

# **REPORT OF THE COMMITTEE CONSTITUTED FOR STUDYING THE ISSUES RELATED TO THE ADMINISTRATIVE STAFF IN AIDED COLLEGES, GOVERNMENT COLLEGES AND UNIVERSITIES IN KERALA**

Submitted on 11-12-2012



## **THE KERALA STATE HIGHER EDUCATION COUNCIL**

**SCIENCE AND TECHNOLOGY MUSEUM CAMPUS  
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## A. BACKGROUND:

The Kerala State Higher Education Council (KSHEC) constituted a Committee for studying the issues related to the administrative staff of aided colleges, government colleges and universities in Kerala. The KSHEC through its executive notification dated 15-6-2012 conveyed the same to the Chairman and members of the committee through its letter D.O.No. 105/KSHEC/MS2012-13, dated 15-6-2012.

### Composition of the committee

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|--|----------|
| 1. Prof. Raveendranath<br>Pro Vice-Chancellor, University of Calicut                                     | Chairman |
| 2. Prof. Lopus Mathew<br>HOD Physics, St.George's College, Aruvithura, Erattupetta<br>EC member KSHEC    | Convener |
| 3. Major. K. Ibraine (Principal Rtd)<br>Thirurangadi, Malappuram   | Member   |
| 4. Rev. Dr. Mathew Maleparampil<br>BVM Holy Cross College, Cherpunkal                                    | Do       |
| 5. Dr. K. Seedikkoya<br>Associate Professor, M.E.S.Mampad College  | Do       |
| 6. Shri. Jose Mathew<br>St. Thomas College, Pala   | Do       |
| 7. Shri. Shoukathali. P<br>Dharunnathath Arabic College, Karuvarakundu                                   | Do       |
| 8. Shri.Thomas Varghese<br>Marthoma College, Thiruvalla  | Do       |
| 9. Shri. Ahammed Salim T.P<br>Head Accountant, Amal College of Advanced Studies,<br>Nilambur, Malappuram | Do       |
| 10. Shri.K.K Sreekumar<br>M G College, Thiruvananthapuram  | Do       |
| 11. Shri. Babu C<br>Assistant Registrar, Kannur University   | Do       |
| 12. Shri. Bernard<br>Senior Superintendent, DCE Thiruvananthapuram                                       | Do       |

The first meeting of the Committee was held at the Board Room of the Council office on 4-7-2012 (Wednesday) at 10.30 am. The Agenda of the meeting was

1. Refresher course and training programme for Non - Teaching Staff
2. An adalath to be conducted by DD for solving problems of Non - Teaching Staff
3. Revision of staff pattern
4. Dying-in- harness for Non - Teaching Staff of private Colleges
5. Discussion of the problems of Librarians and
6. Any other item permitted by the chair

All members were present and they discussed the various issues of Non - Teaching Staff.

Accordingly 4 sub committees were formed as follows.

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|--|----------|-----------------------|
| 1. Sri. Bernard<br>Senior Superintendent,<br>Directorate of Collegiate Education<br>Thiruvananthapuram | Convenor | Government colleges   |
| 2. Sri. Babu. C<br>Assistant Registrar, Kannur University  | Convenor | Universities          |
| 3. Major. K. Ibraine (Principal Rtd)<br>Thirurangadi, Malappuram                                       | Convenor | Aided Colleges        |
| 4. Rev. Dr. Mathew Maleparampil<br>BVM Holy Cross College, Cherpunkal                                  | Convenor | Managers & Principals |

The Second meeting of the committee was held on 17-8-2012(Friday) in the Seminar Complex of University of Calicut at 10.30 am. All members were present and the sub committee conveners presented their brief reports and discussed the various issues of the Non- teaching staff. Based on the discussions, it was decided to hold sittings at Kannur University for the administrative staff of Kannur University and Calicut University area, at Mahatma Gandhi university for the administrative staff of Mahatma Gandhi University area, Cochin University of Science and Technology, Sanskrit University and Kerala Agricultural University, at Kerala Higher Education Council for administrative staff of Kerala University area and any other in the Kerala State and another meeting for the Principals and managers.

