

# UNIVERSITY MANAGEMENT AND ADMINISTRATION



## Chapter – 2



## 2.1 University Set-Up

The University set-up consists of Chancellor, Vice Chancellor, Board of Management, Academic Council and Faculties of Agriculture, Horticulture, Agricultural Engineering & Technology, Agri-Business Management and Post Graduate Studies with their Boards of Studies. Hon'ble Governor of Gujarat State is the Chancellor of the University. The Vice Chancellor is the Principal Executive and Academic Officer of the University and Ex-Officio Chairman of Board of Management, Academic Council, Research Council and Extension Education Council. During the period under report, Dr. V. P. Chovatia and Dr. Narendra Kumar Gontia worked as Vice Chancellor of the Junagadh Agricultural University.

Junagadh Agricultural University comprises 10 District of Saurashtra viz, Junagadh, Gir-Somnath, Rajkot, Morbi, Jamnagar, Devbhumi Dwarka, Surendranagar, Bhavnagar, Amreli and Porbandar. This University is looked after by the Vice Chancellor who co-ordinates all the education, research and extension education activities.

The University has implemented the principle of

decentralization of powers in order to run the administration smoothly and efficiently. Administrative as well as financial powers have been delegated to various Heads of Units and Sub-Units located at different places in the University. The administrative structure is evolved in such a way that coordination and integration of education, research and extension education at all levels are well maintained.

## 2.2 University Authorities

Following authorities were functioning under the provisions of Section-17 of the Gujarat Agricultural Universities Act-2004 during the year.

1. The Board of Management
2. The Academic Council
3. The Faculties and Board of Studies of
  - 3.1) Agriculture
  - 3.2) Agricultural Engineering & Technology
  - 3.3) Post Graduate Studies
  - 3.4) Faculty of Home Science & Nutrition
  - 3.5) Faculty of Horticulture
  - 3.6) Faculty of Agri-business Management
4. Research Council
5. Extension Education Council

