

From

The Dean,
College of Veterinary Sciences,
LUVAS, Hisar

To

All Deans/Directors/Officers/HODs/Section Incharges of the University,
LUVAS, Hisar.

Memo No. COVS/E-1/2017/ 268-300

Dated: 11/01/2017

Sub: Duties of VLDA.

Employees working as VLDA in LUVAS will perform the following duties:-

1. To maintain official records of the section where VLDA is posted.
2. To maintain and account for stock of medicines in their respective sections.
3. To assist in treatment of sick and lame animals. Also in medication, vaccination, deworming, dipping, debeaking, hatching, identification of animals. Maintenance of stock of animals, farm equipments, machinery and other store items used at the farm.
4. Supervision of daily farm operations.
5. Reproductive management of the farm; To assist the Scientists/Teachers/Farm Incharge for heat detection, artificial insemination, pregnancy diagnosis, dystokia, training of bulls, semen collection and processing.
6. Data recording and maintenance of farm records and preparation of all types of reports related to animals/poultry farm.
7. Drug administration as prescribed by the Veterinarians.
8. To prepare animals, instruments & equipments for Surgical interventions.
9. To assist in Gynaecological and surgical procedures.
10. To assist in maintenance of hospital operation theatre (s), disease diagnostic laboratories by disinfection and sterilization etc.
11. To take charge of all instruments/equipments of hospital/lab./farm.
12. To assist Veterinarians in handling clinical cases during duty time, off time, Sundays, holidays, etc.



13. To assist Scientists/Teachers/Incharge in conducting postmortem, sample collection and dispatch for lab investigations.
14. Entering of all farm data and clinical data in e-governance system.
15. Collecting various types of biological samples from animals kept in the animal farm as well as outside the farm and helping in conduct of UG, PG practicals & research activities of the Department etc. and other departmental duties assigned by the HOD.
16. Running of milk plant, Collection of cash, deposit of cash in comptroller office, settling audit objections, audit requisitions of milk plant, maintenance of records and files.
17. Any other duties as assigned by the Controlling Officer/Head of Department/Section In charge as per requirement of department from time to time.
18. To assist the teachers in diagnostic imaging work, physiotherapy work, diagnostic techniques like endoscopy etc.

In addition to above the competent authority reserves the rights to ask the employees to perform any extra work as may be asked to him/her in the interest of University.

Dean, COVS

From

The Director of Research
LUVAS Hisar

To

All Deans/Directors/HODs/Sections
LUVAS Hisar

Memo No. DR/E-1/2017/95-125

Dated: 13-01-2017

Sub: Duties of various posts.

The Worthy Vice-Chancellor is pleased to approve the following duties for various posts for which the Director of Research is an appointing authority.

Sr. No.	Name of post	Duties
1	Animal Attendant	<ul style="list-style-type: none">➤ Feeding, cleaning, watering, milking, lifting of dung at Animal farm/Animal House.➤ Grazing and dipping of animals, helping in harvesting of fodder and its lifting, chaffing and distribution.➤ Assisting VLDA in the farm operations, collection of eggs from the poultry farm and washing of utensils and animals.➤ Packaging of milk and its distribution.➤ Cleaning of milk and meat plants.➤ Keeping and maintaining of experimental small and large animals.➤ To observe the animal for their appearance and activities to assess their general physical condition, obvious signs of illness disease and discomfort.➤ Thoroughly clean and disinfect all areas of the shelter as often as it is necessary➤ To restrain and control animals.➤ Feed each animal as prescribed by the attending Veterinarians.➤ Clean and sanitize all cages, and related areas➤ Assisting in caring and handling of animals/poultry birds for research and post-mortem work.➤ Maintenance and cleaning of animal house, colony room, cages and batteries, remove the dirty bedding materials and use clean bedding materials every day.➤ Change the cages of pregnant female small animals in a separate cage.➤ To wash feeder and bowel daily and sterilize them under supervision of Lab. Technician and➤ Any other duties/work as assigned by the CO/HOD/Incharge.