Accordingly, the first sitting of the committee was held at Kannur University on 18<sup>th</sup> September 2012 which covered Kannur and University of Calicut area. About 60 (Sixty) association representatives and individuals presented their representations in the hearing of the committee.

The second sitting of the committee was held at MG University, Kottayam on 29-9-2012 which covered the MG university area. About 88 (Eighty eight) persons from various associations and individuals also presented their representations in the hearing.

The third sitting of the committee was held on 3-10-2012 at the Board room of the Council, Thiruvananthapuram which not only covered the Kerala university area but also covered throughout the state. About 57 (fifty seven) persons participated and presented their representation before the committee in the sitting.

Moreover the committee also conducted a meeting of Managers and Principals on 22-10-2012 to discuss issues of the Non teaching staff, particularly on dying-in- harness scheme at the Board room of the Kerala State Higher Education Council, Thiruvananthapuram. About 35 (Thirty five) persons were participated and discussed the same.

A two day training programme was conducted to the Non – teaching staff in the Kerala university area at RTTC, Kaimanam, Thiruvananthapuram from 20<sup>th</sup> and 21<sup>st</sup> November 2012 on the basis of the preliminary recommendations of committee for imparting training to the administrative staff of colleges.

On 20<sup>th</sup> November 2012, the committee met at RTTC, Kaimanam and prepared the rough draft report which was one of the demands of the Non - teaching staff committee on the basis of the sub committees formed by the committee.

On 4<sup>th</sup> December 2012 the committee met at the board room of the Kerala State Higher Education Council to prepare the final draft. About 300 representations were received by the committee and the present report is prepared on the basis of these representations and discussions with representatives of Non – teaching staff organizations, Council of Principals and Managers.

## **B. INTRODUCTION:**

In Kerala, after the de-linking of Pre-Degree from both government and aided colleges in 1998, there has been certain uncertainty regarding the pattern of administrative staff due to the decrease in student strength in various colleges. However, after 1998, new courses have been

sanctioned by the government to the Private Aided Colleges to compensate the situation in the ratio of an Under Graduate or Post Graduate course for every three batches of Pre-Degree. The introduction of the Credit and Semester system in the four affiliating Universities in Kerala has considerably increased the work load of administrative staff in colleges as well as in universities. Even though, revised pattern of administrative staff has been implemented in Aided Colleges by G.O. (MS) No.119/04/H.Edn dt. 17.09.2004, G.O. (MS) No. 50/08/H.Edn. dt. 09.05.2008 and other subsequent orders, several anomalies still exist calling for rectification. Moreover, till date no authoritative and proper in-depth study has been conducted to assess the real issues of administrative staff and suggest remedies for the same. With the introduction of Information technology and computer, there arose an increasing interest to use IT in the administration of the colleges and universities. Further the computerization of the examination system, online admission and online submission of salary bill requires staff with adequate computer knowledge. It is in this context that the Higher Education Council of Kerala appointed a committee to look into the issues related to the administrative staff in aided colleges that have entered into Direct Payment Agreement with the government, Government Colleges and Universities.

### **C. ADMINISTRATIVE STAFF OF AFFILIATED COLLEGES:**

The procedure and methodology we adopted to study the problem through various direct sessions with people connected with the issue, yielded us results. We were able to truly assess the problems facing the administrative staff. The following are the important issues:

- a. Though the government of Kerala sanctioned new UG and PG courses after the delinking of Pre-Degree from colleges, it was based on the condition that such new courses should not incur any financial commitment to the government / should not exceed budgetary allotment / should not incur financial commitment until the courses are stabilized. However, as per Order No. GOMS No.260/2010/H. Ed. dated 20/08/2010 the government has changed its mind and sanctioned 1599 teaching posts in 143 aided colleges without sanctioning additional posts for administrative staff of aided colleges. Consequently, these courses were not taken into account for sanctioning and creating posts for administrative staff. Hence even though the number of courses increased, the grade of the college for fixing non-teaching staff did not change. The resultant deficiency of staff has badly affected the administration of the college. The administrative staff play a vital role in providing service to students in the library,

laboratory and in the office matters like fee collection, treasury dealings, examination work and so on. Besides, the introduction of Credit and Semester system has enhanced the work load in office, overloading the office work and the examination work.