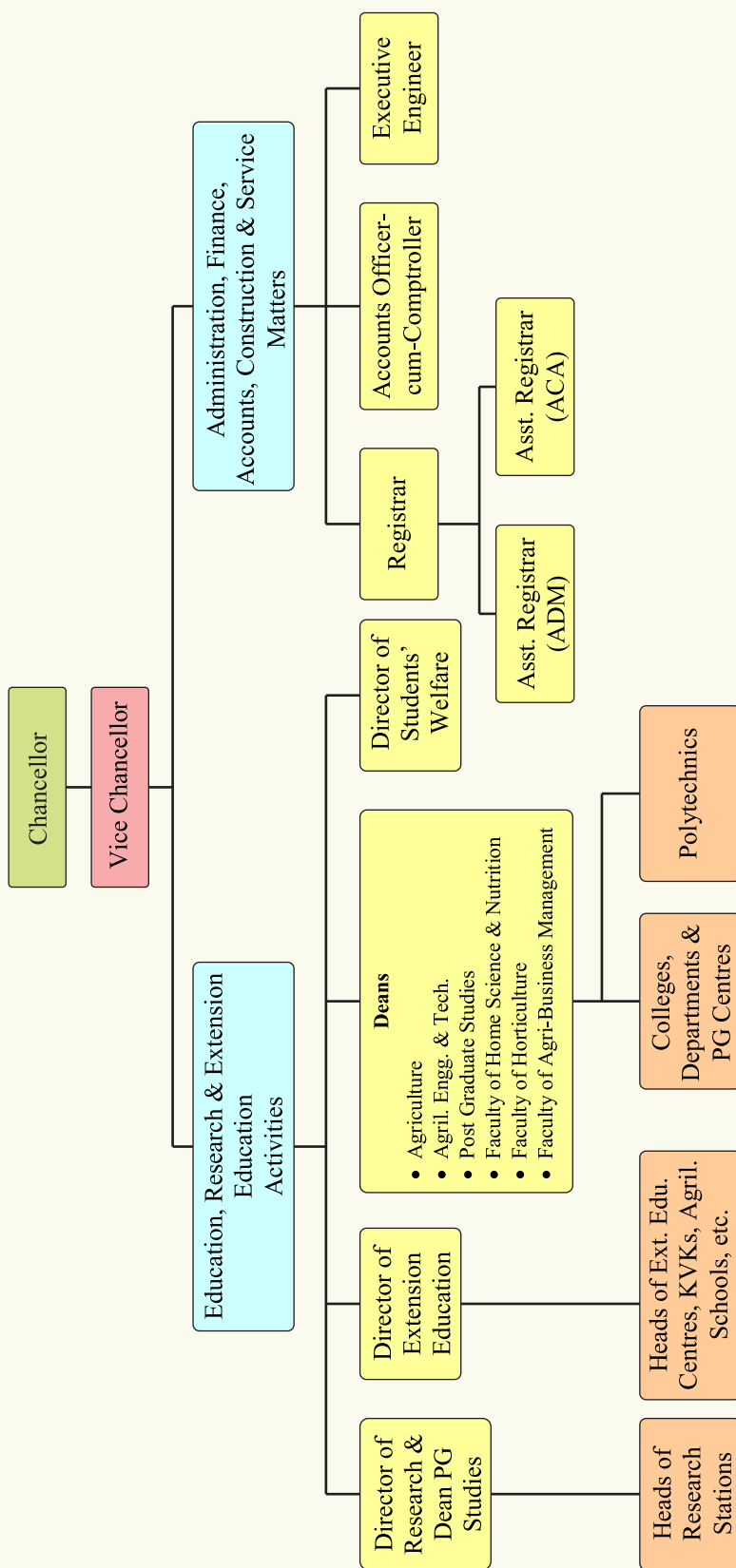




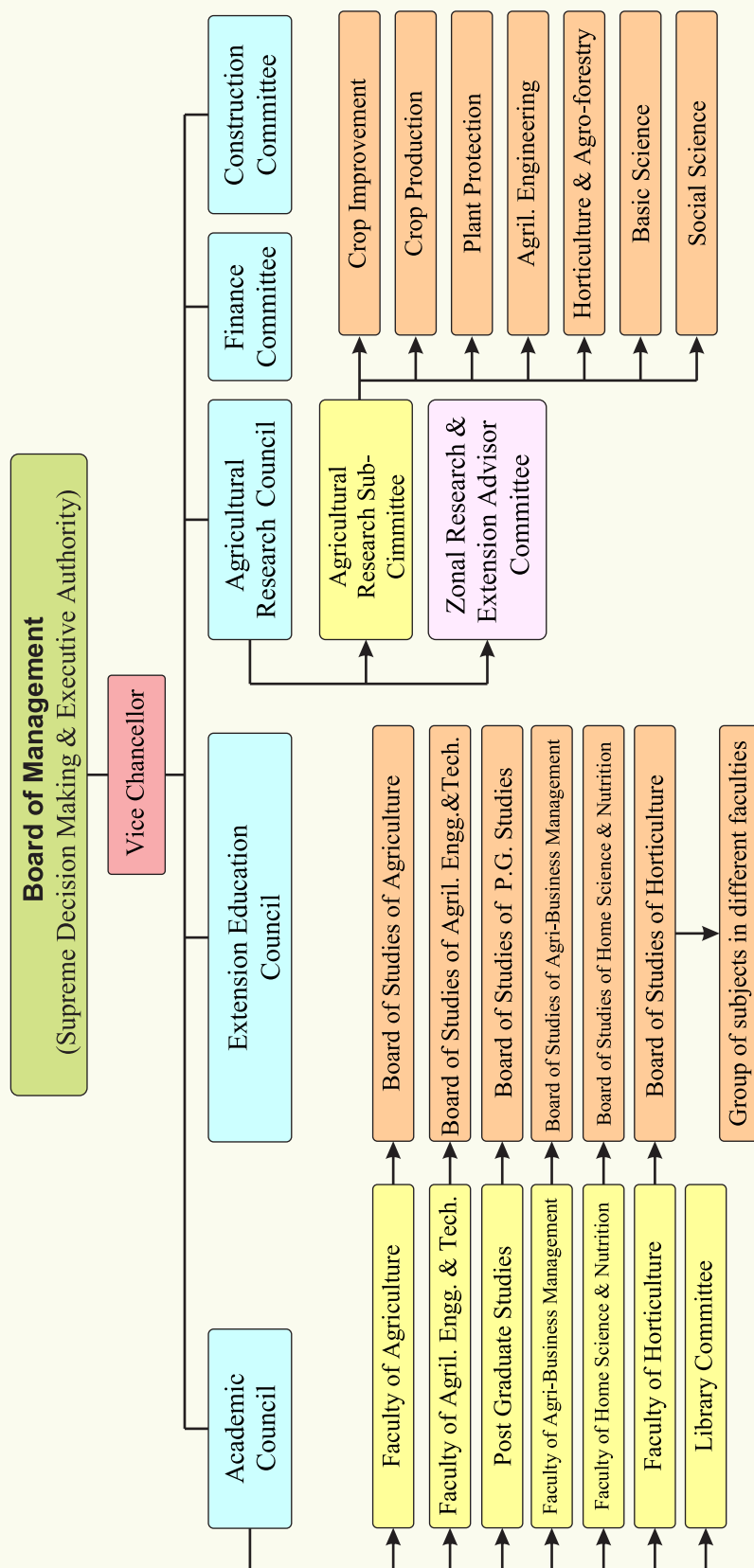
During the year under report, the following were officers of the University.