2	Attendant	<ul style="list-style-type: none"> ➤ Cleaning, dusting of offices, seminar rooms and other miscellaneous work taking out photocopies & displaying of notices, helping in sampling. ➤ Packaging of milk, cleaning of milk and meat plants, product development, cleaning of labs, glasswares etc ➤ To attend the visitors, guest of the University. ➤ To attend the teachers, UG and PG students during class/examination. ➤ Any other work assigned by CO/HOD/Incharge
3	Lab. Attendant	<ul style="list-style-type: none"> ➤ Maintenance of Laboratories, cupboards, etc ➤ Cleaning and maintenance of laboratories, cupboards, slabs, chemical bottles. instruments/ equipments and machinery and furniture; washing of glassware, watering of pots; assistance in preparation of chemical reagents/media; lab animal rearing including their feeding and management; ➤ Assisting in conducting practical/experiments maintenance of laboratory records for consumable items. ➤ Transport of tissues samples from TVCC/post-mortem room of the department and other places. ➤ Assisting laboratory work and post-mortem examination and other miscellaneous work. ➤ Day to day sterilization in lab and packaging. ➤ Any other work assigned by the CO/Head of the Department/ Lab. Incharge.
4	Lab. Assistant	<ul style="list-style-type: none"> ➤ Assisting students, scientists/teachers in conducting laboratory test/practical classes/exam of UG and PG and research work. ➤ Handling of Lab. stores, dealing with audit, auction of store articles etc. ➤ Maintaining lab instruments/ equipments and machinery and to keep cleanliness after experiments. ➤ Before an experiment to process samples and prepares the proper experimental set up. ➤ Preparation of media and reagents and sterilization in the laboratory. ➤ Maintenance of Conference Hall and A.V. Lab. ➤ Maintenance of laboratory records for consumable and non-consumable items ➤ Assisting the laboratory technician in the following. <ul style="list-style-type: none"> • Preparation of Histopathological slides of Biopsy and Post-mortem tissues collected at Necropsy. • Maintenance of the Post-mortem record. • Collection of samples from TVCC and Post-mortem • Maintenance of subsidiary registers of laboratory ➤ Any other work assigned by the CO/Head /Lab. Incharge.
5	Senior Lab. Assistant	<ul style="list-style-type: none"> ➤ To assist seniors (Lab. Technician, Teachers/Scientist) in preparation of chemical regents, preparation of media, conducting practical classes/exams in laboratory. ➤ Maintenance of laboratory records for consumable/ non-consumable items. ➤ Assistance in smooth functioning of costly and sophisticated scientific equipments and machinery overseeing the upkeep of

		<p>laboratories.</p> <ul style="list-style-type: none"> ➤ To get Repair and maintenance of Instruments/ equipments/ machines. ➤ Assist in maintaining the departmental library. ➤ Any other work assigned by the CO/HOD/ Lab. Incharge
6	Lab. Technician	<ul style="list-style-type: none"> ➤ Maintenance and operation of laboratory articles/instruments/equipments. ➤ Maintenance of laboratory records (consumable and permanent article) and subsidiary registers ➤ Preparation of solution/media and other pre-requisites for conducting experiments / practical. ➤ Assistance in setting of experiments, data recording, sampling and chemical and biochemical etc. ➤ Assists the scientific staff in carrying out sampling, testing and recording of the various laboratory tests being done in the laboratory. ➤ Proper disposal of biomedical waste of the laboratory. ➤ Preparation of histopathological slides of biopsy and post-mortem tissues collected at necropsy. ➤ Maintenance of the Post-mortem record. ➤ Assisting UG and PG teaching and research. ➤ Collection of samples from TVCC and Post-mortem hall. ➤ To supervise proper washing and sterilization of feeder, water utensil defecating trays, P.P. cages, S.S. rabbit cages and batteries. ➤ Assistance in setting up of experiments, data recording sampling, maintenance of subsidiary register, feed requisition register, animal sale register and credit sale register etc. ➤ Any other duties/work assigned by the CO/HOD/ Lab. Incharge.
7	Supervisor Animal Attendant	<ul style="list-style-type: none"> ➤ To allot the duties of animal attendant in morning shift, general shift and second shift. ➤ Make proper arrangements for animal attendant whenever any animal attendant is on CL/EL. ➤ Maintain the proper watering and feeding system of each colony. ➤ To supervise /proper breeding of all laboratory animals. ➤ To provide the date, for the demand of Lab. Animals from any institution and supply animals in proper transportation cages. ➤ Maintain the cleanliness of whole building. ➤ Any other duties/work assigned by the CO/HOD/Incharge.
8	Senior dairy Attendant	<ul style="list-style-type: none"> ➤ Feeding, cleaning, watering, milking and lifting of dung at farm. ➤ Grazing and dipping of animals, harvesting of fodder and its lifting, chaffing and distribution. ➤ Assisting VLDA in the farm operations, collection of milk, eggs, cleaning, feeding and watering of animals at farm. ➤ Any other work assigned by CO/HOD/Incharge.
9	Jamadar	<ul style="list-style-type: none"> ➤ Supervision of all farm activities and management of farm labourers. ➤ Maintenance of feed consumption and livestock population registers. ➤ Any other work assigned by CO/HOD/Incharge
10	Tractor Driver	<ul style="list-style-type: none"> ➤ To drive and maintenance of the tractor. ➤ Maintenance of log book of tractor. ➤ Any other work assigned by CO/HOD/ Incharge.

