



**DIRECTORATE OF HUMAN RESOURCE DEVELOPMENT (HRD), UNIT  
BIHAR VETERINARY COLLEGE CAMPUS,  
BIHAR ANIMAL SCIENCES UNIVERSITY, PATNA - 800014**

**Dr. Sanjay Kumar Bharti, FIAVA**  
Director  
O.O. No. 02/HRD, Unit /BASU / Patna

Ph.: 9835284899 & 7992286879  
Email : dskbharti24@gmail.com  
Dated- 10/07/2026

**OFFICE ORDER**

**Subject: Nomination of College-level Coordinators, Human Resource Development (HRD) under the Directorate of Human Resource Development (HRD) Unit, Bihar Animal Sciences University, Patna.**

In pursuance of the approval accorded by the Hon'ble Vice-Chancellor, Bihar Animal Sciences University, Patna, on Note Sheet No. 01 of File No. 01/HRD Unit/BASU, Patna, and in continuation of the proposal submitted by the Directorate of Human Resource Development (HRD) Unit, the following faculty members are hereby nominated as **College-level Human Resource Development (HRD) Coordinators** for their respective constituent colleges of Bihar Animal Sciences University, Patna, with immediate effect.

| <b>Bihar Veterinary College, BASU, Patna</b>                         |                                         |                     |                                                    |            |                        |
|----------------------------------------------------------------------|-----------------------------------------|---------------------|----------------------------------------------------|------------|------------------------|
| Dr. Amrita Behera                                                    | Coordinator, HRD Unit, BVC, Patna       | Assistant Professor | Department of Veterinary Biochemistry              | 9078487567 | amrita23@gmail.com     |
| <b>Bihar State Institute of Dairy Technology, BASU, Patna</b>        |                                         |                     |                                                    |            |                        |
| Dr. Anuradha Kumari                                                  | Coordinator HRD Unit, BSITDT, Patna     | Assistant Professor | Department of Dairy Chemistry                      | 7087382384 | anu.ndri@gmail.com     |
| <b>College of Fisheries, Kishanganj, BASU</b>                        |                                         |                     |                                                    |            |                        |
| Dr. Uday Kumar                                                       | Coordinator HRD Unit, COF, Kishanganj   | Assistant Professor | Department of Aquaculture                          | 7250919870 | uday.fcrl@gmail.com    |
| <b>College of Veterinary &amp; Animal Sciences, Kishanganj, BASU</b> |                                         |                     |                                                    |            |                        |
| Dr. Shagufta Perveen                                                 | Coordinator HRD Unit, COVAS, Kishanganj | Assistant Professor | Department of Veterinary Physiology & Biochemistry | 7044660097 | sperveen1999@gmail.com |

**Roles and Responsibilities of College-level HRD Coordinators**

The College-level HRD Coordinators shall serve as the nodal link between their respective constituent colleges and the Directorate of Human Resource Development (HRD) Unit, Bihar Animal Sciences University, Patna. They shall assist the University in strengthening institutional human resource development through effective planning, coordination, implementation, monitoring and documentation of HRD-related activities.

**The HRD Coordinators shall perform, inter alia, the following functions:**

1. Coordinate all Faculty Development Programmes (FDPs), Training Programmes, Workshops, Seminars, Conferences, e-Courses, Orientation Programmes and other Capacity Building initiatives at the college level.
2. Identify, compile and periodically update the training and professional development needs of faculty members and staff, and submit the same to the HRD Unit.
3. Disseminate information regarding national and international training programmes, fellowships, workshops, conferences and other professional development opportunities among faculty members and staff.
4. Facilitate timely submission and routing of applications for participation in training programmes through the prescribed channel as notified by the University.
5. Maintain an updated record/database of all HRD activities, training programmes attended, certificates obtained, FDPs completed and other professional achievements of faculty members.
6. Coordinate with Heads of Departments and Dean for preparation of the Annual Training Calendar and assist in organizing need-based training programmes within the college.
7. Ensure submission of Post-Training Reports, Training Completion Certificates, Knowledge Sharing Reports and other required documents to the Directorate of HRD Unit.
8. Assist the Directorate of HRD Unit in activities related to institutional quality assurance, accreditation, ranking frameworks (NIRF/NAAC/ICAR or other agencies), faculty profiling and documentation.
9. Promote leadership development, digital learning, interdisciplinary collaboration, innovation, research capacity building and other HRD initiatives among faculty members and staff.
10. Maintain effective coordination between the Heads of Departments, Dean and the Directorate of HRD Unit for smooth implementation of HRD policies and programmes.
11. Perform any other HRD-related duties assigned by the Hon'ble Vice-Chancellor or the Directorate of Human Resource Development (HRD) Unit from time to time.
12. The above nomination shall ordinarily remain valid for a period of **three (03) years** from the date of issue of this Office Order or until further orders, whichever is earlier.

**General Instructions**

**The nominated HRD Coordinators shall work under the overall guidance of the Dean of the respective constituent college and in close coordination with the Directorate of Human Resource Development (HRD) Unit for effective implementation of HRD policies, faculty development activities and institutional capacity-building programmes.**

The Coordinators shall submit periodic reports to the Directorate of HRD Unit as and when required.

This Office Order shall come into force **with immediate effect**.



**(Dr. Sanjay Kumar Bharti)**  
Director (Nodal Officer)  
HRD Unit, BASU, Patna-14

Cc.: - To • Dr. Amrita Behera, Assistant Professor, Department of Veterinary Biochemistry, BVC, Patna/ Dr. Anuradha Kumari, Assistant Professor, Department of Dairy Chemistry, BSIDT, Patna/ Dr. Uday Kumar, Assistant Professor, Department of Aquaculture, CoF, Kishanganj. / Dr. Shagufta Perveen, Department of Veterinary Physiology & Biochemistry, COVAS, Kishanganj for your kind information and necessary action.

- The Head, VBC, BVC/ DC, BSIDT / Aquaculture, CoF / VPY, COVAS for your information pls.
- The Dean, Bihar Veterinary College, Patna, for your kind information please.
- To, The Dean, Bihar State Institute of Dairy Technology, Patna, for your kind information please.
- The Dean, College of Fisheries, Kishanganj, for your kind information please.
- The Dean, College of Veterinary & Animal Sciences, Kishanganj, for your kind information please.
- The Director, Research, BASU, Patna, for your kind information please.
- The HRD Unit BASU, Patna for Record.
- The Officer-In-charge, ICT-Cell BASU, for uploading the details of the College-level HRD Coordinators on the official University website.
- The Finance Comptroller, BASU, Patna, for your kind information please.
- The Registrar, BASU, Patna, for your kind information please.
- The DRI-cum-Dean PGS, BASU, Patna for your kind information please.
- The Secretary to Vice-Chancellor for kind information to Hon'ble Vice-Chancellor, BASU, Patna.