No.	Name	Designation	Period	
			From	To
1.	Shri Acharya Devvrat	Chancellor	01/04/2022	Continue...
2.	Dr. N. K. Gontia	I/C. Vice Chancellor	01/04/2022	10/08/2022
	Dr. V. P. Chovatia	Vice Chancellor	11/08/2022	Continue...
3.	Dr. D. R. Mehta	I/C. Director of Research	01/04/2022	20/10/2022
	Dr. H. M. Gajipara	I/C. Director of Research	21/10/2022	Continue...
4.	Dr. H. M. Gajipara	I/C. Director of Extension Education	01/04/2022	Continue...
5.	Dr. R. K. Mathukia	I/C. Registrar	01/04/2022	08/06/2022
	Dr. K. C. Patel	I/C. Registrar	09/06/2022	30/06/2022
	Dr. Kalpesh Kumar	I/C. Registrar	01/07/2022	04/02/2023
	Dr. P. M. Chauhan	I/C. Registrar	05/02/2023	Continue...
6.	Shri S. K. Jethani	Comptroller	01/04/2022	Continue...
7.	Dr. V. R. Malam	I/C. Director of Students Welfare	01/04/2022	30/06/2022
	Dr. R. M. Solanki	I/C. Director of Students Welfare	01/07/2022	Continue...
8.	Dr. S. G. Savaliya	I/C. Dean, Agriculture Faculty	01/04/2022	Continue...
9.	Dr. S. G. Savaliya	I/C. Dean, Horticulture Faculty	01/04/2022	06/04/2022
	Dr. D. K. Varu		07/04/2022	Continue...
10.	Dr. N. K. Gontia	Dean, Agricultural Engineering & Technology Faculty	01/04/2022	Continue...
11.	Dr. C. D. Lakhlani	I/C. Dean, Agri-Business Management Faculty	01/04/2022	06/04/2022
	Dr. D. R. Mehta	I/C. Dean, Agri-Business Management Faculty	07/04/2022	20/10/2022
	Dr. H. M. Gajipara	I/C. Dean, Agri-Business Management Faculty	21/10/2022	Continue...
12.	Dr. K. C. Patel	I/C Director IT	01/04/2022	Continue...

## ORGANOGRAM



## Organizational Chart and Decision Channel



## 2.2.1 The Board of Management

### i) Constitution

The Board of Management is supreme decision making and executive authority of the University consisting of the following members, namely

#### Class-I Ex-officio Members

No.	Name	Designation
1.	Dr. V. P. Chovatia	The Vice Chancellor (11/08/2022 to Continue)
	Dr. N. K. Gontia	I/C Vice Chancellor (01/04/2022 to 10/08/2022)
2.	Shri. Mukesh Puri	Additional Chief Secretary to the Government of Gujarat, Department of Agriculture, Co-operation and Farmers Welfare or an officer not below the rank of Deputy Secretary of that Department designated by the Secretary
3.	Dr. Bhavesh Erda	Deputy Secretary (Secondary Education) to the Government of Gujarat, Education Department or an officer not below the rank of Deputy Secretary of that Department designated by the Secretary
4.	Smt. Manisha Chandra	Secretary to the Government of Gujarat, Finance Department or an officer not below the rank of Deputy Secretary of that Department, designated by the Secretary
5.	Dr. S. J. Solanki	The Director of Agriculture, Gujarat State
6.	Dr. F. S. Thakar	The Director of Animal Husbandry, Gujarat State
7.	Dr. P. M. Vaghasia	The Director of Horticulture, Gujarat State
8.	Dr. H. M. Gajipara	One Director, to be nominated by the Vice-Chancellor from amongst the Director of Research and Dean of Post-graduate Studies or the Director of Extension Education.
	Dr. D. R. Mehta	
9.	Shri H. K. Vadhvaniya	The Director, ATMA and Sameti, Gujarat State