11.	Beldar	<ul style="list-style-type: none"> ➤ Lifting of green fodder. ➤ Cleaning of sheds and lifting of dung. ➤ Feeding of animals. ➤ Preparation of fields for timely sowing. ➤ Sowing, fertilizers and pesticides application. ➤ Timely harvesting for fodder crops ➤ Assist in sale and distribution of milk and meat products, packaging of milk, cleaning of milk and meat plants, product development, cleaning of labs, glassware's etc ➤ Any other work assigned by the CO/HOD/ Lab. Incharge
12.	Kennel Attendant-cum-Cook	<ul style="list-style-type: none"> ➤ Cleanliness and management of kennels. ➤ Cooking food for small animal, including dogs. ➤ Care taking of animals. ➤ Handling equipments related to kennels. ➤ Any other work related to indoor and outdoor activity of the animals. ➤ Any other work assigned by the CO/HOD/ Lab. Incharge
13.	Agricultural Inspector	<ul style="list-style-type: none"> ➤ Preparation of fields for timely sowing. ➤ Sowing, harvesting fertilizers and pesticides application. ➤ Timely harvesting for fodder crops ➤ To prepare sowing plan for Rabi and Kharif crops/fodder. ➤ To supervise the Beldars, labours and field works in day to day work. ➤ Maintain the record of all crops ➤ Any other work assigned by the CO/HOD/ Lab. Incharge
14.	Butcher	<ul style="list-style-type: none"> ➤ Slaughter of animals, cleaning of slaughterhouse, ➤ To assist in making meat products ➤ Any other work assigned by the CO/HOD/ Lab. Incharge

Sd/-
Director of Research

CC:

1. SPS to VC for information the Worthy Vice-Chancellor
2. Registrar cum FAA, LUVAS
3. Nodal officer RTI Cell office of the Registrar
4. SPIO to COVS for information with reference to his office Memo No. SPIO/COVS/VPTX/2016/124-126 dated 30-12-2016
5. SPIO to Director of Research, LUVAS Hisar
6. Incharge, LUVAS Website for putting the duties on Website.



From

The Registrar
LUVAS, Hisar

To

The In-Charge
University Website
LUVAS, Hisar

Memo No. Admn./E-I/2017/1766

Dated:

Subject: Displaying the duties of employees on website.

As per decision taken in the appeal of Case No. 7268 of 2016, Sh. Subhash Chander Vs. LUVAS, Hisar the State Information Commissioner, Haryana has ordered to comply with the requirement of Section-4 of RTI Act, 2005 for uploading the duties of employees on the University Website. You are, therefore, requested to upload the nature of duties for the posts for which Registrar is the appointing authority on the University Website. Soft copy of the same is sent herewith.

