-style-type: none">a) All the Deans of Colleges, Dean (PGS), DSW, Librarian, Controller of Examinations, Heads of Communication Centre and Kannada Department shall be under administrative control of the Director of Education.b) Tour programmes of all Deans, Librarian, Controller of Examinations and Heads of |

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| | | | Communication Centre and Kannada Department within the State shall be approved by the Director of Education |
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| | | | <p>c) He shall be the recommending authority for training programmes and participation in Seminars / symposia / Workshops within the country</p> <p>d) All the MoAs/ MoUs between UAS, Bangalore and other State, National and International Institutions / organisations shall be forwarded through and recommended by the Director of Education</p> |
| 2 | Dr. B.M. Ramakrishna | Professor (Technical Officer to the Director of Education | <p>Providing technical assistance to the Director of Education in day-to-day work pertaining to Academic / administrative matters</p> <p>Overall supervision of the working of the Directorate of Education</p> <p>Also discharging the duties of Technical Officer to the Registrar, UAS, GKVK</p> |
| 3 | Smt. Ambujakshi | Personal Secretary | <p>Secretarial work of the Directorate of Education. Attending to the work in connection with Academic Council, Board of Studies (UG) and (PG), maintenance of Service Registers of Deans of the Colleges, Annual Evaluation Reports of Teachers, maintenance of related files and other official work assigned by the Director of Education</p> |
| 4 | Mr. N. Mohankumar | Assistant | <p>Maintenance of all files of the Directorate of Education including maintenance of Accounts/ Stationary / Stock Ledgers, Preparation of DC / PDC Bills, salary bills of contract staff and all other related documents, Typing work of the Office of the Director of Education and any other assigned by the Director of Education and the Technical Officer.</p> |
| 5 | Mr. T. Satisha | Attender | <p>Xerox work, maintaining cleanliness of the Office and other Office work.</p> |