#### Class-II Ordinary Members

Seven persons not being officers to be nominated as follows namely

No.	Name	Designation
(a) To be nominated by the State Government		
10.	Vacant	One member of the Gujarat Legislative Assembly.
11.	Dr. K. V. Pethani	Two member having background of agricultural and allied sciences.
12.	Dr. A. M. Parakhia	
13.	Vacant	One farmer
14.	Shri Jyotiben Vachhani	One Eminent woman social worker having experience in rural development.
15.	Dr. T. L. Dholaria	One Distinguished Agro-industrialist.
(b)		
16.	Dr. R. C. Agrawal, DDG (Edu.), ICAR.	One representative nominated by the Director General of Indian Council of Agricultural Research, New Delhi.



The Vice Chancellor and Registrar are the Chairman and Secretary, respectively of the Board of Management. The term of office of the nominated members is of three years.

The Board of Management is the principal executive autonomous authority of the University, which

considers and reviews all the financial, administrative and academic matters of the University. The Board is assisted by the Vice Chancellor, Academic Council, Board of Studies and Officers of the University in taking decisions and deciding policies.

## ii) Meeting of the Board of Management

Two meetings of the Board of Management were held during the period of 01.04.2022 to 31.03.2023 as under:

No.	Meeting No.	Date	Place	Chairman
1.	Fifty Nine	03.12.2022	Gandhinagar	Dr. V. P. Chovatia
2.	Sixty	27.12.2022	Junagadh	Dr. V. P. Chovatia

## 2.2.2 The Academic Council

The academic council has the control and general regulation of, and be responsible for, maintenance of the standards of education, teaching and examinations of the University.

### i) Constitution

The Academic Council consists of the following members, namely

- (1) The Vice Chancellor (Ex-officio) - Chairman
- (2) The Director of Research and Dean, Post Graduate Studies (Ex-officio)
- (3) The Deans of Faculties (Ex-officio)
- (4) The Director of Extension Education (Ex-officio)
- (5) Six members nominated by the Vice Chancellor

by rotation in the prescribed manner from amongst the Heads of Departments of the Faculties and the Research Scientists of the University.

- (6) It may co-opt for such period as may be prescribed as its additional members not more than ten persons representing different disciplines of agriculture & allied sciences irrespective of whether they are connected with the University as its members, teachers or otherwise.

The Vice Chancellor and Registrar are the Chairman and Secretary, respectively in the Academic Council. The term of office of the members of the Academic Council other than ex-officio members shall be of three years.

## ii) Members of the Academic Council

List of Members of the Academic Council during the year 2022-23.

No.	Name	Designation
1.	Dr. V. P. Chovatia	Vice Chancellor (Chairman) (11/08/2022 to Continue)
	Dr. N. K. Gontia	I/C. Vice Chancellor (Chairman) (01/04/2022 to 10/08/2022)
2.	Dr. D. R. Mehta	Director of Research & Dean, PG Studies
	Dr. H. M. Gajipara	
3.	Dr. H. M. Gajipara	Director of Extension Education
4.	Dr. S. G. Savaliya	Dean, Agriculture Faculty
5.	Dr. N. K. Gontia	Dean, Agril. Engg. & Tech. Faculty
6.	Dr. D. K. Varu	Dean, Horticulture Faculty