Registrar

NATURE OF DUTIES

Sr. No.	Name of post	Work responsibility/ Nature of Duties
1.	Personal Assistant	The Personal Assistant perform the duty for dictation work of concerned Controlling Officer of the office. He will also perform such other duties as assigned to him/her in the interest of the university.
2.	Deputy Registrar/ Assistant Registrar/ A&AO/ Deputy Superintendent/ Superintendent/ Assistant/ Clerk	<p>Generally Deputy Registrar/ Assistant Registrar/ A&AO/ Superintendent are assigned the duty of supervision of ministerial staff as well as power of D&DO. They guide the subordinate staff, examine/ coordinate the work of Academic/Establishment/ General Branches in the office. He will also perform such other duties as assigned to him/her in the interest of the university.</p> <p>The Deputy Superintendent is assigned the duty to supervise the ministerial staff. Assistant/ Clerk are assigned the duty of office relating to Establishment/ pay/ Accounts/ Contingency/ record-keeping/ Store/ Cash etc.</p> <p>However, as per Clause 28 (1) of Chapter VI of the LUVAS Act & Statutes; an employee of the University may be called upon to perform any extra work as may be assigned to him/ her in the interest of the University.</p>
3.	Steno Typist/ Junior Scale Stenographer/ Senior Scale Stenographer	Generally Steno Typist/ Junior Scale Stenographer/ Senior Scale Stenographer perform the duties for dictation and typing work in the offices. He will also perform such other duties as assigned to him/her in the interest of the university.
4.	Car/ Jeep/ Bus/ LMV/ HMV	He may drive the light and heavy departmental vehicle as the case may be. He will also maintain the log book of the vehicle properly and responsible to repair and maintenance of the vehicle from time to time. And he will responsible to keep the vehicle neat and clean. He will also perform such other duties as assigned to him/her in the interest of the university.
5.	Cook	He shall be responsible to prepare meals at university Rest Houses and to serve the same to officers on tour. He will responsible to up keep the kitchen and kitchen wares. He will perform any other duty assigned to him/ her in the interest of the University.
6.	Computer Operator	He will perform the duty for the official work related to computer i.e. typing and to keep computer data up to date and ensure to safeguard all the data and software

		in the computer. He will also be responsible to prepare power point presentations and other computer related programmes. He will also perform such other duties as assigned to him/her in the interest of the university.
7.	Daftri	He will responsible to mend, trim stitch and bind etc, old records/ files in the record room in the Section. He will responsible to paste correction slips in the officials references books of various officers and those of Offices/ Departments/branches / Sections. He will also perform such other duties as assigned to him/her in the interest of the university.
8.	Messenger/ Peon	Messenger/ Peon will responsible to carry and deliver the dak within & outside the office. He will also responsible to perform miscellaneous and odd jobs for officers/ officials and other work assigned by the officer. He will responsible to ensure the cleanliness and general keep up of the Section/ Office wherein posted and of the furniture, fixture and equipment. He will responsible to attend the officers at Headquarters and while on tour. He will also perform such other duties as assigned to him/her in the interest of the university.
9.	Helper	He will provide help to the technical staff under whom he is placed on duty. He can be assigned duty in the Lab, Farm and Clinics for assisting the staff. He will also perform such other duties as assigned to him/her in the interest of the university.
10.	Security Guard	He will maintain security of all the movable and immovable property of the university and will perform the duty of watch and ward. He will also perform such other duties as assigned to him/her in the interest of the university.
11.	Vehicle Attendant	He will responsible to up keep the vehicle, maintain its cleanliness. He will help the driver of the vehicle for smooth maintenance of the vehicle. He will also perform such other duties as assigned to him/her in the interest of the university.
12.	Book Self Attendant	He will maintain the books in proper condition in the Almirah and Book Self kept in the Library of department, keep record of books, get the books bind time to time and will perform such other duties has assigned to him in the interest of the university.

From

Director Students' Welfare-cum-EO,
LUVAS, Hisar.

To

All Deans/Directors/Officers/HODs/HOSs,
LUVAS, Hisar.