- b. The introduction of computer technology is not of use for the administrative staff due to non-availability of training facilities. The internet has been used for numerous purposes like e-grants, admission, examination, salary claim etc. without giving any training to the office staff. Hence the need for a system for imparting continuous training to the administrative staff.
- c. As per the Government order NO. 119/04 Higher Education dated 17.09.04 aided colleges were graded as A, B, C, D, E respectively. There have been numerous problems and obstacles arising from the functioning of E-Grade colleges. For example, there is no Library and Laboratory Assistants in E-Grade colleges. After 1997, though steps have been taken to create teaching posts, the government has not cared for creating the needed posts for administrative staff. If necessary posts were sanctioned for the courses sanctioned after 1997, there would have been a revision of grade of many colleges and a corresponding enhancement in the number of administrative staff.
- d. Though Dying-in-harness scheme is in prevalence in all government departments, aided schools, public sector undertakings etc, this scheme has not been extended to the administrative staff in aided colleges. The Managements have expressed their anxiety as it is against the direct payment norms of appointment of non-teaching staff and the minority right.
- e. Though it is vital to maintain cleanliness, hygiene and safety in colleges the posts of sweeper, scavenger and watcher have not been sanctioned in aided colleges. These posts which were existing in aided colleges had been abolished through order No. 119/04 dated 17/09/04. The responsibility of protection and cleaning of the campus has been handed over to the management. As per existing order GO(MS) No 66/Edn dated 9<sup>th</sup> Feb.1970 the pattern of administrative staff in private colleges has to be the same as that of the government colleges. The categories of sweeper, scavenger and watcher still exist in government colleges though they have been abolished in aided colleges. In order to keep the college campus eco-friendly and hygienic these posts are to be reinstated. The argument that the post of watcher is to protect the property of the manager is baseless. The money in the shelf of the office is mostly due to the Government. The documents in the office are also regarding the correspondence

of the college, to the government and university. Similar is also the case of the question papers of the University Examinations. A temporary watcher cannot be given responsibility of protecting all these.

- f. As UGC is taking a number of steps to improve the quality of higher education the state government may provide the necessary framework to have the UGC package extended to the administrative staff in colleges in proportion to the additional work.
- g. Administrative staff has not been given appropriate representation in senate and syndicate of the universities in Kerala. Similarly, there was no representation of administrative staff in college council.
- h. There are no housing loan schemes for the benefit of administrative staff in aided colleges. Taking into consideration all these issues in the field of higher education, a revised pattern for administrative staff has been proposed.

#### **Grading of Colleges for fixing Administrative Staff Pattern – Revision of Norms required**

In G.O. (MS) No 119/04 dated 17-09-2004 and its appendix as well as subsequent orders, the Aided Colleges were divided into 5 grades A to E. Of course the grading was only for fixing administrative staff pattern and it was promised from the part of the Government, that it will not be used for any other purpose. There was strong protest from the part of the administrative staff at that time itself, against 'E grade' as well as cutting down of the administrative staff strength. The number and category of administrative staff sanctioned is highly inadequate to run the college. The minimum number of the staff required to run a college is taken as in the case of 'D grade' college. In 'E grade' college there is not even a single lab assistant or Library assistant sanctioned. Their work has to be done by the teaching staff – a system unheard of in the field of higher education.

Another factor that was omitted in the existing pattern is research. There was no clerk, lab assistant and library assistant sanctioned to colleges having several research departments. At the same time the use of library and laboratory is a must for research work. Hence the need for sanctioning additional clerical posts as well as Library and Laboratory assistants to colleges having research departments.

During the last 10 years UGC has awarded colleges with potential for excellence status. Moreover in the budget for 2012-13, the government of Kerala has declared that ten colleges will be given the status of colleges with potential for excellence, which may grow as role models for other institutions.

