

Provisional

**PROCEEDINGS OF THE DIRECTOR OF COLLEGIATE EDUCATION**  
**THIRUVANANTHAPURAM**

Collegiate Education Department – Revised Staff Pattern of Non Teaching Staff for Private aided colleges – Grading of colleges & fixation of staff strength – Pattern for Layola College of Social Sciences - orders issued.

ORDER No. E1/18724(V)/2016/Coll.Edn

Dated : 07.02.2020

- Read :-
1. G.O(MS)60/2016/H.Edn dated 29.02.2016
  2. G.O(MS)No.308/19/H.Edn dated.01.09.2019
  3. Order No.E1/18724(V)/2016/Coll.Edn dated.27.07.2016
  4. Letter No.D6/2833/16 dated.06.05.2016 of the Zonal Deputy Director of Collegiate Education, Kollam

ORDER

Government have framed new guidelines for fixing the staff pattern of Non Teaching Staff for aided colleges on the basis of number of aided courses & students strength. The Director of Collegiate Education is entrusted to issue formal orders fixing staff patterns of aided colleges.

On examining the details in respect of Layola College of Social Sciences, vide reference cited 3<sup>rd</sup> stands cancelled and the new staff pattern is fixed as follows.

1.	Number of courses (as on 29.02.2016)	4 (PG only)
2.	Sanctioned Strength of Students (as on 29.02.2016)	162
3.	Whether receiving UGC grant or not	Yes
4.	Grading of the College	
	(a) Existing	D
	(b) New	E

I. **Fixing of Revised Staff Pattern**

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Sl. No.	Name of Post	No. of post sanctioned as per G.O(MS) 60/16/ H.Edn dated. 29.02.2016	No. of Super-numerary post identified as per pre-revised staff pattern	No. of Sanctioned post as per G.O(MS) No. 308/19/H.Edn dated. 01.09.19	No. of Additional Post created as per revised pattern	Super-numerary if any	Remarks
1	1.	1	--	1	--	--	No Change
Group 4	Head Accountant	1	--	1	--	--	No Change
2.	L.D Clerk, U.D.Clerk	4	--	2	--	2	2 Post Supernumerary w.e.f.29.02.2016.
Group 5	3.	1	--	1	--	--	Eligible for UGC Librarian post vacancy effective from the date of extinction of Supernumerary post of Grade IV Librarian
Group 6	4.	1	--	1	--	--	No Change
Group 7	5.	2	--	1	--	1	1 Post Supernumerary w.e.f.29.02.2016.
	6.	3	--	2	--	1	1 Post Supernumerary w.e.f.29.02.2016
Group 1	7.	1	--	--	--	1	1 Post Supernumerary w.e.f.29.02.2016
	Total	13	--	8	--	5	

Sd/-

V.VIGNESHWARI, I.A.S  
DIRECTOR OF COLLEGIATE EDUCATION

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SUPERINTENDENT

0147346

**Explanatory Note:-**

This order will take effect from 29.02.2016, ie the date of G.O(MS)No.60/16 29.02.2016. The Staff strength has been fixed strictly in accordance with the guidelines shown in the above Government Order vide reference (1) & (2). Those who are aggrieved with this new staff pattern will submit relevant documents to rectify the anomalies, if any, within one month from the date of issue of this order.

The Principals, Deputy Director of Collegiate Education are hereby instructed to ensure that no appointment is made against the supernumerary post (identified so in the table shown above). Any wrong instance will be viewed seriously and the concerned Principal's will be held responsible for the same. The Deputy Director of Collegiate Education shall keep proper Book / Registers containing the details of supernumerary posts & admissible number of sanctioned posts and proper verification shall be done before admitting salary.

Consequent on delinking of pre-degree from colleges the staff pattern of aided colleges was revised as per G.O(MS) No.50/08/H.Edn dated.09.05.2008, and certain posts, namely in the categories of Gasman, Watchman, Sweeper, Scavenger, Sanitation Worker, Specimen Collector etc were declared to be supernumerary. These excess incumbents who continue as supernumerary shall be adjusted against the vacancy of LGS, protecting his pay & designation. Fresh appointment shall not be made against the vacancy of LGS until all the supernumerary incumbents working in the above categories are adjusted.

The Managements/Principals/ Deputy Director of Collegiate Educations are instructed to see that no regular appointment / promotion is done against supernumerary posts, identified in each college. Those present persons working in these supernumerary posts will be permitted to continue till the retirement or the post becomes vacant owing to any other reasons.

Posts newly created as per the revised staff pattern can be filled up after adjusting the supernumerary posts in the concerned group.

The Deputy Director of Collegiate Education is instructed to watch no librarian is appointed in colleges are supernumerary incumbents in the post of Librarian Grade-IV- Grade I are working. They are instructed to ensure that only UGC Qualified Librarians are posted, after the abolition of graded Librarian posts. The aided courses alone were considered for grading of the college and fixation of staff strength. List of the same is appended herewith. If any post received due to the erroneous staff pattern fixation based on the detailed furnished the management is liable to refund the excess pay and allowances and other benefits received for the post and will forfeit the post thus received.

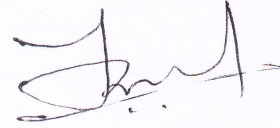
Sd/-

V.VIGNESHWARI, I.A.S  
DIRECTOR OF COLLEGIATE EDUCATION

Copy to:-

1. The Principal, Layola College of Social Science
2. The Manager, Layola College of Social Science, Thiruvananthapuram  
(Supernumerary തസ്തികകൾ ക്രമീകരിച്ച് അടിയന്തിരമായും റിപ്പോർട്ട് ലഭ്യമാക്കേണ്ടതാണ്)
3. The Deputy Director of Collegiate Education, Kollam
4. Current File / Stock File

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SUPERINTENDENT

P:G:10.02.2020

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GOVERNMENT OF KERALA