No. DSW/2017/3451-80

Dated: 29/3/17

Subject: Duties of various posts.

The worthy Vice Chancellor is pleased to approve the following duties for various posts for which the Director Students' Welfare cum EO is the appointing authority:

Sr. No.	Name of post	Duties
1.	Jr. Engineer	a) To carry out survey and leveling work, preparation of estimates, supervise the execution of construction of building/roads, to maintain register of progress/ accounts of stock etc. b) To take measurements of works and perform other duties as assigned by the senior officers. c) Any other duties/work assigned by the CO/ HOD/ Incharge.
2.	Generator Operator	a) To operate generator for un-interrupted electric supply. b) To maintain logbook of Gen. set. c) To attend minor repair of Gen. set. To attend minor electric repair. d) Any other duties/work assigned by the CO/ HOD/ Incharge.
	WPO-II	a) To operate Electric Motor and Diesel Engine. b) To operate generator installed at water works and sewerage disposal. c) To maintain log book of Diesel engine. d) To attend minor repair of pump/motor and greasing etc. e) To attend minor electric repair f) Any other duties/work assigned by the CO/HOD/ Incharge.
4.	Mate	a) To supervise the work of Sweepers b) Any other duties/work assigned by the CO/HOD/ Incharge.
5.	Sweeper	a) Sweeping and Cleaning work of building & roads and lifting of garbage. b) Any other duties/work assigned by the CO/HOD/ Incharge.


Director Students' Welfare-cum-EO

Cc:

- 1- SPS to Vice-Chancellor for kind information of worthy Vice-Chancellor.
- 2- Registrar, LUVAS, Hisar w.r.t. his office Memo. No. Adm./t. 1/2017/1321-1325 dated 6.3.17.
- ✓ 3- Nodal Officer, RTI Cell, O/o Registrar.
- 4- Dr. Vijay Jadhav, I/c University Website, Dept. of VPHI for uploading the duties on website.

Duties of Technical Assistant

1. To assist teacher/scientist/incharge in conduct of the activities of the section of posting.
2. Responsible for handling, maintenance and upgradation of different electronic instruments like multimedia projectors, computers, digital cameras, preparation and editing of the film etc as assigned to him.
3. To maintain the record /log book of equipments and account for the stock of consumables.
4. In case of faults in the instruments (under his charge), will report to incharge/HOD and get it repaired timely.
5. To maintain hard disks of the activities of the section/ department/ college/ university.
6. Any other work assigned by controlling officer/HOD/Incharge.

Duties of OT (Operation Theater) Assistant

To assist in all the activities desired by surgeon/scientist/incharge in allotted OT or ICU including the post-operative recovery rooms, pre-anaesthetic check-up room and para-clinics during routine/ off-hours/ emergencies.

To perform following activities at the workplace allotted to them:-

1. Surgical instruments, equipments, OT lights, anaesthesia machine, and other equipments in the OT should be cleaned and disinfected; Ensure cleanliness of shrouds and drapes, operation tables, scrub area, tapes and other allotted areas.
2. Preparation and proper sterilization of surgical Packs, equipments and other desired items in the section.
3. Fumigation of OT at regular intervals and to maintain the records.
4. All electrical points (sockets and switches) are functioning, extension boards and electrical suction units are in working order.
5. Anaesthetic machines/workstations, monitors, breathing circuits and accessories are in perfect working order.
6. Ensure sufficient number of medical gas cylinders are readily available and checked for adequate pressure.
7. Ensure pipelines for medical gases and/or vacuum pipeline is attached and checked to be okay.
8. Ensure emergency drugs trolley/cart is checked and kept ready for use. To cross-check the expiry dates of drugs and replace as and when required. Resuscitative equipment should be kept ready.
9. Check the animal intubation trolley prepared for all necessary items.
10. Check the anaesthesia machine for presence of all anaesthetic drugs, stainless steel trays, Magill's forceps syringes, needles, labels. Intravenous cannulae, three ways stop cocks, adhesive tapes, scissors, spirit, tincture benzoin etc.
11. Storage of adequate amounts of emergency medicines, intravenous fluids, plasma expanders, intravenous sets, S/V sets, Canula etc. for use during pre-, peri- and post-operative periods in the section.
12. Provide spinal/epidural/needle sets, local anaesthetic drugs along with stainless steel trays for administration of local/regional anaesthesia techniques.
13. Ensure and help provide during positioning of the patient prior to the surgery, during surgery and even during transportation to the post-operative recovery area or ICU or to vehicle. Help in the application of casts/splints under the supervision of surgeon/incharge.