All these require considerations in revising the administrative staff pattern.(See Appendix I)

### Recommendations

1. Rename the category of Non-teaching staff as **“Administrative staff.”**
2. To approve the courses that were introduced by the government consequent on delinking of Pre Degree from colleges in 1998 onwards, for fixing the staff pattern of administrative staff. It may be noted that Government had allowed teaching staff for these courses and it is only justice to consider these courses for fixing the staff pattern for administrative posts.
3. To implement the dying harness scheme for the administrative staff in aided colleges considering the grounds noted in **Section (C) clause (d) stated in the report.**
4. Re-instate the posts of sweeper, scavenger and watcher in aided colleges (details given in the Pattern attached).
5. To upgrade college libraries with sufficient library staff to provide better facilities including online facilities, digital libraries etc., to students and teachers (detailed pattern attached)
6. The basic qualification for direct recruitment of clerical staff will be degree with computer knowledge and with scale of pay on par with Secretariat Assistant, PSC Assistant, Assistant in Government sector. This has to come into effect from the date of order of the Government.
7. To conduct adequate in service training and orientation courses for the benefit of administrative staff, in institutions like IMG/ academic staff colleges/ any similar institutions and conduct training for new recruits within one year of appointment.
8. For all the existing administrative staff, previous qualification criteria must be retained for promotions until new qualifications may be formulated. Till now, any candidate who has passed 8<sup>th</sup> Std has been appointed as last grade staff and higher qualification was not a limitation for LGS appointment. But it is seen that recently the DCE is objecting to appointments of candidates with higher qualification as LGS. But no such statutory amendment has been done till date in this regard. This situation generated several cases in the court filed by such appointed candidates. The only solution is to fix the qualification of LGS as pass in 8<sup>th</sup> Std and higher qualified candidates cannot be appointed as LGS. The government orders and University Statues may be amended to that extent and implemented immediately.
9. A separate examination wing may be created in all colleges, with 2 clerks and 2 Office attendants in special grade, and A grade colleges and one clerk and one Office attendant for B and C grade colleges.



10. Additional incentive may be given to all staff who acquires higher qualification.
11. Exempt the Lab Assistant/ Library assistant from passing the eligibility test as and when they attain 50 years. All others have to pass the attender test within 5 chances. Also those who have passed SSLC may also be exempted from passing attender test. The PSC may be advised to conduct the attender test at least once in a year.
12. To provide separate constituency in senate for administrative staff of aided colleges.
13. To nominate/elect one member each to the syndicate of all universities in Kerala from the administrative staff of the aided colleges.
14. To include Head/one member of the administrative staff - in the college council.
15. Include one Head of Administrative staff from the Colleges in SAAC committee as in the case of IQAC in NACC accreditation.
16. To sanction housing loan and computer loan schemes for the administrative staff.
17. To provide allowances to administrative staff in UGC related works.
18. Library assistant may acquire computer knowledge preferably. Two library assistants may be sanctioned for every five courses. The implementation of the revised pattern may be given retrospective effect from 17-09-2004.
19. Steps have to be taken to include government orders regarding the qualifications and pay scale of administrative staffs of aided college in the university statutes.
20. TA/DA as per KSR may be allotted to administrative staff for DD office, DC office and University related traveling.

**D. ADMINISTRATIVE STAFF IN THE DEPARTMENT OF COLLEGIATE EDUCATION:** (Government Colleges, Government College Hostels, Dy. Directorate of Collegiate Education)

The problems faced by the administrative staff in the Department of Collegiate Education are basically the same as that of the administrative staff of aided colleges. However, there are some basic issues to be highlighted separately. The introduction of the SPARK system has made the Salary disbursement of the teaching and administrative staff of aided colleges easy. However, the system needs some refinement. The number of Dy. Director Office has not increased in tune with the increase in number of colleges (even though it is meager), and the number of increase in the teaching staff of aided colleges. There are colleges working without any one to take the responsibility of cash dealings in the office as per rules. These issues are also addressed in the report.

## Recommendations:

1. There shall be a 3 tier system (College-Dy. Directorate-Directorate) for entering the establishment details of the staff in the SPARK control and the power to allot PEN may be given to the Dy. Director. (In future, SPARK can be revised to make a 5 tier system wherein:
  - a. The College Principal will sign digitally after preparing the bill
  - b. The Dy. Director will pass the bill and sign digitally.
  - c. Treasury Officer will deposit the amount in the TSB account and sign digitally for making the payment.
  - d. The copy of the bill will be received online to the Director of Collegiate Education and Accountant General for verification.