No.	Name	Designation
HOD/Research Scientist	7. Dr. J. B. Patel	Professor & Head, Department of Seed Science and Technology
	Dr. H. D. Rank	Professor & Head, Department of Soil & Water Engineering
	8. Dr. D. V. Patel	Professor & Head, Department of Agril. Statistic
	Dr. S. M. Upadhyay	Professor & Head, Department of Agril. Statistic
	9. Dr. H. P. Gajera	Professor & Head, Department of Biotechnology
	Dr. S. G. Savaliya	Professor & Head, Department of Soil Science & Agril. Chemistry
	10. Dr. K. D. Mungra	Research Scientist, Millet Research Station
	Dr. D. R. Maheta	Professor & Head, Department of Genetics and Plant Breeding
	11. Dr. D. S. Hirpara	Research Scientist, Main Dry Farming Research Station
	Dr. R. B. Madariya	Research Scientist, Main Oil seed Research Station
	12. Dr. M. G. Valu	Research Scientist, Cotton Research Station
	Dr. A. G. Pansuriya	Research Scientist, Wheat Research Station
Co-opt members	13. Dr. P. R. Bhatnagar	Principal Scientist and Head, Indian Institute of Soil & Water Conservation, Vasad, Dist- Anand
	14. Dr. R. B. Rudani	Associate Professor, 302- Swastik Flat, Near to Carmel Covent School, Gandhigram, Junagadh
	15. Dr. A. V. Barad	Rtd. Principal, 28-A, Bankers Colony, Pramukh Swami road, Opposite to JAU Campus, Junagadh
	16. Dr. P. P. Zaveri	Rtd. Professor, 801- Milestone building, Drive in Cinema Road, Thaltej, Ahmedabad
	17. Dr. P. R. Godhani	Rtd. Professor (GAU), Junagadh
	18. Dr. P. S. Pandey	Assistant Director General (EP & HS.), ICAR, New Delhi
	19. Dr. R. M. Solanki	Director of Students' Welfare, JAU, Junagadh
Invitee	20. Dr. A. S. Dudhat	Principal, College of Agriculture, JAU, Mota Bhandariya
	21. Dr. H. R. Vadar	Principal, College of Agriculture, JAU, Khapat
	22. Dr. C. D. Lakhani	Principal, PGIABM, JAU, Junagadh
	23. Dr. R. K. Mathukia	Registrar (Secretary)
	Dr. K. C. Patel	
	Dr. Kalpesh Kumar	
	Dr. P. M. Chauhan	

### iii) Meeting of the Academic Council

Two meetings of the Academic Council were held during the period of 01.04.2022 to 31.03.2023 as under:

No.	Meeting No.	Place	Date
1.	Fifty Four	Meeting Room, Vice Chancellor Office, JAU, Junagadh	13.09.2022
2.	Fifty Five	Meeting Room, Vice Chancellor Office, JAU, Junagadh	17.12.2022

### 2.2.3. Faculties

Section 23 of the GAUs Act-2004 provides that there shall be faculties of Agriculture and allied sciences and such other faculties as may be prescribed. Accordingly, Faculties of P.G. Studies, Agriculture, Agricultural Engineering & Technology, Home Science & Nutrition, Horticulture, Agri-Business Management were constituted.

### 2.2.4. Board of Studies

Section 24 of the GAUs Act-2004 provides that there shall be a Board of Studies for every subject or group of subjects or as may be prescribed.

Accordingly, the following Board of Studies were constituted.

- 1) Board of Studies of Post Graduate Studies
- 2) Board of Studies of Agriculture
- 3) Board of Studies of Agricultural Engineering & Technology
- 4) Board of Studies of Home Science & Nutrition
- 5) Board of Studies of Horticulture
- 6) Board of Studies of Agri-Business Management

During the year under report, various meetings of the Board of Studies of various faculties were held. The venue of the meeting, date, *etc.* were as under:

No.	Name of Board of Study	Meeting No.	Venue	Date
1.	Agriculture	14	Junagadh	25.05.2022
2.	Agricultural Engineering & Technology	14	Junagadh	04.06.2022
3.	Post Graduate Studies	14	Junagadh	05.08.2022
4.	Horticulture	7	Junagadh	25.05.2022
5.	Home Science & Nutrition	3	Junagadh	22.06.2022

## 2.3 Policies

### 2.3.1 Reservation Policy

The University is a grant-in-aid institute hence; the University follows the State Government norms and implements its Notification and Government Resolutions, issued time to time, regarding implementation of Reservation policy for recruitment and promotions.

### 2.3.2 Roster Policy

The roster policy are implemented in the university as per the state governments General Administration Department's resolution No.PVS-1696-878-G.4, Dt.08/03/1999 & Similar Resolution No.PVS-1696-878-Part-II-G.4 Dt.05/09/2000. & Resolution No.EWS/122019/45903/A, Dt.25/01/2019.