14. Ensure proper functioning and positioning of OT Lights during surgery, checking of electro-cautery machine and foot pads (Bipolar and unipolar leads, with proper earthing).
15. Ensure OT/ICUs are fully functional and operational to carry out the desired technique for the welfare of patients.
16. Ensure that the OT list is pasted inside the OT and animals are operated as per sequence. Each animal should come to the OT with proper documents which should be crosschecked.
17. Ensure that during surgery OTs are never left unattended.
18. Ensure that animal brought in the O.T. should be cleaned, sanitized and shaved/ hair clipped (will do preparation of patient except scrubbing). In case an infected case has been conducted; then the OT should be fumigated. Similarly, ICU bed should be cleaned and disinfected before the next animal is taken on it. Bandaging of animal and administration of drugs till it is ambulated to ward.
19. Ensure appropriate record maintenance- drug/ other consumables utilization register. Entries should be legible, signed by the concerned anaesthetic and all cutting/overwriting duly attested. Ensure patient details in "Anaesthetic Records" registers of OT and in Anaesthetic Records Performa are completed well in time.
20. Carry out minor repairs of equipments and change of parts of instruments, OT Light, change of oxygen flow sensor etc.
21. Any other duty/work as assigned by controlling officer/HOD/incharge.

Duties of Radiographer/X-ray Technician

1. Maintenance, upkeep and optimum working of imaging equipments i.e. X-ray machine, CR/DDR systems, USG machine and all the accessories etc. And imaging section as a whole for smooth and efficient working.
2. Precisely follow orders from attending veterinary faculty/doctors on what area of body to image and radiographic views suggested.
3. Prepare the animals for different imaging procedures, including taking history and answering the questions about the procedures.
4. Radiography of all the animals reported for X-ray for clinical/ teaching/ research purposes during routine/off-hours/ emergencies.
5. Protect the animal by shielding exposed areas that do not need to be imaged and personnel in the imaging section.
6. Position the patient and the equipment in order to get the correct image
7. Operate the computerized and other equipments to take the images.
8. Preparation and maintenance of dark room and solutions for film processing.
9. Work in tandem with veterinary faculty and radiologist to evaluate the images and to determine whether additional images need to be taken
10. Keep detailed patient records, radiographs, hard disks etc. and prepare data analysis reports for submission.
11. Maintain and account for stock of consumable and non-consumables in imaging section.
12. Discuss problems and difficulties which may arise in the imaging section with incharge(s) well in time.
13. Any other duty/work as assigned by controlling officer/HOD/incharge.

Duties of Farrier

1. To assist Teachers/scientists/incharge in proper conduct of UG/PG classes, research or, any other activity desired/required in the shoeing section.

2. Maintenance and operation of the furnace, anvil and other instruments related with shoeing in animals during routine/off-hours/emergencies.
3. Hoof care: discussing and helping owners, trimming, application of suitable horseshoe after choosing according to horse size, foot condition and working condition. Also, dressing and post-operative care of foot/ hooves in animals.
4. Recording and maintenance of data related to the section activity, maintenance of stock of consumables and non-consumables of the section.
5. To provide information and advice to the stake holders when desired/ needed.
6. Any other work assigned by controlling officer/HOD/Incharge of shoeing section.
7. Deal with the client/ owners with respect and observe professional ethics and discipline.
8. Maintain all the equipment tools in proper working condition.
9. Proper maintenance and up keep of the shoeing section.
10. Making animals shoes by hand or machine, adjusting the shape of shoe and fitting of shoe over the feet of animals.
11. Work with vets for corrective shoeing or surgical farriery.
12. Any other work assigned by controlling officer/HOD/Incharge.