This will make the SPARK process completely online and will avoid the delay in passing the bills of aided colleges.

2. Administrative Staff may be appointed on the basis of the number of courses and students.
3. There shall be sufficient amendments in the Special rules to rename the attender post of the Department as Lab Assistant/Library Assistant/ Office Assistant.
4. The posts of Clerks in the nine Government College hostels where there are no post of Head Accountant may be converted into Head Accountant post. Similarly, the posts of Clerk-typists in the Government College hostels where there are no post of Clerks may also be converted into Head Accountant post. This can be done without any financial commitment to Government as there are more than 50 U.D. Clerks (Higher Grade) at present who are drawing salary in the Scale of Head Accountant.
5. Sanction Lab Assistant posts in proportion to the number of Science Programmes.
6. The attenders who have been given ratio promotion from the Last Grade are getting higher salary than their seniors as they get fixation in these two stages. The seniors in the attender post may be given step-up benefits to avoid this anomaly. In order to allow the step-up, the conditions in the G.O.(P)85/11/Fin. Dated 26/2/11 may be exempted.
7. The post of senior Superintendents may be allowed in the Government Colleges at Attappady and Ambalapuzha.
8. Head Accountant posts may be allowed in Music Colleges.
9. Two posts of Clerks may be allowed in the Chembai Memorial Music College at Palakkad as there is only one post of Clerk.
10. 5 posts of clerks may be allowed in the Government College at Chittur on the basis of the number of courses.
11. Sanction Senior Superintendent Posts at Government Arts College, Thiruvananthapuram, Government Colleges at Kottayam and Kozhinjampara, and KKTU College, Pullut, instead of the present post of Junior Superintendent. There will not be any additional financial commitment to Government as there are number of Junior Superintendents (Higher Grade) at present who are drawing the salary of Senior Superintendent.

12. The Office of the Dy. Directorate office may be started at Kannur.
13. U.G.C. allowance may be sanctioned to the administrative staff in the colleges.
14. The offices of the Dy. Directorate office at Kottayam, Ernakulam and kozhikkode may be shifted to new buildings urgently as these buildings are in a very a dangerous condition.
15. Adequate computers and internet facilities may be provided in the Dy. Directorate offices.
16. 2 constituencies may be allowed to the government college administrative staff in the University senates.
17. One member may be nominated from the administrative staff of Government College/hostels to the Syndicate of the respective University.
18. Two members may be inducted into the College Council, Purchase Committee and College Development Committee from the Administrative Assistant/Superintendent/ Head Accountant of the college.
19. 28 A. Fixation may be allowed to those who are appointed by promotion or bitransfer even if they are appointed to the same salary scale. If they are not getting promotion equivalent to the grade in the period of time bound Higher grade promotion, they may be allowed the grade on the basis of the total service (including Class IV service).
20. Attenders who have passed Library Science course may be promoted to 4<sup>th</sup> Grade Librarians in Colleges on the basis of seniority.
21. Consider 20% of the qualified low paid staff for promotion to the post of L.D. Clerks/L.D.Typists.
22. Lab uniform and risk allowance may be sanctioned to Science lab attenders.
23. The retirement date of attenders may be unified as March 31<sup>st</sup> as the retirement during the academic year will cause problems in the arrangement of practical classes.
24. Remuneration for examination work may be increased in proportion to the increased work load.
25. The Clerical allowance, remuneration for part-time clerk etc., may be given to the clerks entrusted with the work in the colleges.
26. Software may be made available to all government and aided colleges for admission, fee collection, issue of T.C. and Course and Conduct Certificate.
27. Promotion posts recommended by the Library Grading Committee may be allowed to the Librarians in the Common pool.
28. Allow the posts of Data Entry Operator Gr. II, Data Entry Operator Gr. I, System Analysts, System Supervisor, and System Manager in Universities and Government Departments and sanction uniformity in the pay scales of these posts. Fresh appointments may not be made to the post of typists.