The Ratio of Direct Recruitment are as under. :

Category	Scheduled Cast	Scheduled Tribe	Social & Educational Backward Class	Economically Weaker Section	PwD
Ratio (%)	07	15	27	10	04

The Ratio of Promotion :

Category	Scheduled Cast	Scheduled Tribe
Ratio (%)	07	15

In the direct selection relaxation in the age limit should be given as per government resolution.

## 2.4 SC/ST Cell

The SC/ST Cell was established in Junagadh Agricultural University, Junagadh vide Office Order No. JAU/Reg/A.3.1/(8)2012/13242-13321/Junagadh Dated: 16.06.12 with the post of Chairman, Member Secretary and five members. Comptroller was appointed as liaison officer. The committee was reformed due to the retirement and deputation of the members Vide Office Order No. JAU/Reg./A-3.1/2012(8)/13302-378/2020 Junagadh dated 23/09/2020.

During the report period, three meetings of SC/ST Cell were held at Junagadh to discuss the issues of SC/ST employees and students and forwarded the same.

## 2.5 Gender Committee (University Level) / Internal Complain Committee

As per directives of The Gazette of India, Part II, Section - 1, No. 18 dated 23.04.2013, Ministry of Law and Justice & the Common Statutes for Agricultural Universities of Gujarat, the "Gender Committee (Uni. Level) / Internal Complain Committee" consisting following members was constituted at university level with the work of all the cases of sexual harassment of women at workplace (Prevention, Prohibition and Redressal) that could be referred by it and is empowered to recommend stern action against the guilty.

Sr. No.	Name	Designation	Address
1.	Dr. Shilpaben M. Trivedi	Chairperson / Presiding Officer	Associate Professor, PG Institute of Agri-Business Management, JAU, Junagadh
2.	Dr. Minaxiben K. Bariya	Member	Associate Professor, College of Agriculture, JAU, Mota Bhandariya (Amreli)
3.	Prof. Ashwinbhai L. Vadher	Member	Assistant Professor, Department of Farm Machinery & Power engineering, College of Agril. Engg. & Tech., JAU, Junagadh
4.	Smt. Shilpaben S. Manavadariya	Member	Senior Clerk, Department of Agriculture Chemistry & Soil Science, COA, JAU, Junagadh
5.	Head of Unit to which the case relates. In case involving the non-teaching employees, the Registrar or his nominee shall be the member.	Member	Concerned Head or Registrar as per the case.
6.	Smt. Bhavanaben Vaishnav	Member	Councilor, Junagadh Jilla Mahila Mandal, C/o. Ajay N. Vaishnav A-804, Garden Hill, Rajibaug-2, Near Laxminarayan Temple, Junagadh
7.	The topper student	Member	Office of the Principal & Dean, concerned faculty
8.	Ms. Mayuri J. Malam	Secretary	Agriculture Officer, College of Agriculture, JAU, Junagadh



## 2.6 University Level Other Committees

There are various university level committees and details of meeting conducted by the various committees are furnished below:

### (1) Construction Committee

No	Meeting Number	Date	Place	Chairman
1	68 <sup>th</sup>	30.04.2022	Junagadh	Prof.(Dr.) N.K.Gontia
2	69 <sup>th</sup>	19.05.2022	Junagadh	Prof.(Dr.) N.K.Gontia
3	70 <sup>th</sup>	02.07.2022	Junagadh	Prof.(Dr.) N.K.Gontia
4	71 <sup>th</sup>	17.10.2022	Junagadh	Dr. V.P.Chovatia

### (2) Planning & Development Committee

No.	Meeting No.	Place	Date
1.	10 <sup>th</sup>	Junagadh	22.09.2022

### (3) Library Committee

No.	Meeting No.	Place	Date
1.	17 <sup>th</sup>	Junagadh	11.07.2022
2.	18 <sup>th</sup>	Junagadh	31.01.2023

### (4) Purchase Committee

No.	Meeting No.	Place	Date
1.	-	-	-

### (5) Finance Committee

No.	Meeting No.	Place	Date
1.	14 <sup>th</sup>	Junagadh	25.07.2022

### (6) Quarter Allotment Committee

One meeting of Quarter Allotment Committee were held during the year 2019-20 as mentioned below:

No	Meeting Number	Date	Place	Chairman
1	1	21.09.2022	Junagadh	Dr. D. R. Mehta
2	2	05.12.2022	Junagadh	Dr. H. M. Gajipara

These committees/sub committees provide basis for decision making by the Academic Council / Board of Management.