Duties of operator- cum-driver

1. To maintain the vehicle and other implements in neat, clean and working condition.
2. To maintain the records of fuel, repairs service etc.
3. To maintain the logbook.
4. To help in cleaning of farm by assisting in dung lifting and dumping etc.
5. To get the feed and fodder for the livestock farm.
6. To operate the motors (Electricmotor/dieselmotor) related with chaffed cutter, water tank, drain system, tube well etc.
7. To maintain the records related with motors.
8. Any other duties as assigned by the controlling officer/Head of Department/Section in charge as per requirement of department from time to time.

Duties of Livestock Investigator

1. To assist the PI/Co-PIs of the project according to the requirements/needs.
2. To prepare the questionnaire to collect the primary and secondary data.
3. To visit agriculture and livestock farms to collect the data.
4. To compel, tabulate, analyse and prepare the data/tables in presentable form.
5. To find out the cost effectiveness of the different farming systems/different traits based on the experimental data or as per requirements of the project.
6. To record and maintain the data in computer/e-governance.
7. Supervision and reporting of experiment.
8. Data recording and maintenance of farm records and preparation of all types of reports related to animals/poultry farm.
9. Any other duties as assigned by the controlling officer/Head of Department/Section in charge as per requirement of department from time to time.

Duties of Milk recorder

1. To supervise and manage the milkers' duty during milking session.

2. To maintain the record of milk handed over to LPT department.
3. To maintain the record of milk fed to the different age calves.
4. To maintain milking records of individual animals (under different schemes or projects).
5. To maintain records of concentrate available in the godown, concentrate fed to lactating animals during milking session and requirement of concentrate well in advance.
6. To report farm manger regarding any disease, illness or injury to the animal observed during milking.
7. Estimation of milk fat % , milk LR % etc.
8. Maintenance and upkeep of all the equipments and utensils, milking machines and proper hygiene of milking parlour.
9. To ensure clean and hygienic milk production by following standard operating procedures.
10. Any other duties as assigned by the controlling officer/Head of Departments/ Section in charge as per requirement of department from time to time.

Duties of Junior photographer

1. To prepare sets, checking that all equipments are functioning properly, setting up appropriate lighting and keeping accurate daily shoot records
2. Capturing and producing high quality and consistently beautiful images of different activities like academic, research, extension, cultural, sports, university functions or programmes or any other activities as required.
3. Cropping and processing of all images, maintaining file size specification guidelines.
4. Meeting daily and weekly deadlines to prepare for new website material.
5. Maintaining inventory of photographic laboratory supplies and equipment.
6. Performing related job duties as required.
7. Assisting the senior photographer
8. Any other duties assigned by the authority

Duties of Foreman

1. To plans, assign, schedule, and supervise the work of skilled and unskilled workers in maintaining and repairing air conditioning, refrigeration, and related mechanical systems and equipment; conducts regular inspections of work in progress and on completion.
2. periodically checks generators, motors, compressors, and controls; initiates action for the major overhaul of equipment.
3. Provides technical assistance in the design, installation, and maintenance of these mechanical systems and equipment.
4. Studies developments in refrigerants, equipment, and practices and utilizes findings in the installation and maintenance of equipment.
5. Recruits and trains personnel in the safe operation of equipment and tools.
6. Establishes and enforces safety regulations, work performance standards, rules and working conditions.
7. Prepares work reports; maintains stock of replacement and repair parts, materials, and supplies; prepares requisitions for supplies, parts, and equipment.
8. Assists in verification of Refrigeration and Air Conditioning spares purchased/supplied.
9. Performs related job duties as required.
10. Any other duties assigned by authority

Duties of Mechanic

1. Repair and maintenance of refrigerators, ACs, water coolers, deep freezers, cold rooms and air conditioning equipment etc.
2. Ensures stocks of needed materials are ready and available at all times
3. Creates and maintain activity logs

4. Assists the foremen
5. Assists in verification of Refrigeration and Air Conditioning spares purchased /supplied.
6. Performs related job duties as required.
7. Any other duties assigned by authority.