#### **E. ADMINSTRATIVE STAFF OF UNIVERSITIES:**

There are lot of changes effected in the University administration with respect to the revision of curriculum (like CCSS) and introduction of online examination system, e-governance and digitalization in administration. All these developments are brought about without giving any training to the administrative staff. This has created problems in verification of registration, tabulation and mark list

preparation and administration. The administrative staff strength of the University is not re-assessed and re-designed on the basis of the increased workload due to the introduction of the semester system, setting up of new departments, new research facilities and construction of new buildings. There are lots of anomalies in the IX Pay revision order. Similar posts in different Universities are provided with different pay scales and there is no uniformity in pay scales.

### **Recommendations:**

1. The committee recommends providing regular in-service training to the University employees under the auspices of the Kerala State Higher Education Council. The Higher Education Council may consider setting up of permanent training centres for the administrative staff of colleges and universities (like the academic staff colleges).
2. There should be uniformity in the posts and pay scales of the Universities in Kerala. The Committee recommends allowing the Secretariat Pattern to the University employees.
3. The University Administration Service shall be revised to the present requirement due to new developments. The committee recommends conducting a work study of the Universities and revising the staff pattern based on the present requirement. The study team should be able to recommend the extent of modernization in the universities to be adopted for the smooth functioning, scientific deployment of existing staff in the University and additional staff requirement with the qualification specified.
4. The medical reimbursement facility is confined to Government hospitals where there may not be required facilities. The Committee recommends that it may be extended to private super speciality hospitals and in case of emergencies (like Cardiac Arrest, accidents etc.,) to the nearest hospitals without specifying whether they are recognised or not.
5. The recruitment of the University employees had been entrusted with the Kerala Public Service Commission during 2010. The required legislation has not been completed till date. The Committee recommends that this may be expedited.
6. A Common Software may be introduced for all the Universities for conducting the UG & PG admissions and examinations, with modification facilities, wherever necessary, for maintaining the academic autonomy. Software may also be prepared for affiliating colleges for uploading of data to universities. Uniform e-governance facilities may also be provided to the universities for administration and financial management. Higher Education Council may take the initiative for providing these to all Universities so that centralization will reduce the cost.
7. The anomalies in the IX Pay revision Order (G.O.(P) No. 86/2011/Fin. Dated 26-02-2011 and the erratum issued as per G.O.(P) No.144/2011 Fin. Dated 30-03-2011) with respect to University employees are to be corrected. In the above said order, Registrars of Universities were directed to report omissions and errors. Accordingly, **Universities have already communicated the corrective measures necessary for avoiding the hardship caused to the employees due to these anomalies. The Commission recommends that immediate steps be taken to correct the Pay revision anomalies.** There is great anomaly

in the promotion and pay scales of the Librarians and typists in the University. The Committee recommends:

- a. The induction of all library professionals having statutory qualifications and eight years of continuous service into the U.G.C. Scheme for Librarians and exemption from qualifying UGC-NET, fixing a cut off date, as is done in the case of Aided College Librarians.
- b. The fixation of pay of existing staff in UGC scales shall be on the basis of respective posts and total years of service.
- c. The rectification of the pay revision anomalies and provision of pay at par with the pay scales of similar posts in Kerala Secretariat. In the case of certain posts where equalization of pay with secretariat pattern is not possible (as these posts are not existing in secretariat service), government pattern/existing pattern in Universities can be followed.
- d. Permit the present incumbents (i.e., who are in service prior to implementation of 2009 pay revision) to avail the promotional avenues prior to 2009 pay revision. The typists of all Universities have lost their promotion prospects as the post of Pool Officer and Section Officer (FC&D) are abolished by the IX pay commission. Hence, the Government may reinstate this benefit to all the typists who were in service prior to 2009.
- e. The computer operators of universities should be re-designated as Junior Programmers and entrusted with more responsibilities. They should have promotion prospects like Assistant Computer Programmers.
- f. All the technical staff of Mahatma Gandhi University is not seen under the purview of Pay revision order. Steps may be taken to include all the staff in the Pay revision order.
- g. The special Universities are facing different problems. The technical staff in these Universities is not having any secretariat staff pattern. The benefits enjoyed in such technical posts may be retained and upgraded in tune with the revision in the similar pay scales, to avoid dissatisfaction among the employees. However, Government may fix the conditions for fresh appointments.
- h. In several cases, the revised scales to different posts in the Universities are much lesser than the corresponding scale given for existing scales in the order. This may be rectified.

