

8077

PROCEEDINGS OF THE DIRECTOR OF COLLEGIATE EDUCATION,
THIRUVANANTHAPURAM

Collegiate Education Department - Private Arts & Science Colleges, Training Colleges and Arabic Colleges - Staff Pattern of Non-Teaching Staff - Revised Fixation of Staff Strength - Orders issued.

ORDER No.E(4)39170/08/Coll.Edn.

Dated : 01/04/2009

- Read :-
1. G.O.(Ms) No.119/04/H.Edn.dated 17/09/2004.
 2. This Office Order No.E4/47959/2005 dated 28/12/2005.
 3. G.O.(Ms) No.50/08/H.Edn.dated 09/05/2008.
 4. S1/Estt/728/08 dated 28/08/2008, Letter of Principal, NSS College, Manjeri.

ORDER

1. Consequent on de-linking of Pre-degree courses from the Colleges, Government have issued orders to revise the staff pattern and work norms of Non-Teaching Staff of Private Arts & Science Colleges, Training Colleges and Arabic Colleges and to deploy excess staff, if any, as per the Government Order read as first paper above. As per the revised norms the colleges are to be classified into 5 Grades from "A" to "E" on the basis of the courses offered and students strength in the respective colleges. (Vide Appendix 1 of the Government Order read above).

2. After examining the parameters such as the number of courses offered (aided), actual students strength as on November 1st of the year 2003 and other details required to revise the staff strength, the Grade of the College and strength of Non-Teaching Staff of NSS College, Manjeri has been fixed as per this office order read as second above.

3. Various organisations of the Non-Teaching staff of Private Aided Colleges have pointed out anomalies in the Government Order read as first paper above. After examining the matter in detail Government made some amendments, as per the Government Order read as 3rd paper above. On the basis of the Government Order the strength of Non-Teaching Staff of NSS College, Manjeri are provisionally re-fixed as below.

18/4/09
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1. Grade of the College:-

1.	Name of College	NSS College, Manjeri
2.	Number of Courses offered (Aided)*.	8(6 Degree Course +2 P.G.)
3.	Actual Strength of students as on 01-11-2003	592
4.	Whether receiving UGC Grant for Development of Library	Yes
5.	Number of books in the Library	22544
6.	The Grade to which the College is classified	'D' Grade

*Excluding the courses sanctioned after 1997 with the condition of no financial commitment/no additional financial commitment/expenditure not to exceed budget provision etc.

2. Revised fixation of staff strength (NSS College, Manjeri)

Sl.No.	Name of Post	No. of Posts eligible as per G.O.(Ms) No.50/08/H.Edn.dated 09/05/2008.	No. of Employees working as on 01/11/2003	No. of surplus posts declared supernumerary	Remarks
1.	Administrative Assistant	---	---	---	
2.	Senior Superintendent	---	1	1	
3.	Junior Superintendent	1	---	---	
4.	Head Accountant	1	---	---	
5.	Clerk	3	8	4	
6.	Store Keeper	1			
7.	Typist	1	2	1	
8.	Librarian UGC	1	---	---	Number of Librarians not to exceed one [G.O.(Ms) No.119/04 dated 17/09/2004 Para 12 of Appendix
9.	Librarian Gr.I	---	---	---	
10.	Librarian Gr.IV	---	1	1	

11.	Library Assistants	2	} 12	10	----	
12.	Laboratory Assistants	10				
13.	Mechanic	1		----	----	
14.	Specimen Collector	----		----	----	
15.	Herbarium Keeper	----		----	----	
16.	Gardener	----		----	----	
17.	Peons	4		8	4	
18.	Gasman	----		----	----	
19.	Sweeper	----		----	----	
20.	Watcher	----		----	----	
21.	Scavenger	----		----	----	
22.	Technical Assistant	1		----	----	
Total		26		30	11	

3. This Order will take effect from 17/09/2004.

4. This Order is subject to the following conditions:-

- a. All the existing posts of Specimen Collector, Watchman, Sweeper, Gasman, Scavenger/Sanitation Worker and other posts found excess in the college are declared supernumerary. The persons now holding the posts are allowed to continue till their promotion/retirement/removal/death etc. The surplus staff will be accommodated against supernumerary posts and no fresh appointments/promotions shall be made when such posts become vacant. For accommodating the surplus staff in future vacancies, the non-teaching posts in aided colleges are classified into different groups of same nature (Para 3 Group-1 to 6 of the Government Order read as 3rd paper above). No fresh recruitment shall be made in each group if there exists any surplus staff found supernumerary. Even then, if there exists/arises vacancy, such vacancy shall be filled up with prior sanction of Government.
- b. The Manager and the Principal of the College shall satisfy themselves that the posts sanctioned to the college are actually eligible as per the revised staff pattern and work norms issued by the Government.

- c. The Principal shall report the changes in the number of courses and students strength of the college that affect the sanctioned staff strength of the college. He will be held personally responsible for the violation of the condition and avoidable expenditure/monetary loss to Government on account of any lapse.
- d. Deputy Director concerned will see that the above conditions and Government instructions are scrupulously complied with.

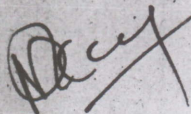
sd/-

K.SHASHIDHARA .I.A.S.
DIRECTOR OF COLLEGIATE EDUCATION

To

1. The Principal, NSS College, Manjeri
2. The Manager, NSS Management, Central Committee, Changanacherry.
3. The Deputy Director of Collegiate Education, Kozhikode .
4. Accounts Officer (General)
5. Superintendent E Section.
6. Post Audit Section
7. Current File/Stock File.

//Approved for issue//


Superintendent

s.p.k.03/04.