Duties of Mechanic operator

1. To perform testing procedures to ensure that machines work optimally during the production procedures
2. Maintains and cleans machines before and after each shift/ work.
3. Feeds information akin to speed, shapes and sizes through the machine set up box
4. Places parts in semi-automated machines
5. Calibrates machines at the beginning of each shift/work
6. Recalibrates machines at the end of each shift/ work
7. Monitors machines during every procedure to ensure optimum running
8. Troubleshoots problems during machine operation
9. Ensure that regular and preventative maintenance procedures are carried out
10. Performs random tests to ensure accuracy
11. Performs safety checks on every machine
12. Ensures that machines are producing quality products by managing periodic checks on output
13. Ensures stocks of needed materials are ready and available at all times
14. Creates and maintain activity logs
15. Provide relevant information regarding progress to supervisors
16. Performs related job duties as required.
17. Any other duties assigned by the competent authority

Duties of X-ray Room Helper

1. To assist in radiography/other imaging modality by preparation, handling, casting restraint and positioning of animals referred for diagnosis and treatment.
2. Cleanliness of shelves, equipments and instruments of imaging section.
3. Assist in changing processing solutions in dark room, cleaning radiographic and other accessories including cassettes in CR (computed radiography)/ DDR (direct digital radiography) systems. Assist the radiographer/ technician in processing film images on CR system /DDR.
4. Assist in receiving the cases for radiography and handing over the reports to clients/ owners.
5. Prepare animals for different imaging procedures of radiography and other imaging techniques.
6. Proper arrangement of equipment, instruments, shelves, etc.
7. Assist radiographer/ X-ray technician in carrying out all the activities of the imaging section including date entry, faxing, filing, copying, maintaining records/ stock registers, in emergencies, off-hours and holidays.
8. Any other work assigned by controlling officer/HOD/ Incharge.

Assistant Manager

1. Procurement of milk/other material for experimental dairy plant
2. Maintenance of record in dairy plant
3. Setting audit objects, audit requisition
4. Assisting MDO/HOD in smooth functioning of dairy plants
5. Any other work assigned by controlling officer/HOD/section in charge from time to time.

Dairy supervisor

1. Maintenance of dairy records in the experimental dairy plant
2. Supervision of experimental dairy plant.
3. Procurement of milk and other materials for smooth functioning of dairy plant.
4. Manufacturing of dairy products and processed milk products.

5. Setting audit objections, audit requisition.
6. Any other work assigned by controlling officer/HOD/section in charge from time to time.

Dairy manufacturing assistant

1. Development of processed milk products.
2. Keeping record of milk and milk products.
3. Handling cash of sale.
4. Maintenance of equipments and labs.
5. Assisting the teachers in U.G. and P.G. practical classes related to dairy courses.
6. Any other work assigned by controlling officer/HOD/section in charge from time to time.

Boiler attendant

1. Maintenance, cleanliness and operation of boiler during day to day working of experimental dairy plant.
2. Maintain a log book of boiler.
3. Regular check and maintenance of dairy/dairy plant equipments
4. Any other work assigned by controlling officer/HOD/section in charge from time to time.

Dean, COVS

Document No.:- R01510-220618

Subject: Display of duties of all the employees on the university website.

From

The Registrar

LUVAS, Hisar

To

Dr. Vijay J. Jadhav

Incharge, University Website

Deptt. of VPHE

LUVAS, Hisar

Memo No. Admn./E-1/2018/1334

Dated: 22.06.2018

Sub: Display of duties of all the employees on the university website.

As per orders of State Information Commission the duties of all the employees working in the university have been placed on the website of the university. Now the worthy Vice-Chancellor has changed the duties of Daftri which are as under:

Handling the photocopier machine to perform the duties relating to it.

To perform the duty of Receipt and Dispatch.

To up keep the files in the office and maintain the old record.

To perform the duty of distribution of dak and such other duties as assigned to him/ her in the interest of the university.

It is, therefore, requested to replace the above duties of Daftri on the website of the university accordingly.

Sd/-

Registrar