#### **F. SPECIAL NOTE ON ADMINISTRATIVE STAFF OF SELF-FINANCING COLLEGES:**

Even though the terms of reference of the present committee did not include problems of the administrative staff of self financing Arts and science colleges, administrative staff of several such colleges has come before the committee. It is recommended to consider the formation of another committee to study t

**Appendix . I ADMINISTRATIVE STAFF PATTERN IN AIDED COLLEGES**

<b>Category</b>	<b>special Grade colleges with at least 1250 students, 15 courses and 5 Ph.D. Programs</b>	<b>A Grade Colleges 1000 or more students and 12 courses</b>	<b>B Grade Colleges) 600-999 students and 10 courses</b>	<b>C Grade Colleges below 600 students and 5 course</b>	<b>D Grade All other Colleges including Oriental Colleges &amp; Training</b>	<b>Remarks</b>
A.O. ( Administrative Officer )	1	0	0	0	0	Due to high level research academic, and extension activities etc.
Administrative Assistant	1	1	0	0	0	
Senior Superintendent	0	0	1	1	0	
Junior Superintendent	2	2	1	1	1	
Head Accountant	1	1	1	1	1	
Clerk/Store Keeper/Accountant	(10+2)	(8+2)	(6+1)	(4+1)	4	Due to heavy Work Load in connection with examination
Typist/Data Entry Operator	2	2	1	1	1	Existing typists has to acquire computer knowledge
Computer Operator (Technical Assistant)**	1	1	1	1	1	Qualification : +2& diploma in CS
Office Attendants	10+2	8+2	4+1	3+1	4	Due to heavy work load in connection with examination
Sweeper + Watcher+ Scavenger	7 (Sw- 3, Sca-2, Watcher – 2)	7 (Sw- 3, Sca-2, Watcher – 2)	6 (Sw- 2, Sca-2, Watcher – 2)	4 (Sw- 2, Sca-1, Watcher – 1)	3 (Sw- 1, Sca-1, Watcher – 1)	Scavr., WM, Swpr., Menial Staff

Librarian	2 (1 Librarian + 1 Jr. Lib.)	2 (1 Librarian + 1 Jr. Lib.)	2 1 + 1 - Jr. Lib.	1 Lib.	1 Lib.	One UGC and other Jn. Librarian
Library Assistants*	8	6	4	2	2	Two Lib. Asst. for every five courses
Gardener	1	1	1	1	0	For upkeeping Garden if there is B.Sc. Botany
Mechanic (ITI – Electronics / Electrical)	1	1	1	1	0	If there is Physics & Chemistry Depts.
Herbarium Keeper	1	1	1	1	0	If there is PG Botany Dept.
Laboratory Assistants			2 each for Physics and Chemistry B.Sc. core, one for B.Sc. complementary. and two each for Botany and Zoology. One each for other Science courses with practical. Two each for Physics, Chemistry M.Sc. and one each for M.Sc. in other Science subjects.			
Dept. Store Keeper			1 each for Physics and Chemistry departments			
Technical Assistants			1 each for courses like BCA, MCA, M.Sc Computer Science, Electronics, Biochemistry, Microbiology, Biotechnology etc.			

**NB \*For PhD Programmes :**

**For 5 PhD Programmes and above--** 2 clerks, 2 lab assistants for all science departments having Ph. D Programmes and 2 Library assistants for every 5 Programmes.

**Less than 5 PhD programmes--** 1 clerk, 1 Lab assistants, and 1 Library assistants.

**Examination Cell:**

After the implementation of CBCSS, the exam work is over loaded. So we propose an examination cell comprising 2 clerks, and 2 office attendants for special grade colleges and A grade colleges and 1 clerk and 1 office attendant for B and C grade colleges.

**Computer operator:**

The new post is for supporting the computer related works including website-up gradation and hardware support etc.(Technical assistance)

**Junior Librarian:**

Qualification: B. Lib. Science. (Those who have B. Lib. Science, in service may be given the promotion as Junior Librarian.)