

RECOMMENDATIONS OF THE EXECUTIVE COUNCIL ON THE ISSUES RELATED TO THE ADMINISTRATIVE STAFF IN AIDED COLLEGES, GOVERNMENT COLLEGES AND UNIVERSITIES IN KERALA BASED ON THE REPORT OF THE KSHEC COMMITTEE.

As part of the efforts of the KSHEC to reform higher education in Kerala to enhance excellence and equity, the Council examined the service conditions of the non-teaching staff (redesignated as Administrative staff) through a committee. Based on the report of the committee, the Executive Council decided to make the following recommendations to the government.

Aided Colleges

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 initiate steps to implement the “dying in harness scheme” for the administrative staff in aided colleges also on humanitarian grounds.
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, and 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 8th 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 8th Std and higher qualified candidates cannot be appointed as LGS. The government orders and University Statutes 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. 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.
11. To provide separate constituency in senate for administrative staff of aided colleges.
12. To include Head/one member of the administrative staff - in the college council.
13. To sanction housing loan and computer loan schemes for the administrative staff.
14. To provide allowances to administrative staff in UGC related works.
15. Library assistant should acquire computer knowledge preferably. Two library assistants may be sanctioned for every seven courses.
16. 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.
17. TA/DA as per KSR may be allowed to administrative staff for DD office, DC office and University related travels.

Government Colleges and Directorate of Collegiate Education

1. The SPARK system introduced will continue with necessary upgrading
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. Head Accountant posts may be allowed in Music Colleges.
7. Adequate computers and internet facilities may be provided in the Dy. Directorate offices.
8. One constituency may be allowed to the government college administrative staff in the University senates.
9. Head of the administrative staff may be inducted into the College Council, Purchase Committee and College Development Committee from the Administrative Assistant/Superintendent/ Head Accountant of the college.
10. Attenders who have passed Library Science course may be promoted to 4th Grade Librarians in Colleges on the basis of seniority.
11. Consider 20% of the qualified low paid staff for promotion to the post of L.D. Clerks/L.D. Typists.
12. Lab uniform and risk allowance may be sanctioned to Science lab attenders.
13. Software may be made available to all government and aided colleges for admission, fee collection, issue of T.C. and Course and Conduct Certificate.
14. 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.

Universities

1. The committee recommends providing regular in-service training to the University employees under the auspices of the Kerala State Higher Education Council.
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. A work study of the Universities and revising the staff pattern based on the present requirement may be conducted. 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. This 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.
7. When new Universities including specialized universities are started, provision may be given to the existing staff in the respective University to get permanent appointment in these Universities on option basis, instead of the present system of deputation. This will help the new Universities to have experienced administrative staff and will reduce the supernumerary staff, if any, in the existing universities.
8. In the case of Librarians,
 - 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.
9. 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.
10. 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.
11. 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.
12. The newly established 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.
13. In several cases, the revised scales to different posts in the Universities are much less than the corresponding scale given for existing scales in the order. This may be rectified.

ADMINISTRATIVE STAFF PATTERN IN AIDED COLLEGES

Category	special Grade colleges with at least 1250 students, 10 courses, 5 PG Courses and 5 Ph.D. Programs	A Grade Colleges 1000 or more students and 9 UG Courses and 3 PG courses	B Grade Colleges) 600-999 students and 10 courses	C Grade Colleges below 600 students and 5 course	D Grade All other Colleges including Oriental Colleges & Training	Remarks
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.			